



Governor's Office of Emergency Services

Emergency Management Performance Grant

Recipient Subgrant Guide for Local Governments Fiscal Year 2008

April 1, 2008

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Foreword: Director's Message to Subgrant Recipients

I am pleased to announce the Emergency Management Performance Grant (EMPG) application material for Fiscal Year 2008. The EMPG allocation distributed by the Governor's Office of Emergency Services (OES) to the Operational Areas (OAs) provides critical funding assistance to sustain and enhance local emergency management capabilities in California in order to effectively prepare for, respond to and recover from the human-caused and natural disasters. To this end, State OES has selected ten fundamental, measurable, and achievable activities to be accomplished within the FY 2008 performance period. Beyond these activities, State OES staff will work with you to develop EMPG work plans in accordance with your emergency management program needs, as appropriate. The fundamental activities for 2008 are:

- **OA Coordination:** Conduct OA council meetings in which the participants approve and monitor the EMPG 08 projects submitted to State OES as part of the subgrant application.
- **Regional Coordination:** Participate in Mutual Aid Regional Advisory Committee (MARAC) and Standardized Emergency Management System (SEMS) Specialist Committee meetings as assigned, and in accordance with, committee meeting schedules.
- **National Incident Management System (NIMS):** Comply with NIMS requirements as established by Department of Homeland Security (DHS) by implementing SEMS in a manner consistent with NIMS.
- **Planning:** Review and revise the jurisdiction's Emergency Operations Plan in accordance with the schedule established in the plan, and submit the revised plan to State OES at least every three years for their review according to published emergency plan criteria.
- **Private and Volunteer Coordination:** Coordinate with businesses, private-non-profits, volunteer organizations and tribal governments to establish and maintain emergency management roles and responsibilities in the emergency plan.
- **Interoperable Communications:** Participate in committees and programs to improve the ability to communicate with other agencies.
- **Training:** Train personnel to perform the emergency management functions in the jurisdictions' emergency plan and to comply with SEMS and NIMS training requirements established for the current year.
- **Exercises:** Participate in disaster exercises that test the jurisdiction's emergency plan, emergency facilities and equipment.
- **After Action – Corrective Action:** Evaluate exercises and emergency response and make improvements to the emergency management system based on recommendations established in after action reports.
- **Response and Recovery:** Provide for a method to ensure the ability for 24/7 contact from State OES on emerging or active emergency activities related to emergency management.

State OES personnel will be available to assist you throughout the subgrant process. I am confident that through our combined efforts, and with the assistance of the EMPG grant, the State of California and local governments will be better able to manage any emergency event.



HENRY R. RENTERIA, Director
Office of Emergency Services

Section One: Subgrant Overview

Contents

This section contains the following:

- Purpose of this Subgrant
 - Eligible Subgrant Recipients
 - Purpose of this Subgrant Guide
 - Performance Period
 - Matching Requirements
 - Allocations and Methodology
 - OA Responsibilities
 - Applicable Laws, Regulations, Guidance Documents and Websites
 - Subgrant Timelines
 - Contact Information
-

Section One: Subgrant Overview, continued

Purpose of this Subgrant The purpose of the Fiscal Year 2008 Emergency Management Performance Grant (FY08 EMPG) is to support comprehensive emergency management at the state, tribal and local levels and to encourage the improvement of mitigation, preparedness, response, and recovery capabilities for all hazards. Funds provided under the EMPG must be used to support activities that contribute to the Operational Area's capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made.

Eligible Subgrant Recipients The eligible grant recipients are the 58 Operational Areas (OAs).

Purpose of this Subgrant Guide This *Recipient Subgrant Guide* will provide the OAs with guidance and forms to apply for, perform, and closeout the FY08 EMPG subgrant. This *Guide* specifies the performance period, allocations, eligible activities, and other subgrant related information and requirements.

Performance Period The FY08 EMPG performance period is October 1, 2007 through June 30, 2009.

Matching Requirements The FY08 EMPG requires a dollar-for-dollar match. This can be cash or in-kind. Please refer to 44 Code of Federal Regulations (CFR), 13.24 for specific details.

Allocations and Methodology California will subgrant a total of \$9,100,000 to OAs. The OA allocations were determined using a \$80,000 base award, with remaining funds distributed using per capita figures in the Department of Finance's yearly report called *E-1: City/County Population Estimates with Annual Percent Change*. This report can be accessed at the following website:
<http://www.dof.ca.gov/HTML/DEMOGRAP/ReportsPapers/Estimates/E1/documents/E-1table.xls>
The data for January 1, 2007 were used for calculating allocations. A complete listing of the allocations for the FY08 EMPG can be found in Appendix A.

Section One: Subgrant Overview, continued

OA Responsibilities

The OAs responsibilities are to:

1. Submit a subgrant application package to State OES by **May 30, 2008**, that represents the consensus of the OAs Operational Area Council and includes minutes of the meeting.
 2. Comply with all assurances and certifications contained in the Grant Assurances submitted with the FY08 EMPG application. In addition, if the OA subgrants funds to other entities, their subgrant agreements/contracts must also include these same assurances and certifications along with any local requirements.
 3. Prepare performance reports for the duration of the performance period. Further reporting details are included in Part Four, Performance Period Activities, under “Performance Reports”.
 4. Maintain financial management systems that support subgrant activities in accordance with 44 CFR Part 13.20.
 5. If changes are required after the initial subgrant award, submit revision requests to State OES, prior to incurring any associated expenditures. Further details are included in Part Four, Performance Period Activities, under “Revision Requests”.
 6. Remit unexpended subgrant funds to State OES after all work has been completed and reimbursements have been disbursed.
 7. Maintain property, programmatic, and financial records in accordance with the grant record retention requirements. Further details on the retention requirement are contained in Part Four, Performance Period Activities, under “Record Retention Requirements”.
 8. Comply with the audit requirements contained in Office of Management and Budget (OMB) Circular A-133, and Title 44 CFR, Part 13.26.
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Section One: Subgrant Overview, continued

**Applicable
Laws,
Regulations,
Guidance
Documents and
Websites**

OAs must ensure that local and internal departments are aware of the following laws, regulations, and guidance documents that apply to this subgrant:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended.
- Office of Management and Budget (OMB) Circulars A-87, A-102, A-133 <http://www.whitehouse.gov/omb/circulars/index.html>
- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code - Provides the legal basis for Emergency Management activities in California. Government Code Section 8607 describes the Standardized Emergency Management System.
- Recipient Subgrant Guide for Local Governments provided by State OES.

The following documents produced and distributed by State OES can be used as additional resources. They can be found on the State OES website at: www.oes.ca.gov.

- Local Emergency Planning Guidance
 - State Emergency Plan
 - SEMS/NIMS Regulations
 - Statewide Emergency Management Strategic Plan
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Section One: Subgrant Overview, continued

Subgrant Timelines

May 30, 2008	Submit applications to the appropriate OES Regional Office.
July 11, 2008	A performance report is due to the appropriate OES Regional Office for the period October 1, 2007 through June 30, 2008.
October 17, 2008	A performance report is due to the appropriate OES Regional Office for the period July 1, 2008 through September 30, 2008.
January 16, 2009	A performance report is due to the appropriate OES Regional Office for the period October 1, 2008 through December 31, 2008.
April 17, 2009	A performance report is due to the appropriate OES Regional Office for the period January 1, 2009 through March 31, 2009.
June 30, 2009	All subgrant activities must be completed and all funds disbursed.
July 31, 2009	<ul style="list-style-type: none">• A final performance report is due to the appropriate OES Regional Office for the period of April 1, 2009 through June 30, 2009.• A final Reimbursement Request is due to the appropriate OES Regional Office.

Contact Information

Technical assistance is available throughout the application and subgrant performance process. Contact your OES Regional Office at one of the following numbers:

Coastal Region (510) 286-0895
Inland Region – (916) 845-8470
Southern Region (562) 795-2900

Section Two: Program Specific Information

Contents

This section contains the following:

- Program Overview
 - What's New?
 - Director's Emphasis
 - Goals and Objectives
 - Eligible Activities
 - Other Unallowable Costs
 - Eligible Costs
-

Section Two: Program Specific Information, continued

Program Overview

The purpose of the FY08 EMPG is to support comprehensive emergency management and to encourage the improvement of mitigation, preparedness, response, and recovery capabilities for all hazards. Funds provided under the EMPG must be used to support activities that contribute to the OA's capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made. Towards this end, State OES has established emergency management priorities, goals, and objectives for California. OA activities under this subgrant must be tied to these priorities, goals, and objectives.

What's New?

- FEMA increased funding to the states this year, but has indicated this will be a one-time only increase, and funding will be reduced next year. Therefore, State OES is passing through an additional \$2,000,000 this year to the OAs in the form of a \$30,000 increase to the baseline amount and the remainder on a per-capita basis. The performance period has been extended to June 30, 2009. Those OAs who wish to change the funding cycle from the federal fiscal year to the July-June state fiscal year can take advantage of this one-time increase to do so.
 - FEMA is requiring that at least 25% of the subgrants funds be used for planning purposes.
 - The funds cannot be used for EOC construction or renovation because a separate grant is being made available by the federal government specifically for that purpose.
 - State OES is not requiring a Program Narrative by project. There is no requirement to separately budget by project or to track reimbursement requests by project. Basically, OAs will submit narratives that indicate their funds will be used for emergency management activities and then list the activities to be completed over the performance period.
 - State OES is collecting information relative to the actual total expenditures of your emergency management program. This information will be collected on your reimbursement request form (see Appendix C). In the past, we have been asked by various state and federal agencies regarding statewide total emergency management costs, often in an effort to obtain additional federal funding. This information has never been captured before. With your cooperation in supplying us with your estimated total program costs for each quarter, we will have this information available at the click of a button.
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Section Two: Program Specific Information, continued

Director's Emphasis

Listed below are key elements the Director is emphasizing for the 2008 EMPG program. These are to be considered the minimum program activities for the Operational Areas to accomplish within the program period.

- **OA Coordination:** Conduct OA council meetings in which the participants approve and monitor the EMPG 08 projects submitted to State OES as part of the subgrant application.
 - **Regional Coordination:** Participate in Mutual Aid Regional Advisory Committee (MARAC) and SEMS Specialist Committee meetings as assigned, and in accordance with, committee meeting schedules.
 - **National Incident Management System (NIMS):** Comply with NIMS requirements as established by Department of Homeland Security (DHS) by implementing SEMS in a manner consistent with NIMS.
 - **Planning:** Review and revise the jurisdiction's Emergency Operations Plan in accordance with the schedule established in the plan, and submit the revised plan to State OES at least every three years for their review according to published emergency plan criteria.
 - **Private and Volunteer Coordination:** Coordinate with businesses, private non-profits, volunteer organizations and tribal governments to establish and maintain emergency management roles and responsibilities in the emergency plan.
 - **Interoperable Communications:** Participate in committees and programs to improve the ability to communicate with other agencies.
 - **Training:** Train personnel to perform the emergency management functions in the jurisdictions' emergency plan and to comply with SEMS and NIMS training requirements established for the current year.
 - **Exercises:** Participate in disaster exercises that test the jurisdiction's emergency plan, emergency facilities and equipment.
 - **After Action - Corrective Action:** Evaluate exercises and emergency response and make improvements to the emergency management system based on recommendations established in after action reports.
 - **Response and Recovery:** Provide for a method to ensure the ability for 24/7 contact from State OES on emerging or active emergency activities related to emergency management.
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Section Two: Program Specific Information, continued

Goals and Objectives The goals and objectives of the state are described in Appendix B. The goals address five main categories:

1. Partnership and Leadership
2. Planning and Operations
3. Infrastructure and Communication
4. Education, Training, and Exercises
5. Funding and Resources

Eligible Activities

PLANNING

FY 2008 EMPG funds may be used for a wide range of emergency management planning activities. These activities may include, but are not necessarily limited to, the following:

- Planning for continued NIMS/SEMS implementation
- Modifying existing incident management and emergency operations plans to ensure proper alignment with the NIMS and National Response Framework coordinating structures, processes, and protocols
- Developing/enhancing comprehensive emergency management plans
- Conducting a hazard analysis and risk assessment prior to mitigation plan development
- Developing/enhancing all-hazards mitigation plans
- Developing/enhancing catastrophic incident plans
- Developing/enhancing COOP/COG plans
- Developing/enhancing logistics and resource management plans
- Developing/enhancing evacuation plans, including sheltering efforts
- Developing/enhancing mass casualty and mass fatality plans
- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- Public education and awareness
- Developing/enhancing a crisis communications plan
- Developing/enhancing other response and recovery plans
- Developing/enhancing emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation
- Other EMPG-related planning activities

Section Two: Program Specific Information, continued

Eligible Activities, continued

TRAINING

EMPG 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. Types of training include, but are not limited to, the following:

- Developing/enhancing systems to monitor training programs
- Conducting all hazards emergency management training, including NIMS training requirements
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses, not limited to terrorism-related courses
- Attending other FEMA-approved emergency management training
- Other EMPG-related training activities

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.
 - **Overtime and Backfill:** Overtime costs which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. Overtime payments related to backfilling personnel who have been sent to training are also allowable, but only for the marginal added cost to the subgrantee of having to pay overtime instead of regular time. The subgrantee must maintain financial responsibility for the regular time portion of backfill costs. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act, Workers' Compensation and Unemployment Compensation.
 - **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 approved training.
 - **Hiring of Full or Part-Time Staff or Contractors/Consultants:** Full- or part-time staff may be hired to support direct training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or awarding agency, whichever is applicable.
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Section Two: Program Specific Information, continued

Eligible Activities, continued

- **Certification/Recertification of Instructors:** Costs associated with the certification and re-certification of instructors are allowed. OAs are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses which involve training of trainers.

EXERCISE

EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP), as well as applicable existing emergency management standards. HSEEP Volumes I-III contains guidance and recommendations for designing, developing, conducting, and evaluating exercises. HSEEP Volume IV provides sample exercise materials. All four volumes can be found at the HSEEP website (<http://hseep.dhs.gov>). Exercises conducted using EMPG funding must be NIMS compliant.

Types of exercises include, but are not limited to, the following:

- Developing/enhancing systems to monitor exercise programs
- Conducting all-hazards exercises, based on the likely hazards/scenarios a jurisdiction may encounter
- Conducting emergency management exercises, while incorporating NIMS exercise requirements
- Other EMPG-related exercise activities

Allowable exercise-related costs include:

- **Funds Used to Design, Develop, Conduct, and Evaluate an Exercise:** Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants:** Full- or part-time staff may be hired to support direct exercise activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct, and evaluation of exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed. <http://www.acquisition.gov/far/>

Section Two: Program Specific Information, continued

Eligible Activities, continued

- **Overtime and Backfill:** Overtime costs which are the direct result of time spent on the design, development, and conduct of exercises are allowable expenses. Overtime payments related to backfilling personnel who have been sent to exercises are also allowable but only for the marginal added cost to the subgrantee of having to pay overtime instead of regular time. The subgrantee must maintain financial responsibility for the regular time portion of backfill costs. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act, Workers' Compensation and Unemployment Compensation.
- **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 project(s).
- **Supplies:** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).
- **Other Items:** These costs are limited to items consumed in direct support of exercise activities such as the rental of space/locations for planning and conducting an exercise, rental of equipment (e.g., portable toilets, tents), and the procurement of gasoline, exercise signs, badges, and other essential nondurable goods.

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.
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Section Two: Program Specific Information, continued

Other Unallowable Costs

Other Unallowable costs include the following:

- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for associated preparedness or response functions), general-use vehicles, licensing fees, weapons systems and ammunition.
 - Personnel costs (except for costs as detailed above). 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 unrelated to the completion and implementation of the EMPG.
 - Other items not in accordance with the portions of the Authorized Equipment List.
 - Construction and Renovation Costs. As a separate grant program is being established in the near future to support construction and renovation of emergency operations centers, these costs are no longer permitted under EMPG.
 - Management and Administration Costs. Costs associated with general management and subgrant administration.
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Section Two: Program Specific Information, continued

Eligible Costs To be allowable under federal awards, costs must meet the criteria as stated in OMB Circular No. A-87, Attachment A.

Eligible cost categories are as follows:

Personnel Services	This includes salary, overtime, compensating time off and associated fringe benefits.
Equipment	This is defined as property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Allowable equipment categories for FY 2008 EMPG are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), at http://www.rkb.mipt.org . The FY 2008 EMPG AEL is housed on the RKB and relies heavily on the Standardized Equipment List (SEL) developed by the Inter-Agency Board (IAB) for Equipment Standardization and Interoperability. The AEL maintains the cross-referencing to the SEL in an effort to eliminate redundancy. Both the AEL and SEL are available on the RKB, which also offers an interactive version that provides links to corresponding SEL items and commercial products.
Operating expenses	This includes all items not defined as equipment such as printing, postage, communications, data processing, etc.
Pass through to locals	This includes the funds being passed through to cities and/or other political entities.

Another useful Financial Guide for determining eligible costs can be found at: http://www.dhs.gov/xlibrary/assets/Grants_FinancialManagementGuide.pdf

Section Three: Application Requirements and Process

Contents

This section contains the following:

- Application Components
 - Mailing Address
 - Application for Assistance
 - Program Narrative
 - Budget Worksheet
 - Governing Body Resolution
 - Grant Assurances
 - Application Due Date
 - Approval of Application
-

Section Three: Application Requirements and Process, continued

Application Components

The application must include the following:

- Application for Assistance
 - Program Narrative
 - Budget Worksheet
 - Governing Body Resolution
 - Grant Assurances
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Mailing Address

The application must be mailed to your Regional office:

Office of Emergency Services Coastal Region 1300 Clay Street, Suite 400 Oakland, CA 94612	Office of Emergency Services Inland Region 3650 Schriever Avenue Mather, CA 95655	Office of Emergency Services Southern Region 4671 Liberty Avenue Los Alamitos, CA 90720
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Application for Assistance

The Application for Assistance form is the coversheet for the application. It identifies the applicant, the authorized agent and contact person for the subgrant and their addresses, the maximum award amount and the amount the OA is requesting. It must be signed by the authorized agent and, after review, it is approved by State OES. This document serves as the contractual basis for the award of funds.

Program Narrative

The Program Narrative must include the following:

- Program activities that will be accomplished during the performance period, by category, i.e.: Planning, Organizational, Equipment, Training, and Exercises.
- Associated goal(s) and objective(s) (from Appendix B) with each activity.
- Activities should be presented in terms of what will be accomplished. For example, if training is planned, the jurisdiction must indicate what the training is expected to accomplish. The jurisdiction should clearly indicate how it would know its purpose has been accomplished.

The Program Narrative forms the basis for the performance reports. The OAs will be expected to report progress on each activity identified.

Budget Worksheet

The following expenses need to be itemized:

- Personal Services
 - Operating Expenses
 - Equipment
 - Pass through to locals
-

Section Three: Application Requirements and Process, continued

**Governing
Body
Resolution**

The Governing Body Resolution appoints agents authorized to execute any actions necessary under this subgrant. The OAs are not required to create a new Governing Body Resolution with the FY08 EMPG application if the one on file with State OES is current, however, a copy of your resolution needs to be filed with your application.

**Grant
Assurances**

The Grant Assurances form lists the requirements to which the OA will be held accountable. OAs are required to file a new Grant Assurances form with the FY08 EMPG application.

**Application
Due Date**

The application package must be submitted to State OES by May 30, 2008. Incomplete applications will not be approved.

**Approval of
Application**

State OES will notify the OA, in writing, of the approved application, award amount, and performance period.

Section Four: Performance Period Activities

Contents

This section contains the following:

- Reimbursement of Eligible Costs
 - Revision Requests
 - Performance Report
 - Interest Earnings
 - Monitoring Subgrant Performance
 - Record Retention Requirements
 - Accessibility of Records
 - Suspension or Termination
-

Section Four: Performance Period Activities, continued

Reimbursement of Eligible Costs The FY08 EMPG funds will be disbursed on a reimbursement basis, using the Reimbursement Request form included in Appendix C. The cost of employee labor and expenses has been incurred as soon as the time has been worked or the expense has been paid. Vendor costs have been incurred when the purchasing jurisdiction has paid the vendor's invoice. Encumbrances, purchase orders or signed contracts do not qualify as incurred costs.

The OAs are strongly encouraged to submit reimbursement requests on a quarterly basis; but, are allowed to submit reimbursement requests monthly.

NOTE: Payments can only be made if the OA has an:

- Approved Application
- Valid Governing Body Resolution
- Valid Grant Assurance

Revision Requests All changes to the OAs approved Program Narrative and Budget Worksheet must be submitted to State OES in writing and approved ***prior*** to initiating any revised scope of work or incurring the associated expenditures. The OAs may submit revision requests to State OES at any time during the performance period.

Failure to submit revision requests and receive approval prior to expenditure could result in a reduction or disallowance of that part of the subgrant.

Performance Report The OAs must submit performance reports as required. The report must include the progress made on identified activities, as well as other requested information and data.

The last performance report is due to State OES by July 31, 2009 (unless extended), and will serve as the final subgrant report.

Failure to submit a performance report could result in subgrant reduction, termination or suspension.

Section Four: Performance Period Activities, continued

Interest Earnings

In accordance with Title 44, Code of Federal Regulations, Part 13.21, any interest earned, in excess of \$100 per federal fiscal year, must be remitted quarterly to:

United States Department of Health and Human Services
Division of Payment Management Services
Post Office Box 6021
Rockville, MD 20852

NOTE: The transmittal letter included with the check should indicate that the OA is returning interest earned on FY08 EMPG funds.

A copy of the transmittal letter should be sent to your Regional office at:

Coastal Region 1300 Clay Street, Suite 400 Oakland, CA 94612	Inland Region 3650 Schriever Avenue Mather, CA 95655	Southern Region 4671 Liberty Avenue Los Alamitos, CA 90720
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Monitoring Subgrant Performance

The state may perform periodic reviews of the OAs subgrant performance. These reviews may include, but are not limited to:

- Comparing actual subgrant activities to those approved on the Program Narrative and Budget Worksheet.
- Confirming compliance with:
 - Grant Assurances.
 - Information provided on the performance reports.
- Reviewing and monitoring financial and administrative records

Record Retention Requirements

Specific requirements for record retention can be found in Title 44, CFR, Part 13.42

In the Subgrant Closeout letter, State OES will notify the OA of the start of the record retention period for programmatic and financial records.

Accessibility of Records

The federal Department of Homeland Security, the DHS Office of Inspector General, the Comptroller General of the United States, State OES, and any of their authorized representatives, shall have the right of access to any books, documents, papers, or other records which are pertinent to the subgrant, in order to make audits, monitoring review, examinations, excerpts, and transcripts. The right of access is not limited to the required retention period but shall last as long as the records are retained. Refer to 44 CFR 13.42 for more information about accessibility of records.

Section Four: Performance Period Activities, continued

Suspension or Termination

Should a jurisdiction materially fail to comply with any term of an award, whether stated in a Federal statute or regulation, an assurance, in a state plan or application, a notice of award, or elsewhere, State OES may take one or more of the following actions:

- Temporarily withhold cash reimbursements pending correction of the deficiency by the jurisdiction;
- Disallow all or part of the cost of the activity or action not in compliance;
- Wholly or partly suspend or terminate the current award for the jurisdiction's program;
- Withhold further awards for the program; or
- Take other remedies that may be legally available.

Before taking action, the state will provide the jurisdiction reasonable notice of intent to impose measures and will make efforts to resolve the problem informally. For more details on enforcement, see 44 CFR Part 13.43.

Section Five: Subgrant Closeout

Contents

This section contains the following:

- Final Subgrant Report
 - Closeout Review and Notification
 - Audit Requirements
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Section Five: Subgrant Closeout, continued

Final Subgrant Report The performance report due to State OES by July 31, 2009 (unless extended) will serve as the final subgrant report. (see timeline on page 8)

Closeout Review and Notification State OES will review the OA's Final Performance Report for compliance with all subgrant conditions. After compliance has been verified, State OES will notify the OA, in writing, of the subgrant closure and record retention requirements.

Audit Requirements The OAs, and their sub-recipients, must comply with the audit requirements contained in OMB Circular A-133 and Title 44, CFR, Part 13.26.

Appendices

List of Appendices	A: Allocations to Operational Areas
	B: State OES Goals and Objectives
	C: Forms
	D: Sample Forms
	E: Acronyms

Appendix A: Allocations to Operational Areas

FY 08 EMPG Allocations					
Operational Area	Population	Base	Per Capita	Total Allocation	
ALAMEDA	1,526,148	\$80,000	\$180,727	\$260,727	
ALPINE	1,261	\$80,000	\$149	\$80,149	
AMADOR	38,435	\$80,000	\$4,551	\$84,551	
BUTTE	218,069	\$80,000	\$25,824	\$105,824	
CALAVERAS	46,028	\$80,000	\$5,451	\$85,451	
COLUSA	21,951	\$80,000	\$2,599	\$82,599	
CONTRA COSTA	1,042,341	\$80,000	\$123,434	\$203,434	
DEL NORTE	29,341	\$80,000	\$3,475	\$83,475	
EL DORADO	178,674	\$80,000	\$21,159	\$101,159	
FRESNO	917,515	\$80,000	\$108,652	\$188,652	
GLENN	28,915	\$80,000	\$3,424	\$83,424	
HUMBOLDT	131,959	\$80,000	\$15,627	\$95,627	
IMPERIAL	172,672	\$80,000	\$20,448	\$100,448	
INYO	18,383	\$80,000	\$2,177	\$82,177	
KERN	801,648	\$80,000	\$94,931	\$174,931	
KINGS	151,381	\$80,000	\$17,927	\$97,927	
LAKE	64,276	\$80,000	\$7,612	\$87,612	
LASSEN	36,375	\$80,000	\$4,308	\$84,308	
LOS ANGELES	10,331,939	\$80,000	\$1,223,508	\$1,303,508	
MADERA	148,721	\$80,000	\$17,612	\$97,612	
MARIN	255,982	\$80,000	\$30,313	\$110,313	
MARIPOSA	18,254	\$80,000	\$2,162	\$82,162	
MENDOCINO	90,291	\$80,000	\$10,692	\$90,692	
MERCED	251,510	\$80,000	\$29,784	\$109,784	
MODOC	9,721	\$80,000	\$1,151	\$81,151	
MONO	13,985	\$80,000	\$1,656	\$81,656	
MONTEREY	425,960	\$80,000	\$50,442	\$130,442	
NAPA	135,969	\$80,000	\$16,101	\$96,101	
NEVADA	99,766	\$80,000	\$11,814	\$91,814	
ORANGE	3,098,121	\$80,000	\$366,880	\$446,880	
PLACER	324,495	\$80,000	\$38,427	\$118,427	
PLUMAS	21,128	\$80,000	\$2,502	\$82,502	
RIVERSIDE	2,031,625	\$80,000	\$240,585	\$320,585	
SACRAMENTO	1,406,804	\$80,000	\$166,594	\$246,594	
SAN BENITO	57,803	\$80,000	\$6,845	\$86,845	
SAN BERNARDINO	2,028,013	\$80,000	\$240,158	\$320,158	
SAN DIEGO	3,098,269	\$80,000	\$366,897	\$446,897	
SAN FRANCISCO	808,844	\$80,000	\$95,783	\$175,783	
SAN JOAQUIN	679,687	\$80,000	\$80,489	\$160,489	
SAN LUIS OBISPO	264,900	\$80,000	\$31,369	\$111,369	
SAN MATEO	733,496	\$80,000	\$86,861	\$166,861	
SANTA BARBARA	424,425	\$80,000	\$50,260	\$130,260	
SANTA CLARA	1,808,056	\$80,000	\$214,110	\$294,110	
SANTA CRUZ	264,125	\$80,000	\$31,278	\$111,278	
SHASTA	181,401	\$80,000	\$21,482	\$101,482	
SIERRA	3,485	\$80,000	\$413	\$80,413	
SISKIYOU	45,953	\$80,000	\$5,442	\$85,442	
SOLANO	424,823	\$80,000	\$50,308	\$130,308	
SONOMA	481,765	\$80,000	\$57,051	\$137,051	
STANISLAUS	521,497	\$80,000	\$61,756	\$141,756	
SUTTER	93,919	\$80,000	\$11,122	\$91,122	
TEHAMA	61,774	\$80,000	\$7,315	\$87,315	
TRINITY	14,171	\$80,000	\$1,678	\$81,678	
TULARE	429,006	\$80,000	\$50,803	\$130,803	
TUOLUMNE	57,223	\$80,000	\$6,776	\$86,776	
VENTURA	825,512	\$80,000	\$97,757	\$177,757	
YOLO	193,983	\$80,000	\$22,971	\$102,971	
YUBA	70,745	\$80,000	\$8,378	\$88,378	
TOTALS	37,662,518	\$4,640,000	\$4,460,000	\$9,100,000	

Appendix B: State OES Goals and Objectives

VISION

A safe, secure, and disaster-resistant California.

MISSION

California's emergency management community protects lives, property, the economy, and the environment from all hazards through mitigation of, preparation for, response to, and recovery from natural and human-caused disasters.

GUIDING PRINCIPLES

Disaster and Hazard Awareness - California's leaders, emergency managers, and residents will be well-educated with regard to the extent and effects of all hazards.

Prevention and Mitigation - California will reduce the impact of disasters on lives, property, the economy, and the environment by reducing vulnerability to all hazards.

Preparedness - California will be ready to respond to disasters effectively and to accelerate recovery efforts.

Response - California will deliver an effective, efficient and coordinated response to disasters, reducing injuries and loss of life, destruction of property, damage to the economy, and harmful effects to the environment.

Recovery - California will have an efficient, integrated, and comprehensive process to restore and improve communities after disasters.

Diversity - California's diverse population and geography must be considered in all aspects of emergency

GOALS AND OBJECTIVES

A. Partnership and Leadership

The combined expertise and capabilities of the emergency management community are required to mitigate against, prepare for, respond to, and recover from natural and human-caused disasters within California. Partnerships in emergency management ensure that the needs of California residents are met expeditiously. California has an opportunity to increase its leadership in emergency management by strengthening the partnerships upon which the system is based.

1. Emergency management will remain a core function of California government.
2. Communication and collaboration among the members of the emergency management community will be strengthened, and new partnerships will be formed.
3. California's mutual aid system will be expanded.
4. The leaders of the emergency management community will pursue federal and state funding as well as laws that further strengthen California's emergency management system and all-hazards preparedness.
5. California's regional emergency management capabilities and infrastructure will be improved.

Appendix B: State OES Goals and Objectives, continued

B. Planning and Operations

California's emergency management community has historically planned for disasters and emergencies with an all-hazards approach. The recent emphasis on terrorism has shifted California's attention towards preparing for incidents involving chemical, biological, radiological, nuclear, and explosive weapons. Nonetheless, it is critical for California to evaluate its current emergency management programs to ensure that California functions effectively for all types of events and within the larger context of national and Federal systems. Effective cooperation within the California emergency management community, as well as with other states, is critical to meeting the needs of California's residents, particularly during regional, statewide, and catastrophic events.

1. California's emergency management systems will be fully integrated with, and operate successfully with, federal emergency management initiatives, including NIMS, the NRP, and the National Preparedness Goal.
2. California's emergency management planning efforts will be integrated to achieve common goals.
3. California will institutionalize hazard identification, risk assessment, and hazard mitigation planning to reduce vulnerability and provide parameters for planning and preparedness.
4. In the event of a disaster, government functions and the community at large will be restored rapidly.
5. California will have an effective statewide system for evaluating and deploying emergency management resources.
6. California's emergency management community will leverage all available resources.

C. Infrastructure and Communication

California has extensive emergency operations infrastructure for emergency management and has led the nation in the development of communications systems such as the Operational Area Satellite Information System and the Response Information Management System (RIMS). The State is also fortunate to have capable amateur radio and other volunteer organizations to further bolster its communications backbone. To continue to deliver services effectively, California must ensure that its facilities and communications systems are updated and eliminate obstacles to interaction between agencies. Just as importantly, California must implement consistent exercising of these capabilities to ensure effective use.

1. California's emergency operations facilities will be improved.
 2. California's emergency management communications systems will be compatible for partners within the emergency management community.
 3. The emergency management community will have access to a comprehensive Geographic Information System (GIS) that supports all phases of emergency management.
-

Appendix B: State OES Goals and Objectives, continued

D. Education, Training, and Exercises

California is rich with experienced emergency management professionals, due to the frequency with which disasters and emergencies have occurred as well as to the investments made over decades of building the emergency management system. However, this level of professionalism must be strengthened to ensure that institutional knowledge is maintained. Continuous training and exercising that includes all partners in emergency management are critical to ensuring that services are delivered effectively when crises occur. Additionally, California must ensure that its level of preparedness is consistent with national priorities to ensure maximum effectiveness in the delivery of emergency management services.

1. California will have professionally-trained emergency managers and be a “Center of Excellence” in the profession.
2. California will meet the standards identified in the National Preparedness Goal.
3. California’s training and exercises programs will address critical needs.
4. California’s residents, government leadership, and private sector will be educated about the hazards facing the state, the role of the emergency management community, and what to expect if a disaster occurs.

E. Funding and Resources

All partners in the emergency management community are concerned with the lack of a continuous funding stream dedicated to emergency management. There is a shared responsibility to pursue adequate funding and to ensure stewardship of scarce resources, thereby addressing California’s overall emergency management needs efficiently and building long-term sustainability.

1. California’s emergency management funding will be effectively and equitably distributed.
 2. California will develop a long-term, statewide approach to sustainable emergency management funding.
-

Appendix C: Forms

Forms

The forms required for this subgrant include the following:

- Application for Assistance
 - Program Narrative
 - Budget Worksheet
 - Governing Body Resolution
 - Grant Assurances
 - Performance Report
 - Reimbursement Request
 - Final Performance Report
-

**FY08 Emergency Management Performance Grant
Application for Assistance**

Applicant: _____
(County)

Contact Information:

Authorized Agent Mailing Address

Name/Title

City, State, Zip Code

Area Code/Office Telephone Number

E-Mail Address

<i>Allocated Amount (from Appendix A)</i>	\$ _____
<i>Amount Requested per Budget Worksheet</i>	\$ _____

Application Checklist – The following items must be included with this subgrant application package:

- | | |
|----------------------------------|---|
| _____ Application for Assistance | _____ Governing Body Resolution (if required) |
| _____ Program Narrative | _____ Grant Assurances (if required) |
| _____ Budget Worksheet | |

Certification and Signature of Authorized Agent

I hereby certify I am vested with the authority, and have the approval of the Operational Area, to enter into this subgrant award agreement; and all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the subgrant in accordance with the laws, regulations, guidance documents that apply to this grant program; the State OES Recipient Subgrant Guide for Local Governments; and the State OES audit requirements.

Signature of Authorized Agent

Printed Name

Title

Date

For State OES USE ONLY

Application Reviewed/Subgrant Award Approved: _____
Signature *Date*

Subgrant Performance Period: October 1, 2007 to June 30, 2009
OES ID # _____ -00000 Catalog of Federal Domestic Assistance #97.042 Award # EMF-2008-GR- _____

PROGRAM NARRATIVE

Overview:

GOAL/ OBJECTIVE	ACTIVITY	MILESTONES

BUDGET WORKSHEET

Double click on the chart below to open it as an Excel spreadsheet

Personal Services	
Operating Expenses	
Equipment	
Pass thru to locals	
TOTAL	\$ -

Governing Body Resolution

BE IT RESOLVED BY THE _____
(Governing Body)

OF THE _____ *THAT*
(Name of Applicant)

(Name or Title of Authorized Agent) *OR*

(Name or Title of Authorized Agent) *OR*

(Name or Title of Authorized Agent) ,

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the State of California.

Passed and approved this _____ day of _____, 20____

Certification

I, _____, duly appointed and
(Name)

_____ of the _____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the _____ of the _____ on the
(Governing body) (Name of Applicant)

_____ day of _____, 20____

(Official Position)

(Signature)

(Date)

Instruction Sheet for the Governing Body Resolution

Purpose

The purpose of the Governing Body Resolution is to appoint individuals to act on behalf of the governing body and the OA.

Authorized Agent(s)

The Governing Body Resolution allows for the appointment of individuals or positions. **For each person or position appointed by the governing body, submit the following information, with the resolution, to State OES on the applicant's letterhead:**

- | | |
|--|---|
| <input type="checkbox"/> Jurisdiction | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Grant Program | <input type="checkbox"/> Fax # |
| <input type="checkbox"/> Name | <input type="checkbox"/> Cell Phone # |
| <input type="checkbox"/> Title | <input type="checkbox"/> E-Mail Address |
| <input type="checkbox"/> Address | |
| <input type="checkbox"/> City | |
| <input type="checkbox"/> Zip Code | |
-

Authorized Agent Changes

- If the Governing Body Resolution identified Authorized Agents by position and/or title, changes can be made by submitting new Authorized Agent information to State OES, as indicated above.
 - If the Governing Body Resolution identified Authorized Agents by name, a new Resolution is needed when any changes are made. The information list above must also be submitted with the new Resolution.
-

**FY 08 Emergency Management Performance Grant
Assurances, Certifications, Terms, and Conditions**

ASSURANCES

The applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-87, A-102, A-133; Executive Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It 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.
3. It will give the awarding agency, the General Accounting Office, or the State of California, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs;
8. It will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
9. It will initiate and complete the work within the approved performance period after receipt of approval of the State of California.

10. It will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
11. It has complied with Homeland Security Presidential Directive #5, dated February 2003 which directed the establishment of a nationwide incident management system for all hazards, which is the National Incident Management System, or NIMS, and will continue to comply each year. Current compliance includes integration of NIMS into training, preparedness, and emergency plans.
12. It has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the applicant's application for federal assistance. It will after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures.
 - b. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
13. In general, grantees are not required to comport with the restrictions of the Buy American Act (41 U.S.C. 10a). However, grants authorized under the Stafford Act, including the EMPG program, must follow these standards. The Buy American Act requires that all materials purchased be produced in the United States, unless such materials are not available, or such a purchase would not be in the public interest.

CERTIFICATIONS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug- Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State of California determines to award the covered transaction, grant, or cooperative agreement.

1. **LOBBYING**: As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:
 - (a) 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

- (b) 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions found at www.whitehouse.gov/omb/grants.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT):

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE

REQUIREMENT: This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 67, *Government-wide Debarment and Suspension (Non-procurement)*; 28 CFR part 69, *New Restrictions on Lobbying*; and 28 CFR part 83 *Government-wide Requirements for Drug-Free Workplace (Grants)*. All of these can be referenced at:

http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html.

4. SWEATFREE CODE OF CONDUCT:

- a. All applicants contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the subgrant have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The applicant further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.
 - b. The applicant agrees to cooperate fully in providing reasonable access to the applicant's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).
5. DOMESTIC PARTNERS: For subgrants executed or amended after July 1, 2004, the applicant may elect to offer domestic partner benefits to the applicant's employees in accordance with Public Contract Code section 10295.3. However, the applicant cannot require an employee to cover the costs of providing any benefits which have otherwise been provided to all employees regardless of marital or domestic partner status.

TERMS AND CONDITIONS

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Applicant needs to be aware of the following provisions regarding current or former state employees. If subgrantee has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If applicant violates any provisions of above paragraphs, such action by applicant shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Applicant needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and applicant affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
3. AMERICANS WITH DISABILITIES ACT: Applicant assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. APPLICANT NAME CHANGE: An amendment is required to change the applicant's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
6. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the applicant shall not be:
 - (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district;
 - (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or
 - (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and applicant may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the applicant has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective jurisdiction to the assurances and certifications listed above.

<i>Jurisdiction (Printed)</i>		
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>		

**FY08 Emergency Management Performance Grant
Performance Report**

Jurisdiction _____ OES ID # _____ Date _____

Summary of Activities:

Activity:
Status:

Activity:
Status:

Activity:
Status:

Issues affecting completion or outcome:

State OES use only	
Reviewed by: _____	Date: _____
Comments:	

**FY08 Emergency Management Performance Grant
Reimbursement Request**

Award # _____

Mail Reimbursement Request to your Regional Office: Subgrantee: _____
OES ID #: _____

Office of Emergency Services
Coastal Region
1300 Clay Street, Suite 400
Oakland, CA 94612

Office of Emergency Services
Inland Region
3650 Schriever Avenue
Mather, CA 95655

Office of Emergency Services
Southern Region
4671 Liberty Avenue
Los Alamitos, CA 90720

1. Reimbursement Request for which state fiscal year? (Check only one fiscal year box per Reimbursement request.) Check the Final Reimbursement Request box if this is your final request:

- 10/01/07 to 6/30/08 07/01/08 to 06/30/09 **Final Reimbursement Request**

	Cumulative Previously Requested Amount		Current Requested Amount		Cumulative Amount to Date
2. Federal Funds Expended (A3 = A1 + A2)	A1	+	A2	=	A3
					+
Local Subgrant Match Expended (B3 = B1 + B2)	B1	+	B2	=	B3
					=
Total Subgrant Expenditures (C = A3 + B3)					C
3. Total Emergency Program Expenditures (C + Additional Local Expenditures)					

Under penalty of perjury, I certify that:

- I am the duly Authorized Agent of the claimant herein.
- This reimbursement request is in all respects true, correct, and in accordance with applicable laws, rules, regulations, subgrant conditions and assurances.
- All funds requested as a reimbursement have been matched with local funds.
- Emergency Program Expenditures may not be used for any other match.

Authorized Agent (Per Governing Body Resolution/State Agency Signature Authority Form)

Printed Name

Phone No.

Title

E-Mail Address

Mailing Address

Fax No.

City, State, Zip Code

Signature

Date

Check this box if this is a **new address** for the Authorized Agent.

Instruction Sheet for the Reimbursement Request

Award Number	The Award Number is identified on the <i>Notification of Application Approval</i> letter.
Subgrantee	The subgrantee is the agency identified in the original subgrant application and indicated in the <i>Notification of Application Approval</i> letter. Do not identify any sub-departments or offices as the subgrantee.
OES ID #	The OES ID# is identified on the <i>Notification of Application Approval</i> letter.
1. Reimbursement Request Period	Indicate the State Fiscal Year (SFY) for which funds are being requested. For reimbursements, the SFY chosen should represent the SFY in which the subgrant funds have been expended. Only one SFY can be chosen per reimbursement request and cannot cross SFYs; therefore, separate requests must be submitted for expenditures incurred on or before June 30, 2008 and on or after July 1, 2008.
2. Federal Funds Expended	<p><u>Cumulative Previously Requested Amount (Box A1)</u>: In this box include cumulative federal funds previously requested on all previous reimbursement requests. If this is the first reimbursement request submitted, leave this box blank.</p> <p><u>Current Requested Amount (Box A2)</u>: In this box include current requested federal funds for this reimbursement request.</p> <p><u>Cumulative Amount to Date (Box A3)</u>: The amount in this box (A3) should equal box A1 plus box A2.</p>
Local Subgrant Match Expended	<p><u>Cumulative Previously Requested Amount (Box B1)</u>: In this box include the cumulative local subgrant match previously requested on all previous reimbursement requests (Box B1 equals Box A1). If this is the first reimbursement request submitted, leave this box blank.</p> <p><u>Current Requested Amount (Box B2)</u>: In this box include the current local subgrant match expended for this reimbursement request (Box B2 equals Box A2).</p> <p><u>Cumulative Amount to Date (Box B3)</u>: The amount in this box (B3) should equal box B1 plus box B2 (Box B3 equals Box A3). (This ensures compliance with non-federal match requirements.)</p>
Total Subgrant Expenditures	<u>Cumulative Amount to Date (Box C)</u> : The amount in this box (C) should equal box A3 plus box B3. (This figure is used to calculate your payment in the Automated Ledger System (ALS). ALS uses the following formula to calculate your payment: Box C divided by 2 minus previous payments = this payment)
3. Total Emergency Program Expenditures	In this box, indicate <u>all</u> cumulative program funds expended. This includes box C plus all additional local non-federal expenditures. Exclude any local expenses that are being used as a match requirement(s) for other federal programs.
Definition of Expenditure	For the purpose of this form, expenditure is defined as the actual payment of funds, by subgrantees, to contractors, vendors, employee labor, equipment, etc.
Authorized Agent Information	Complete all line items requested and ensure that the form is signed by an Authorized Agent named in the Governing Body Resolution, or the State Agency Signature Authority form.
Address Changes	Indicate a change of address by checking the box shown and noting the address in the area marked "mailing address". The new address will be used to update State OES' records.

Instruction Sheet for the Reimbursement Request, continued

Supporting Documents

Supporting documents are not required to be submitted with the Reimbursement Request; however, the state reserves the right to request documentation at any time. Subgrantees are reminded to maintain documents that support the expenditure and reimbursement amounts shown on the request.

Mail

Mail the original Reimbursement Request form to your Regional OES office at:

Office of Emergency Services
Coastal Region
1300 Clay Street, Suite 400
Oakland, CA 94612

Office of Emergency Services
Inland Region
3650 Schriever Avenue
Mather, CA 95655

Office of Emergency Services
Southern Region
4671 Liberty Avenue
Los Alamitos, CA 90720

**FY08 Emergency Performance Grant
Final Performance Report**

Jurisdiction: _____ OES ID# _____ Date _____

Summary of Activities for the entire performance period:

Activity:
Complete? Yes No

Activity:
Complete? Yes No

Activity:
Complete? Yes No

Issues affecting completion or outcome:

Final Subgrant Expenditures:
(Double click on the chart below to open it as an Excel spreadsheet)

Personal Services	
Operating Expenses	
Equipment	
Pass thru to locals	
TOTAL	\$ -

I am the duly appointed Authorized Agent and certify that the above activities and expenditures are true and correct.

Signature of Authorized Agent

Printed Name

Title

Date

State OES use only	
Reviewed by: _____	Date: _____
Comments:	

Instruction Sheet for Final Performance Report

Jurisdiction	Enter the Operational Area name.
---------------------	----------------------------------

OES ID#	Enter the OES ID#.
----------------	--------------------

Date of Report	This would be the date the report is completed.
-----------------------	---

Summary of Activities	Provide a summary of all activities completed with the grant funds.
------------------------------	---

Activity	List one of the specific activities you had in your application.
Complete?	Indicate whether or not you completed this activity. Double click on the appropriate box and a pop-up window will allow you to put an "x" in the box. In the space below these boxes, describe what was done from start to finish on this activity. Repeat for each of your activities. Copy and paste the Activity and Complete? lines as needed until all activities are reported on.

Issues affecting completion or outcome	If you had any activities that were not completed, please indicate in this section, the reason(s) why.
---	--

Final Subgrant Expenditures	Double click on this chart and it will open as an Excel spreadsheet. Enter the final figures of your program expenditures by category. The total should be equal to or less than your subgrant award (federal portion only, not your match funds,)
------------------------------------	--

Certification	Have the authorized agent sign the form. Please print the name, title and date as well.
----------------------	---

Mailing Instructions	Mail the original Final Performance Report to your Regional OES office at: <table><tr><td>Office of Emergency Services Coastal Region 1300 Clay Street, Suite 400 Oakland, CA 94612</td><td>Office of Emergency Services Inland Region 3650 Schriever Avenue Mather, CA 95655</td><td>Office of Emergency Services Southern Region 4671 Liberty Avenue Los Alamitos, CA 90720</td></tr></table>	Office of Emergency Services Coastal Region 1300 Clay Street, Suite 400 Oakland, CA 94612	Office of Emergency Services Inland Region 3650 Schriever Avenue Mather, CA 95655	Office of Emergency Services Southern Region 4671 Liberty Avenue Los Alamitos, CA 90720
Office of Emergency Services Coastal Region 1300 Clay Street, Suite 400 Oakland, CA 94612	Office of Emergency Services Inland Region 3650 Schriever Avenue Mather, CA 95655	Office of Emergency Services Southern Region 4671 Liberty Avenue Los Alamitos, CA 90720		

Appendix D – Sample Forms

Sample Forms The following are samples of the required forms for this Subgrant.

- Application for Assistance
 - Program Narrative
 - Budget Worksheet
 - Governing Board Resolution
 - Performance Report
 - Example: 1st Reimbursement Request
 - Example: 2nd Reimbursement Request
 - Final Performance Report
-

**FY08 Emergency Management Performance Grant
Application for Assistance**

Applicant: Narnia County
(County)

Contact Information:

1234 Broadway Street
Authorized Agent Mailing Address

Anytown, CA 91919
City, State, Zip Code

Mary Ann Smith, Program Manager
Name/Title

(530)-666-5544
Area Code/Office Telephone Number

MAS@narniaoes.gov
E-Mail Address

<i>Allocated Amount (from Appendix A)</i>	<u>\$ 89,111.00</u>
<i>Amount Requested per Budget Worksheet</i>	<u>\$ 89,111.00</u>

Application Checklist – The following items must be included with this subgrant application package:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Application for Assistance | <input checked="" type="checkbox"/> Governing Body Resolution (if required) |
| <input checked="" type="checkbox"/> Program Narrative | <input checked="" type="checkbox"/> Grant Assurances (if required) |
| <input checked="" type="checkbox"/> Budget Worksheet | |

Certification and Signature of Authorized Agent

I am the duly appointed Authorized Agent and have the authority to apply for this subgrant and submit this application on behalf of the Operational Area.

John Adams, CAO
Signature of Authorized Agent

John Adams, CAO
Printed Name

CAO/Dir. of OES
Title

5/30/2008
Date

For State OES USE ONLY

Application Reviewed/Subgrant Award Approved: _____
Signature *Date*

Subgrant Performance Period: October 1, 2007 to June 30, 2009
OES ID # 000-00000 Catalog of Federal Domestic Assistance #97.042 Award # EMF-2008-GR-_____

PROGRAM NARRATIVE

Overview: The county of Narnia’s mission is to support comprehensive emergency management and to encourage the improvement of mitigation, preparedness, response, and recovery capabilities for all hazards. Funds provided under the EMPG will be used to support activities that contribute to Narnia’s capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made.

GOAL/ OBJECTIVE	ACTIVITY	MILESTONES
D2	SEMS/NIMS 700	Provide at least two opportunities for local partners to attend
D4	Train shelter managers	Provide ARC Shelter management training to volunteers and H.S. Staff
B2	Local planning for vulnerable populations	Continue bi-monthly meetings of local workgroup
D3	MCI Exercise	Monthly Planning meetings Mid year countywide MCI exercise

SAMPLE

BUDGET WORKSHEET

(Federal Funds Only)

Double click on the chart below to open it as an Excel spreadsheet

Personal Services	\$ 80,000.00
Operating Expenses	\$ 5,000.00
Equipment	\$ 4,111.00
Pass thru to locals	\$ -
TOTAL	\$ 89,111.00

SAMPLE

Governing Body Resolution

BE IT RESOLVED BY THE Board of Supervisors
(Governing Body)

OF THE County of Narnia THAT
(Name of Applicant)

County Administrative Office (CAO)/ Director of Emergency Services, OR
(Name or Title of Authorized Agent)

Sheriff/Deputy Director of Emergency Services, OR
(Name or Title of Authorized Agent)

County Fire Warden/ Deputy Director of Emergency Services,
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the State of California.

Passed and approved this 30 day of April, 20 08

Certification

I, Allison Bixby, duly appointed and
(Name)

Clerk of the County of Narnia
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the _____ of the _____ on the
(Governing body) (Name of Applicant)

30th day of April, 20 08

Clerk, County of Narnia
(Official Position)

Alison Bixby
(Signature)

4/30/2008
(Date)

**FY08 Emergency Management Performance Grant
Performance Report**

Jurisdiction: Narnia County OES ID# 123-00000 Date of report: 07/05/08

Summary of Activities:

The Narnia Operational Area has continued to move forward with our preparedness and response activities. Training has been provided to local partners in shelter management, SEMS, ICS, NIMS, and HazMat refresher. Local EMC has met quarterly as needed. Upgrades to EOC equipment has progressed. State OES Rep has visited monthly. Progress continues in planning for sheltering and evacuation of vulnerable local populations. Planning continues for spring/summer exercise.

Activity: SEMS/NIMS 700 Training

Status: Training continues for local partners.

ICS/SEMS/NIMS courses have been provided to local partners on 2/15-16/08 and 2/21-22/08.

Activity: Shelter Management Training

Status: Training continues for local partners. ARC Shelter management classes have trained 150 locals.

Activity: Planning for vulnerable populations

Status: Local planning continues with P.H., Co. Fire, S.O., CERT Leaders, County Wide Neighborhood Watch, and local Home Health Agencies. Progress is slow, but we are working through all the perceived legal issues.

Activity: Multi-casualty exercise

Status: Planning meetings for this years local exercise are continuing. Co. Fire has taken the lead role and all of the exercise design group are committed to having it ready for Mid-June. Exercise this year is a Multi-Casualty Incident on I-5 midway between Yreka and Mt. Shasta with patients transported to both facilities as well as air-lifts to Trauma Centers North and South.

Issues affecting completion or outcome: Only issue at this time will be Fire Season Starts and/or deployments. All other items on schedule

State OES use only

Reviewed by: _____

Date: _____

Comments:

**FY08 Emergency Management Performance Grant
Reimbursement Request
Award # 2008-GR-XXX**

Example: 1st Request

Mail Reimbursement Request to your Regional Office: Subgrantee: Narnia
OES ID #: 000-00000

Office of Emergency Services
Coastal Region
1300 Clay Street, Suite 400
Oakland, CA 94612

Office of Emergency Services
Inland Region
3650 Schriever Avenue
Mather, CA 95655

Office of Emergency Services
Southern Region
4671 Liberty Avenue
Los Alamitos, CA 90720

1. Reimbursement Request for which state fiscal year? (Check only one fiscal year box per Reimbursement request.) Check the Final Reimbursement Request box if this is your final request:

- 10/01/07 to 6/30/08** **07/01/08 to 06/30/09** **Final Reimbursement Request**

	Cumulative Previously Requested Amount		Current Requested Amount		Cumulative Amount to Date
2. Federal Funds Expended (A3 = A1 + A2)	A1 \$0.00	+	A2 \$22,278	=	A3 \$22,278
Local Subgrant Match Expended (B3 = B1 + B2)	B1 \$0.00	+	B2 \$22,278	=	B3 \$22,278
Total Subgrant Expenditures (C = A3 + B3)				=	C \$44,556
3. Total Emergency Program Expenditures [C + Additional Local Expenditures (if applicable)]					\$48,556

Under penalty of perjury, I certify that:

- I am the duly Authorized Agent of the claimant herein.
- This reimbursement request is in all respects true, correct, and in accordance with applicable laws, rules, regulations, subgrant conditions and assurances.
- All funds requested as a reimbursement have been matched with local funds.
- Emergency Program Expenditures may not be used for any other match.

Authorized Agent (Per Governing Body Resolution/State Agency Signature Authority Form)

John Adams _____ (000) 000-00000 _____
Printed Name Phone No.

CAO/Director of OES _____ ja@narniaoes.gov _____
Title E-Mail Address

1234 Broadway Street _____ (000) 000-0000 _____
Mailing Address Fax No.

Anytown, CA 91191 _____
City, State, Zip Code

John Adams _____ 7/10/08 _____
Signature Date

Check this box if this is a **new address** for the Authorized Agent.

**FY08 Emergency Management Performance Grant
Reimbursement Request**

Example: 2nd Request

Award # 2008-GR-XXX

Mail Reimbursement Request to your Regional Office: Subgrantee: Narnia
OES ID #: 000-00000

Office of Emergency Services
Coastal Region
1300 Clay Street, Suite 400
Oakland, CA 94612

Office of Emergency Services
Inland Region
3650 Schriever Avenue
Mather, CA 95655

Office of Emergency Services
Southern Region
4671 Liberty Avenue
Los Alamitos, CA 90720

1. Reimbursement Request for which state fiscal year? (Check only one fiscal year box per Reimbursement request.) Check the Final Reimbursement Request box if this is your final request:

- 10/01/07 to 6/30/08 07/01/08 to 06/30/09 Final Reimbursement Request

	Cumulative Previously Requested Amount		Current Requested Amount		Cumulative Amount to Date
2. Federal Funds Expended (A3 = A1 + A2)	A1 \$22,278	+	A2 \$30,000	=	A3 \$52,278
Local Subgrant Match Expended (B3 = B1 + B2)	B1 \$22,278	+	B2 \$30,000	=	B3 \$52,278
Total Subgrant Expenditures (C = A3 + B3)				=	C \$104,556
3. Total Emergency Program Expenditures [C + Additional Local Expenditures (if applicable)]					\$108,556

Under penalty of perjury, I certify that:

- I am the duly Authorized Agent of the claimant herein.
- This reimbursement request is in all respects true, correct, and in accordance with applicable laws, rules, regulations, subgrant conditions and assurances.
- All funds requested as a reimbursement have been matched with local funds.
- Emergency Program Expenditures may not be used for any other match.

Authorized Agent (Per Governing Body Resolution/State Agency Signature Authority Form)

John Adams
Printed Name

(000) 000-00000
Phone No.

CAO/Director of OES
Title

ja@narniaoes.gov
E-Mail Address

1234 Broadway Street
Mailing Address

(000) 000-0000
Fax No.

Anytown, CA 91191
City, State, Zip Code

John Adams
Signature

9/15/08
Date

Check this box if this is a **new address** for the Authorized Agent.

**FY 08 Emergency Management Performance Grant
Final Performance Report**

Jurisdiction: Narnia OES ID #: 000-00000

Date: 6/30/09

Summary of Activities for the entire performance period:

Narnia provided two SEMS/NIMS 700 training sessions for city and county employees training a total of 305 people. Shelter management training was also provided to our volunteer and H.S. staff. We held by-monthly meeting of the planning group for vulnerable populations. We conducted monthly planning meetings for our MCI exercise and, in November 2008, the planning efforts culminated in a county-wide exercise with over 200 staff and volunteers participating.

Activity: SEMS/NIMS 700 training

Complete? Yes No

Two SEMS/NIMS 700 training sessions were held as follows:

September 20, 2008 – 225 city and county participants

March 15, 2009 – 80 city and county participants

Activity: Shelter Management Training

Complete? Yes No

The local chapter of the ARC provided shelter management training to 20 volunteer and health services personnel on April 30, 2009.

Activity: Local planning for vulnerable populations

Complete? Yes No

The vulnerable population work group held by-monthly meetings and provided input into the planning process to help us meet some of the needs of our vulnerable population.

Activity: MCI Exercise

Complete? Yes No

A major planning effort was undertaken which eventually resulted in a countywide multi-casualty incident exercise. Over 200 staff and volunteers participated, making the event very successful. Our after action report has been completed and submitted.

Issues affecting completion or outcome:

All activities were able to be completed with no problems.

Final Subgrant Expenditures:

(Double click on the chart below to open it as an Excel spreadsheet)

Personal Services	\$ 75,216.00
Operating Expenses	\$ 8,425.00
Equipment	\$ 5,470.00
Pass thru to locals	\$ -
TOTAL	\$ 89,111.00

I am the duly appointed Authorized Agent and certify that the above activities and expenditures are true and correct.

John Adams
Signature of Authorized Agent

John Adams
Printed Name

CAO/Director of OES
Title

6/30/09
Date

State OES use only	
Reviewed by: _____	Date: _____
Comments:	

SAMPLE

Appendix E – Acronyms

A & W	Alert and Warning
AAR	After Action Report
ARC	American Red Cross
ARP	Accidental Risk Prevention
BSA	California Bureau of State Audits
CAER	Community Awareness & Emergency Response
CalARP	California Accidental Release Prevention
CalEPA	California Environmental Protection Agency
CAR	Capability Assessment for Readiness
CBO	Community based organization
CBRN	Chemical, Biological, Radiological, or Nuclear materials
CDF	California Department of Forestry and Fire Protection
CDMG	California Division of Mines and Geology
CEC	California Energy Commission or California Emergency Council
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CEPEC	California Earthquake Prediction Evaluation Council
CESRS	California Emergency Services Radio System
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CHIP	California Hazard Identification Program
CHMIRS	California Hazardous Material Incident Reporting System
CHP	California Highway Patrol
CLETS	California Law Enforcement Telecommunications System
COG	Continuity of Government
COOP	Continuity of Operations
CSTI	California Specialized Training Institute
CUPA	Certified Unified Program Agency
DAD	Disaster Assistance Division (of the state Office of Emergency Services)
DFO	Disaster Field Office
DGS	California Department of General Services
DHS	U.S. Department of Homeland Security
DHS-RHB	California Department of Health Services, Radiological Health Branch
DOC	Department Operations Center
DOE	Department of Energy (U.S.)
DOF	California Department of Finance
DOJ	California Department of Justice
DSR	Disaster Survey Report
DSW	Disaster Service Worker
DWR	California Department of Water Resources
EAS	Emergency Alerting System
EDIS	Emergency Digital Information System
EERI	Earthquake Engineering Research Institute
EMA	Emergency Management Assistance
EMAP	Emergency Management Accreditation Program
EMF	Emergency Management Function
EMI	Emergency Management Institute
EMMA	Emergency Managers Mutual Aid
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (U.S.)
EPEDAT	Early Post Earthquake Damage Assessment Tool
EPI	Emergency Public Information
EPIC	Emergency Public Information Council
EP&R	Emergency Preparedness and Response (DHS Directorate)

Appendix E – Acronyms, continued

ESF	Emergency Service Functions (Federal)
FEMA	Federal Emergency Management Agency
FIR	Final Inspection Reports
FIRESCOPE	Fire Fighting Resources of Southern California Organized for Potential Emergency
FMA	Flood Management Assistance
FSR	Feasibility Study Report
FY	Fiscal Year
GIS	Geographical Information System
HAZMAT	Hazardous Material
HAZMIT	Hazardous Mitigation
HAZUS	Hazards-United States (an earthquake damage assessment prediction tool)
HCD	Housing and Community Development
HEICS	Hospital Emergency Incident Command System
HEPG	Hospital Emergency Planning Guidance
HIA	Hazard Identification and Analysis Unit
HMEP	Hazardous Materials Emergency Preparedness
HMGP	Hazard Mitigation Grant Program
IDE	Initial Damage Estimate
IA	Individual Assistance
IFGP	Individual & Family Grant Program
IPA	Information and Public Affairs (of state Office of Emergency Services)
IRG	Incident Response Geographic Information System
LEMA	Law Enforcement Mutual Aid
LEPC	Local Emergency Planning Committee
MARAC	Mutual Aid Regional Advisory Council
MOU	Memorandum of Understanding
NBC	Nuclear, Biological, Chemical
NEMA	National Emergency Management Agency
NEMIS	National Emergency Management Information System
NFIP	National Flood Insurance Program
NIMCAST	National Incident Management Capability Assessment Tool
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Association
NPP	Nuclear Power Plant
NSF	National Science Foundation
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OCC	Operations Coordination Center
OES	California Governor’s Office of Emergency Services
OSHPD	Occupational Safety and Health Protection Division
OSPR	Oil Spill Prevention and Response
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Office
POST	Police Officer Standards and Training
PSA	Public Service Announcement
PTAB	Planning and Technological Assistance Branch
RAMP	Regional Assessment of Mitigation Priorities
RAPID	Railroad Accident Prevention & Immediate Deployment
RDO	Radiological Defense Officer
RDMHC	Regional Disaster Medical Health Coordinator
REOC	Regional Emergency Operations Center
REPI	Reserve Emergency Public Information
RES	Regional Emergency Staff
RIMS	Response Information Management System
RMP	Risk Management Plan
RPU	Radiological Preparedness Unit (OES)

Appendix E – Acronyms, continued

RRT	Regional Response Team
SARA	Superfund Amendments & Reauthorization Act
SAP	Safety Assessment Program
SBA	Small Business Administration
SEMS	Standardized Emergency Management System
SEPIC	State Emergency Public Information Committee
SLA	State and Local Assistance
SONGS	San Onofre Nuclear Generating Station
SOP	Standard Operating Procedure
SWEPC	Statewide Emergency Planning Committee
TRU	Transuranic
UPA	Unified Program Account
USAR	Urban Search and Rescue
USGS	United States Geological Survey
WC	California State Warning Center
WIPP	Waste Isolation Pilot Project
WMD	Weapons of Mass Destruction
