



FY02 FEMA Supplemental Grant Emergency Operations Planning

Guide for Local Governments

Gray Davis
Governor

Dallas Jones
Director
Governor's Office of Emergency Services

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Foreword

Director's Message to Local Governments

The 2002 Supplemental Appropriations Act For Further Recovery From and Response To Terrorist Attacks on the United States was passed by the Congress and signed by the President on August 2, 2002 (Public Law 107-206). In part, this Act authorizes federal funding for the updating of Emergency Operation Plans (EOPs) and the implementation of the Citizen Corps/Community Emergency Response Teams (CERT) programs.

As a follow up to the Act, the Governor's Office of Emergency Services will provide grants to local government to update EOPs, with special emphasis on terrorism preparedness. Likewise, the Governor's Office of Service and Volunteerism will provide grants for the implementation of Citizen Corps/CERT programs to engage citizens in homeland security.

This Guide serves to assist local government in obtaining grant funding to update their EOPs for any emergency or disaster including a possible terrorist attack. Through a comprehensive emergency planning effort involving all local jurisdictions and emergency disciplines, California will continue to become a safer place to live.

I encourage local government to take advantage of this opportunity to update their EOPs using this Guide to help identify priorities for emergency planning. I am confident that completion of the planning activities, as described in this Guide, will lead to a community, better prepared to respond and recover from any disaster, including a terrorist attack.

DALLAS JONES
Director

Introduction

FEMA Guidance

Every state and local jurisdiction faces the difficult challenge of ensuring that citizens, emergency responders, essential government services, and private property are protected from the consequences of a terrorist attack. To enhance state and local planning, FEMA received \$100 million in a Fiscal Year 2002 supplemental appropriation for states and local governments to update and enhance existing Emergency Operation Plans (EOP).

The FY 2002 supplemental funding will provide funding assistance to state and local governments in updating their Emergency Operations Plan for all hazards with special emphasis on Weapons of Mass Destruction (WMD) terrorism preparedness. Coordinated planning at the local level is essential to enhance the state's capability to respond to and recover from the imminent threat or actual occurrence of a terrorist attack, including WMD. A regional approach to planning that emphasizes mutual aid is also encouraged.

In updating your EOPs, planning funds should be used on the following seven key elements:

1. Interstate and intrastate mutual aid agreements;
2. Facilitate communication and interoperability protocols, including the development of a communications plan so that networks and communications lines are established prior to an event, thereby minimizing the interoperability problem;
3. Establish a common incident command system;
4. Identification of and plans to protect critical infrastructure;
5. Address state and local continuity of operations and continuity of government;
6. State and local hazard and risk assessments to determine emergency management planning priorities; and,
7. Coordination of citizen and family preparedness plans and programs, including Citizen Corps, donations programs, and other volunteer initiatives to ensure an effective response to an all hazard events.

State Activities

The state will focus on comprehensive emergency planning with emphasis on updating the *State Emergency Plan* and supporting planning documents to address all-hazards, including WMD/Terrorism, and supporting the State Strategic Committee on Terrorism (SSCOT).

The state's planning activities are also consistent with the seven key elements outlined by FEMA (above).

**Director's
Emphasis**

Supplemental 2002 grant funding is provided to OAs to modify and enhance their EOPs, as needed, to address all-hazards including WMD/Terrorism. OA planning activities should also address the seven key elements outlined by FEMA.

The following are the Director's emphasis for local government activities:

1. Fostering interdisciplinary coordination within the OAs, with special emphasis on planning activities.
2. Coordination of and participation in interdisciplinary planning among multiple OAs and/or on a Regional level.
3. Updating of interdisciplinary OAs terrorism response, recovery, and coordination plans, including development of procedures, checklists, and related tools.

The OA and its jurisdictions, county and cities should actively involve and maintain extensive coordination between and among the various disciplines and constituent groups that are part of the California Emergency Organization. These include local, state, and federal agencies; the fire services, law enforcement; emergency medical; emergency services; public works; hazardous materials agencies; food and agriculture; Tribal Nations; volunteer organizations; community-based organizations; and private businesses. The focus is on coordinated planning efforts within the OA to enhance the state's ability to respond to and recover from emergencies, including terrorist attacks.

Part One – Grant Overview

Allocation Of the \$11,937,008 in planning grant funds for California, the state will distribute \$8,952,756 (75 percent) to the 58 OAs and a representative of the Tribal Nations. The OA funds are allocated on a base of \$67,146, with the remainder allocated based upon population. The funding allocations can be found in Appendix A.

The population figures are derived from the California Department of Finance’s 2002 population estimate table. This table can be found at the following website address:

<http://www.dof.ca.gov/html/Demograp/E-1text.htm>

The state will retain \$2,984,252 (25 percent), for state agency emergency operations planning activities.

Eligible Jurisdictions OAs are eligible to apply for this grant. OAs must coordinate with their cities and special districts, Tribes, and Emergency Operations Councils to utilize these funds in a manner that will benefit the overall jurisdiction.

Tribal Governments: The allocation to the Tribal Nations will be used to coordinate with the Inter-Tribal Council of California to hold workshops with as many as possible of the 109 federally-recognized Tribal Nations in California. These workshops will enable the state to familiarize the Tribal Nations with the emergency management system used in California, to distribute and explain planning guidance documents currently in use by state and local agencies, and to provide training on how to develop their own emergency operations plans that will address coordination with local and state governments.

Performance Period The performance period for the OA starts on the date of the subgrant award. The final date of the performance period will be included on the subgrant notification letter.

Match Requirements There are no cost-share or match requirements associated with this funding. It is 100 percent federal funding for all grants and subgrants.

Part One – Grant Overview, Continued

Eligible Activities

The primary eligible activities should ensure that all EOPs are updated to address all hazards with emphasis on WMD/Terrorism preparedness. OES encourages the OAs to coordinate with all cities and special districts within their jurisdiction for the development and enhancement of their comprehensive, multi-hazard EOP. In addition, OES recommends Continuity of Operations (COOP), Continuity of Government (COG) and hazard/risk assessment be addressed in the EOPs. In order to achieve this goal, potential eligible activities include the development and enhancement of the following:

- Development/Update of the EOP
- Development/Update of supporting documents to the EOP, such as mutual aid agreement(s), COOP/COG, Standard Operating Procedures (SOP), Risk Assessment Annex, etc.
- Attending training/workshops on EOP or related issues that assist in updating the EOP.
- Development of a coordinated strategy and/or plan to incorporate Citizens Corps and CERT programs into the emergency operations system
- Hiring personnel/contractor to develop the above.

Deliverables

At the conclusion of the grant, the deliverable product will be:

- An updated EOP with emphasis on WMD/Terrorism and/or
- Supporting document(s) to the EOP. Examples could include:
 - COOP/COG SOP or Annex
 - Hazard/Risk Assessment Annex
 - Mutual Aid Agreement(s)
 - Citizen Corps/CERT programs implementation plan Annex

Part One – Grant Overview, Continued

Authorized Administrative Expenditures

Funds can be used for grant administrative purposes. Administrative costs are limited to 5 percent of the subgrant award. Eligible administrative activities include:

- Grant Management activities incurred after receiving subgrant approval, such as:
 - Preparation of grant reports
 - Grant record keeping and file maintenance
- Grant related indirect costs supported by a current Indirect Cost Rate approved by a federal cognizant agency.

Unauthorized Expenditures

A complete description of unallowable costs can be found in Office of Management and Budget Circular A-87 (<http://www.whitehouse.gov/OMB/grants/#circulars>). In addition, the following activities are not allowable:

- Operational training of first responders (i.e. operating in a contaminated environment, etc.).
 - Exercises of any kind or size.
 - Costs incurred outside the grant period of availability
-

Part One – Grant Overview, Continued

OA Responsibilities

The following are the OA's responsibilities:

1. Submit a single application package that represents all planning activities within the OA jurisdictional area to the respective OES Region.
2. Work closely with the OES Regional Coordinator to ensure timely submittal of the application package.
3. Comply with all grant assurances and certifications.
4. Prepare quarterly progress reports for the duration of the grant period and submit to the OES Region. Further reporting details are included in Part Three, Progress Reports, of this Guide.
5. Maintain financial management systems that support grant activities in accordance with Title 44 Code of Federal Regulations (CFR) Part 13.
6. If changes to the scope of work or budget are required after the initial grant approval, submit revision requests to the OES Region ***prior*** to initiating planning activities. Further details are included in Part Three, Revision Requests, of this Guide.
7. When all grant activities are completed, the OA will notify OES Region in writing within 30 days and request grant closeout.
8. Submit Final Grant Report and remit unexpended grant funds
9. Maintain property, programmatic and financial records in accordance with the grant record retention requirements. Further details are contained in Part Three, Records Retention, of this Guide.
10. Ensure that grant recipients comply with the audit requirements contained in Office of Management and Budget (OMB) Circular A-133.

Continued on next page

Part One – Grant Overview, Continued

Laws and Regulations

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

- The 2002 Supplemental Appropriations Act for further recovery from, and response to, Terrorist Attacks on the United States, Public Law 107-206 (http://frwebgate.access.gpo.gov/cgi-bin/useftp.cgi?IPaddress=162.140.64.88&filename=publ206.107&directory=/diskb/wais/data/107_cong_public_laws)
 - OMB Circulars A-87, A-102, A-133 (www.whitehouse.gov/OMB/grants/index.html)
- Title 44, Code of Federal Regulations (<http://www.access.gpo.gov/cgi-bin/cfrassemble.cgi?title=200244>)
-

Part One – Grant Overview, Continued

Additional Guidance and Information

The following additional documents can also provide guidance and information applicable to this grant:

- Introduction to state and local EOP Planning Guidance
<http://www.fema.gov/onp/intrastate.shtm>
 - Managing the Emergency Consequences of Terrorists Incidents
<http://www.fema.gov/onp/managing.shtm>
 - Emergency Planning Guide for State and Local Government
<http://www.oes.ca.gov>
 - Tool Kit for Managing the Emergency Consequences of Terrorists Incidents <http://www.fema.gov/onp/toolkit.shtm>
 - State and Local Mitigation Planning How-To Guides
<http://www.fema.gov/fema/planresource.shtm>
 - Integrating human caused hazards into mitigation planning (Web Site: <http://www.fema.gov/fima/planresource.shtm>)
 - PDD-67 Enduring constitutional government in continuity of government operations
(Web site: <http://www.fas.org/irp/offdocs/pdd/pdd-67.htm>)
 - FEMA's Office of National Preparedness FY 02 Supplemental Guidance for: <http://www.fema.gov/regions/viii/suppgrants.shtm>
 - State and Local Planning Guidance
 - Citizen Corps
 - Emergency Operations Centers
 - OES Grant Guide for Local Government <http://www.oes.ca.gov>
 - State Emergency Plan, Terrorism Annex <http://www.oes.ca.gov/>
 - Local Planning Guidance on Terrorism Response
<http://www.oes.ca.gov/>
-

Part One – Grant Overview, Continued

Contact Information

OES recognizes that OAs have limited time and resources available to apply for this grant and complete the appropriate planning activities. OES staff will be available to provide assistance throughout the grant process. Contact the appropriate OES Regional office for assistance.

Southern Region

Region Administrator
4671 Liberty Avenue, Bldg. 283
Los Alamitos, CA 90720-5158
(562) 795-2900

Coastal Region

Region Administrator
1300 Clay St.
Oakland, CA 94612
(510) 286-0895

Inland Region

Region Administrator
P. O. Box 419047
Rancho Cordova, CA 95741-9047
(916) 845-8470

Timeline

The following represents the grant requirements timeline:

Due Date	Activity
January 31, 2003	Submit the completed application to appropriate OES Region.
April 15, 2003	A quarterly performance report is due to the OES Program Coordinator for the period covering <u>January 1 through March 31</u> (or any partial portion of this period).
July 15, 2003	A quarterly performance report is due to the OES Program Coordinator for the period covering <u>April 1 through June 30</u> (or any partial portion of this period).
October 15, 2003	A quarterly performance report is due to the OES Program Coordinator for the period covering <u>July 1 through September 30</u> (or any partial portion of this period).
15 days after the end of the Performance Period	All approved activities must be completed, and the Final Grant Report must be submitted to the OES Program Coordinator.

Part Two – Application Requirements

Application Components

The application must include the following documents:

1. Application for Assistance
2. Narrative
3. Budget Detail Worksheet
4. Immediate Needs funding request form (if needed)
5. Governing Body Resolution (if needed)
6. Grant Assurances (if needed)

These forms can be found in Appendix B.

Instructions for Application Components

Item #1 - Application for Assistance

- Fill in all the information requested
- Use list on Page 13 to ensure that the application package is complete
- Provide signature of OA authorized agent and return to OES Region for review and approval.

Item #2 - Narrative

Provide a narrative describing the OA's planning needs and how this grant can increase the OA's capability to manage emergencies including a terrorist incident. The narrative must include:

- I. Goal
- II. Problem Statement
- III. Objective(s)
- IV. Planning Process
- V. Project Eligibility:
 - a. Director's emphasis
 - b. Federal emphasis
 - c. Multi-jurisdictional, multi-disciplinary emphasis
- VI. Description of Planning Activit(y/ies)
- VII. Measurable Outcome(s)/Deliverable(s)
- VIII. Estimated Completion Date

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Part Two – Application Requirements, Continued

Item #3 – Budget Detail Worksheet

The budget will include salaries, benefits, operating expenses and equipment where applicable.

Item #4 Immediate Needs Funding Request

The County may submit a request for up to 30 days of funding to initiate grant activities. The County must include an explanation as to why it does not have sufficient funds to initiate the grant.

Item #5 - Governing Body Resolution

OES must have a resolution appointing authorized agents to execute any actions necessary under the grant. To expedite this application process, OES will utilize current resolutions on file for the Emergency Management Performance Grant (EMPG). If OES does not have a current EMPG resolution on file, a new resolution must be submitted with this application. Contact your Regional Administrator to confirm that OES has a current resolution on file. If changes are needed to the Resolution during the grant period, please refer to the Resolution Instructions in Appendix B.

Item #6 - Grant Assurances

To expedite this application process, OES will utilize current grant assurances on file for EMPG. If OES does not have a current grant assurance form on file, a new assurance form must be submitted with this application, and can be found in Appendix B. Contact your Regional Administrator to confirm that OES has a current assurance form on file. The OA will be held accountable for all grant assurances.

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Part Two – Application Requirements, Continued

**Application
Due Date**

OA applications are due to OES Region no later than January 31, 2003.
Incomplete applications will not be accepted.

**Request for
Application
Time Extension**

Requests for time extensions may be considered on a case-by-case basis and must be submitted, in writing, to the OES Regional Administrator no later than five (5) working days prior to the application due date. The Request must include a justification and anticipated date of application submittal.

CAUTION: The grant performance period cannot be extended; therefore, any delay in application submission will reduce the amount of time the OA has to perform approved work.

**OES Approval
of Application**

The OA must work closely with the OES Region throughout the application process. The OES Region will ensure the application meets basic program criteria as outlined within this Guide. OES will notify the OA in writing of the approved application and funding amount.

Part Three – Performance Period

OES Approval of Application & Immediate Needs Payment Process OES will notify the OA, in writing, of the approved application and funding amount. Additionally, OES will process the Immediate Needs payment request if submitted with the application within 30 days.

OAs are advised that interest earnings on federal funds must be remitted in accordance with Part Three, Interest Earnings, of this Guide.

Reimbursement Requests After the OA has expended all Immediate Needs funding, additional payments will be made on a reimbursement basis using the Reimbursement Request form (see Appendix B). Reimbursement requests can be submitted no more frequently than monthly to OES headquarters.

NOTE: Initial reimbursement requests will be reduced by the amount issued as an Immediate Needs payment.

Revision Requests Adjustments to the OA's approved application and planning activities must be requested in writing, and approved by OES, *prior* to expenditure of funds.

Quarterly Progress Reports OAs must prepare and submit quarterly progress reports to OES for the duration of the grant period or until all planning activities are completed and the grant is formally closed. The reports must include the status of all activities. The reports are due to OES as follows:

- ✓ Performance Period January 1 through March 31 – due April 15, 2003
- ✓ Performance Period April 1 through June 30 – due July 15, 2003
- ✓ Performance Period July 1 through September 30 – due October 15, 2003

A quarterly report template, with instructions, will be distributed under separate cover prior to the deadline for the first report. Failure to submit quarterly reports could result in grant reduction, termination or suspension.

Continued on next page

Part Three – Performance Period,

Interest Earnings

In accordance with 44 CFR 13.21, any interest earned, in excess of \$100 per year, must be reported on the quarterly report, and must be remitted quarterly to:

Federal Emergency Management Agency
P.O. Box 198355
Atlanta, GA 30384-8355

NOTE: The transmittal letter included with the check should indicate that the OA is returning interest earned on FEMA 02 Supplemental Funds.

A copy of the transmittal letter should also be sent to:

Governor's Office of Emergency Services
Attn: Accounting Office/Federal Unit
P.O. Box 419047
Rancho Cordova, CA 95742-9047

Procurement Requirements

All OAs must follow their own procurement requirements as long as they meet the federal requirements at a minimum. Federal procurement requirements for this grant are found in 44 CFR 13.36, and OMB Circular A-102.

OES Monitoring

OES may perform periodic reviews of the OA's grant performance. These reviews may include, but are not limited to:

- site visits to review work progress
 - confirming compliance with Grant Assurances
 - confirming information provided on quarterly and/or final reports
-

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Part Three – Performance Period, Continued

Records Retention

Record retention requirements are contained in 44 CFR 13.

OES will notify the OA of the start of the record retention period for programmatic and financial records at time of grant closeout.

Accessibility of Records

The awarding agency, the FEMA Office of Inspector General, the Comptroller General of the United States, 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 grant, in order to make audits, 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.

Termination and Suspension

Funding may be suspended or terminated, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to follow subgrant agreement requirements or special considerations.
- Failing to make satisfactory progress toward the goals or strategies set forth in the application.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been approved for funding.
- Filing a false certification in this application.
- Failing to submit required reports.

Before taking action, OES will provide the OA reasonable notice of intent to impose measures and will make efforts to resolve the problem informally. If the action cannot be informally resolved, and OES suspends or terminates the funding, the OA may submit a formal appeal to the OES Director within 30 days of notification.

Part Four – Grant Closeout Process

Final Grant Report

When the OA has completed all approved activities, the OA must notify OES in writing, that it is ready for grant closeout. The notification must be submitted within 30 days of activity completion, but no later than the end of the Performance Period. Upon receipt of the OA's notification, OES will send the OA a Final Grant Report template with instructions.

OES Closeout Review and Notification

OES will review the OA's Final Grant Report for compliance with all grant conditions. Once compliance has been verified, OES will notify the OA of the grant closure and record retention requirements.

If the Final Grant Report indicates that the OA:

- is owed additional funds, OES will send the final payment automatically to the OA.
 - did not use all funds received, OES will issue an Invoice.
-

Audit Requirements

OAs, and their subgrantees, must comply with the audit requirements contained in OMB Circular A-133 and 44 CFR 13.

Part Five - Appendices

Appendix A - Operational Area Allocation

	1/1/02 Population	Base Amount (.75%)	Per Capita Amount	Proposed Total 02 Supp Dollars
Alameda	1,486,550	\$67,146	210,366	277,512
Alpine	1,210	\$67,146	171	67,317
Amador	36,140	\$67,146	5,114	72,260
Butte	207,075	\$67,146	29,304	96,450
Calaveras	41,680	\$67,146	5,898	73,044
Colusa	19,440	\$67,146	2,751	69,897
Contra Costa	981,550	\$67,146	138,902	206,048
Del Norte	27,850	\$67,146	3,941	71,087
El Dorado	163,600	\$67,146	23,151	90,297
Fresno	826,560	\$67,146	116,969	184,115
Glenn	26,825	\$67,146	3,796	70,942
Humboldt	127,690	\$67,146	18,070	85,216
Imperial	150,740	\$67,146	21,332	88,478
Inyo	18,230	\$67,146	2,580	69,726
Kern	687,555	\$67,146	97,298	164,444
Kings	133,150	\$67,146	18,842	85,988
Lake	60,350	\$67,146	8,540	75,686
Lassen	34,200	\$67,146	4,840	71,986
Los Angeles	9,825,045	\$67,146	1,390,369	1,457,515
Madera	129,700	\$67,146	18,354	85,500
Marin	249,950	\$67,146	35,371	102,517
Mariposa	17,250	\$67,146	2,441	69,587
Mendocino	87,780	\$67,146	12,422	79,568
Merced	218,900	\$67,146	30,977	98,123
Modoc	9,340	\$67,146	1,322	68,468
Mono	13,275	\$67,146	1,879	69,025
Monterey	409,650	\$67,146	57,971	125,117
Napa	128,000	\$67,146	18,114	85,260
Nevada	95,300	\$67,146	13,486	80,632
Orange	2,939,525	\$67,146	415,980	483,126
Placer	264,900	\$67,146	37,487	104,633
Plumas	21,010	\$67,146	2,973	70,119
Riverside	1,644,275	\$67,146	232,686	299,832
Sacramento	1,280,040	\$67,146	181,142	248,288
San Benito	55,950	\$67,146	7,918	75,064
San Bernardino	1,783,675	\$67,146	252,413	319,559
San Diego	2,918,250	\$67,146	412,970	480,116
San Francisco	793,600	\$67,146	112,305	179,451

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Appendix A - Operational Area Allocation, Continued

	1/1/02 Population	Base Amount (.75%)	Per Capita Amount	Proposed Total 02 Supp Dollars
San Joaquin	595,900	\$67,146	84,327	151,473
San Luis Obispo	253,575	\$67,146	35,884	103,030
San Mateo	717,055	\$67,146	101,472	168,618
Santa Barbara	407,830	\$67,146	57,713	124,859
Santa Clara	1,719,620	\$67,146	243,348	310,494
Santa Cruz	260,200	\$67,146	36,822	103,968
Shasta	169,225	\$67,146	23,948	91,094
Sierra	3,510	\$67,146	497	67,643
Siskiyou	44,450	\$67,146	6,290	73,436
Solano	405,850	\$67,146	57,433	124,579
Sonoma	470,975	\$67,146	66,649	133,795
Stanislaus	469,555	\$67,146	66,448	133,594
Sutter	81,850	\$67,146	11,583	78,729
Tehama	56,905	\$67,146	8,053	75,199
Trinity	13,100	\$67,146	1,854	69,000
Tulare	379,225	\$67,146	53,665	120,811
Tuolumne	55,740	\$67,146	7,888	75,034
Ventura	780,075	\$67,146	110,391	177,537
Yolo	176,300	\$67,146	24,949	92,095
Yuba	60,990	\$67,146	8,631	75,777
Tribal Nations	N/A	\$100,000	N/A	100,000
GRAND TOTALS:	35,037,740	\$3,994,468	4,958,288	8,952,756
Per Capita Rate = (Allocation Total-Base Amount)/Population				

Appendix B - Forms

Forms

- Application For Assistance
- Program Narrative Format
- Budget Detail Worksheet w/Equipment Addendum
- Immediate Needs Funding
- Reimbursement Request w/Instructions
- Grant Assurances
- Governing Body Resolution w/Instructions

**Federal Emergency Management Agency, Office of National Preparedness FY 2002
Supplemental Grant for Emergency Operations Planning**

Application for Assistance - _____

County

Contact Information:

Authorized Agent Mailing Address

Name

City / State / Zip Code

Title

Area Code / Office Telephone

\$ _____
Maximum Amount Authorized per Appendix A

Area Code / Office Fax

\$ _____
Amount Requested per Budget Detail Worksheet

E-Mail Address

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

- | | |
|-------------------------------|---|
| _____ Narrative | _____ Immediate Needs Funding (if needed) |
| _____ Budget Detail Worksheet | _____ Grant Assurances (if needed) |
| | _____ Governing Body Resolution (if needed) |

Certification and Signature of Authorized Agent

I hereby certify that the attached application represents the Operational Area consensus on emergency planning needs to improve the Operational Area's capabilities to respond to Terrorism incidents.

Signature of Authorized Agent

Printed Name

Title

Date

For OES Use ONLY

Application Reviewed/Grant Award Approved: _____
Regional Administrator Signature *Date*

Grant Performance Period: _____

OES ID # _____ Catalog of Federal Domestic Assistance #83.562 Award # EMF-2003-GR-0313

**FY 2002 Supplemental Grant for Planning
Program Narrative Format**

- I. **GOAL:** Ensure that all EOPs within the OA are updated to address all hazards with special emphasis on WMD/Terrorism preparedness.
- II. **PROBLEM STATEMENT:** Describe identified deficiencies/enhancement in EOPs and/or other identified emergency planning needs.
- III. **OBJECTIVE(S):** State objective(s) and describe how the objective(s) will address the problem.
- IV. **PLANNING PROCESS:** Briefly describe how your planning activities address the Director's Emphases described below:
- Fostering interdisciplinary (fire, law, emergency medical, volunteer agencies, Citizen Corps) coordination within the OAs, with special emphasis on planning activities.
 - Coordination of or participation in interdisciplinary planning among multiple OAs on a regional level.
 - Updating of interdisciplinary OAs terrorism response, recovery, and coordination plans, including development of procedures, checklists, and related tools
-

V. PROJECT ELIGIBILITY

a) **Federal emphasis:** Check the applicable funding priorit(y/ies) that will be addressed by the objective(s):

Federal emphasis	Briefly describe how the objective(s) relate(s) to selected emphasis(es)
<ul style="list-style-type: none"> ▪ Develop/update EOP 	
<ul style="list-style-type: none"> ○ Interstate and intrastate mutual aid agreements 	
<ul style="list-style-type: none"> ○ Facilitate communication and interoperability protocols, including the development of a communications plan so that networks and communications lines are established prior to an event, thereby minimizing the interoperability problem 	
<ul style="list-style-type: none"> ○ Establish a common incident command system 	
<ul style="list-style-type: none"> ○ Identification and plans to protect critical infrastructure 	
<ul style="list-style-type: none"> ○ Address state and local continuity of operations and continuity of government 	
<ul style="list-style-type: none"> ○ State and local hazard and risk assessments to determine emergency management planning priorities 	
<ul style="list-style-type: none"> ○ Coordination of citizen and family preparedness plans and programs, including Citizen Corps, donations programs, and other volunteer initiatives to ensure an effective response to an all hazard events 	

b) Describe how the multi-jurisdictional issues will be addressed (e.g., how will the OA coordinate with the cities, special districts, and Tribes within the jurisdictional area?)

VI. DESCRIPTION OF PLANNING ACTIVIT(Y/IES): Describe the activities necessary to accomplish the objective (i.e., hire personnel/contractor to complete a COOP, provide planning training and update existing EOP, etc.).

VII. MEASURABLE OUTCOME(S)/DELIVERABLE(S): (check the appropriate box/es for work to be performed and fill in estimated completion date)

✓	Outcome/Deliverable	Estimated Completion Date
	Develop/update EOP to include all hazards with an emphasis on WMD/Terrorism	
	Mutual Aid Agreement(s)	
	Hazard/Risk Assessment Annex	
	COG Annex	
	COOP Annex	
	Other (describe): _____ _____	

VIII. Estimated Completion Date

**Budget Detail Worksheet
(Federal Share Only)**

PERSONAL SERVICES

Position Title	Salary		Benefits (@ ____%)		Total
_____	_____	+	_____	=	_____
_____	_____	+	_____	=	_____
_____	_____	+	_____	=	_____
_____	_____	+	_____	=	_____

OPERATING EXPENSES AND EQUIPMENT (OE&E)

Consultant Services	_____
Equipment*	_____
Indirect Costs (Overhead)	_____
Office Supplies	_____
Printing	_____
Travel	_____
Pass thru to Cities & Special Districts	_____
Other:	_____
_____	_____
_____	_____
_____	_____
 TOTAL	 \$ _____
 TOTAL PERSONAL SERVICES AND OE&E	 \$ _____

*Provide more detailed information on the Equipment Addendum worksheet (see next page).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
FEMA 02 Supplemental - Emergency Operations Planning**

Reimbursement Request

Mail Reimbursement Request to:

Governor's Office of Emergency Services
Grant Payments Unit
Post Office Box 419023
Rancho Cordova, CA 95741-9023

Applicant: _____

County

OES ID #: _____

Please mark this box to indicate a change in the Authorized Agent Mailing Address below

Total Expenditures to date: \$ _____

Reimbursement Request
(for the period _____ through _____) \$ _____

Under penalty of perjury, I certify that:

- I am the duly authorized officer of the claimant herein
- This claim is in all respects true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances

Authorized Agent (Per Governing Body Resolution)

Printed Name

Phone No.

Title

E-Mail Address

Mailing Address

Fax No.

City, State, Zip Code

Signature

Date

REIMBURSEMENT REQUEST- INSTRUCTIONS

Applicant	The applicant is the County, as identified in the original grant application. Please do not identify any sub-departments or offices as the applicant.
OES ID #	This is the County's identification number as identified on the notification of application approval.
Address Changes	The Authorized Agent may indicate a change in address by checking the box shown, and noting the new address in the area marked "mailing address".
Total Expenditures to Date	The County should identify total expenditures incurred, to date, for the grant.
Reimbursement Request	The amount being requested for reimbursement.
Request Period	<p>Indicate the month and year for the beginning of the period covered to the end of the period covered during which these expenditures were incurred. <i>This is not the Project/Budget Period listed on the subgrant.</i></p> <p>This request period cannot cross state fiscal years. Therefore, separate requests must be submitted for expenditures incurred on or before June 30, 2003, and on or after July 1, 2003.</p>
Authorized Agent Information	Please complete all line items requested and ensure that the form is signed by an Authorized Agent named in the Governing Body Resolution.
Mail	Mail the original to the address identified at the top of the request form.
Supporting Documents	Supporting documents are not required to be submitted with the Reimbursement Request; however, OES reserves the right to request documentation at any time. Counties are reminded to maintain documents that support the expenditure and reimbursement amounts shown on the request.

State of California
OFFICE OF EMERGENCY SERVICES

GRANT ASSURANCES

APPLICANT NAME: _____
(Name of Organization)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NUMBER: _____

AUTHORIZED AGENT: _____

TITLE: _____

ASSURANCES - CONSTRUCTION PROGRAMS and NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurance may not be applicable to all of your grants. If you have questions, please contact the Governor's Office of Emergency Services.

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

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of grant costs) to ensure proper planning, management and completion of the grant described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. 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 gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and (j) the requirements on any other nondiscrimination statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interested in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq).
15. 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.
16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. 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. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs;
 - b. To promptly return to the State of California all the funds received which exceed the approved, actual expenditures as accepted by the federal or state government.
 - c. In the event the approved amount of the grant is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

18. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
19. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
20. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
21. Will comply with the Laboratory Animal Welfare Act of 1966 (P. L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
22. It will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.
23. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Section 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
24. Will obtain approval by the appropriate federal agency of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate federal agency for prior approval changes that alter the cost of the project, use of space, or functional layout, that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.
25. Will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable federal, state, and local agencies for the maintenance and operation of such facilities.
26. Will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117.-1961, as modified (41 CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
27. Does agree that if any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transfer, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
28. Will not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."
29. Does agree that:
 - 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of 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;
 - 2) If any other funds 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 an employee of Congress, or employee of a Member of Congress in connection with the federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
 - 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all sub recipients shall certify and disclose accordingly.

- 4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
30. Agrees that funds awarded under this grant will be used to supplement existing funds for program activities, and will not supplant (replace) non-federal funds.
31. Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

SIGNATURE OF AUTHORIZED AGENT

PRINTED NAME

TITLE

DATE

GOVERNING BODY RESOLUTION

BE IT RESOLVED BY THE _____ OF THE
(Governing Body)

_____ THAT
(Name of Applicant)

_____, OR
(Name or Title of Authorized Agent)

_____, OR
(Name or Title of Authorized Agent)

_____.
(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 under P.L. 107-206.

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_____.

Date: _____

(Official Position)

(Signature)

Instruction Sheet for the Governing Body Resolution

Purpose The purpose of the Governing Body Resolution is to appoint individuals to act on the governing body's behalf

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 OES on the applicant's letterhead:

- Jurisdiction
 - Grant Program
 - Name
 - Title
 - Address
 - City
 - Zip Code
 - Telephone
 - Fax #
 - Cell Phone #
 - E-Mail Address
-

Authorized Agent Changes

If the Governing Body Resolution identified authorized agents by...	Is a new Resolution Needed?	Applicant Action Needed
Position Title	No	<input type="checkbox"/> Submit authorized agent details as listed above
Name	Yes	<input type="checkbox"/> Submit new Resolution to OES <input type="checkbox"/> Submit authorized agent details as listed above
