

**FY 2013 EMERGENCY MANAGEMENT PERFORMANCE GRANTS
(EMPG) PROGRAM
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)**

OVERVIEW INFORMATION

Issued By

U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA)

Catalog of Federal Domestic Assistance (CFDA) Number

97.042

CFDA Title

Emergency Management Performance Grants

Funding Opportunity Announcement Title

Fiscal Year (FY) 2013 Emergency Management Performance Grants (EMPG) Program

Authorizing Authority for Program

National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.); Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.); Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701 et seq.); Reorganization Plan No. 3 of 1978 (5 U.S.C. App.); and, Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), Public Law 109-295, as amended, (6 U.S.C. § 762).

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2013 (Public Law 113-6)

FOA Number

Grant Program Name	Opportunity Number
Emergency Management Performance Grants (EMPG) – Region I	DHS-13-GPD-042-001-01
Emergency Management Performance Grants (EMPG) – Region II	DHS-13-GPD-042-002-01
Emergency Management Performance Grants (EMPG) – Region III	DHS-13-GPD-042-003-01
Emergency Management Performance Grants (EMPG) – Region IV	DHS-13-GPD-042-004-01
Emergency Management Performance Grants (EMPG) – Region V	DHS-13-GPD-042-005-01
Emergency Management Performance Grants (EMPG) – Region VI	DHS-13-GPD-042-006-01
Emergency Management Performance Grants (EMPG) – Region VII	DHS-13-GPD-042-007-01
Emergency Management Performance Grants (EMPG) – Region VIII	DHS-13-GPD-042-008-01
Emergency Management Performance Grants (EMPG) – Region IX	DHS-13-GPD-042-009-01
Emergency Management Performance Grants (EMPG) – Region X	DHS-13-GPD-042-010-01

Key Dates and Time

Application Start Date: 05/21/2013

Application Submission Deadline Date: 06/24/2013 at 11:59:59 p.m. EST

Anticipated Funding Selection Date: 08/02/2013

Anticipated Award Date: 09/30/2013

Other Key Dates

Applying for FY 2013 EMPG Program funds requires a two-step process. Step One: initial submission to determine eligibility and Step Two: full application. Applicants are encouraged to initiate Step One immediately after the FOA is published, but no later than June 17, 2013, by submitting a complete Standard Form 424 to Grants.gov. Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Late submissions of Step One to Grants.gov could result in applicants missing the application deadline in Step Two. Once FEMA has determined an applicant to be eligible, applicants can proceed to Step Two, which involves submitting the full application package via the Non Disaster (ND) Grants system. The submission deadline for the full application package is June 24, 2013. For additional details see Section X of the full FOA.

Intergovernmental Review

Is an intergovernmental review required?

Yes No

If yes, applicants must contact their State's Single Point of Contact (SPOC) to determine if the program has been selected for State review and comply with the State's process under Executive Order 12372. Names and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc.

FOA EXECUTIVE SUMMARY

Program Type

Select the applicable program type:

New Continuing One-time

Date of origin for Program: 01/01/2001

Opportunity Category

Select the applicable opportunity category:

Discretionary Mandatory Competitive Non-competitive

Application Process

DHS makes all funding opportunities available through <http://www.grants.gov>. If you experience difficulties accessing information or have any questions, please call the Grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select "Download Application Package," and then follow the prompts to download the application package. To download the instructions, go to "Download Application Package" and select "Instructions."

For additional details on how to apply, please refer to Section X of the full FOA.

Eligible Applicants

The following entities are eligible to apply directly to FEMA under this solicitation:

State governments

For additional information, see the *Eligibility Criteria* section of this FOA.

Type of Funding Instrument

Select the applicable funding instrument:

Grant Cooperative Agreement

Cost Share or Match

Select the applicable requirement:

Cost Match Cost Share None Required

In FY 2013, the Federal share of funds made available under the program shall not exceed 50 percent (50%) of the total budget. 42 U.S.C. § 5196(j). Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds.

FEMA administers EMPG Program cost matching requirements in accordance with 44 CFR §13.24. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations. In accordance with 48 U.S.C. § 1469a, match requirements are waived for the U.S. territories of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

Maintenance of Effort

Is there a Maintenance of Effort (MOE) requirement?

Yes No

Management and Administration

Management and Administration (M&A) activities are those defined as directly relating to the management and administration of EMPG Program funds, such as financial management and monitoring. It should be noted that salaries of State and local emergency managers are not typically categorized as M&A, unless the State or local Emergency Management Agency (EMA) chooses to assign personnel to specific M&A activities.

If the State Administrative Agency (SAA) is not the EMA, the SAA is not eligible to retain funds for M&A. M&A costs are allowable for both State and local-level EMAs. The State EMA may use up to five percent (5%) for M&A purposes. In addition, local EMAs may retain and use up to five percent (5%) of the amount received from the State for local M&A purposes.

Indirect Costs

Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant Federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

FULL FOA

I. Funding Opportunity Description

Program Overview and Priorities

The purpose of the EMPG Program is to make grants to States to assist State, local, territorial, and tribal governments in preparing for all hazards, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 5121 et seq.). Title VI of the *Stafford Act* authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, States, and their political subdivisions. The Federal Government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title so that a comprehensive emergency preparedness system exists at all levels for all hazards.

Program Objectives

The FY 2013 EMPG Program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient Nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The FY 2013 EMPG Program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Examples of tangible outcomes from the EMPG Program include building and sustaining core capabilities through:

- Building and sustaining core capabilities
- Completion of the Threat and Hazard Identification and Risk Assessment (THIRA) process
- Strengthening governance integration
- Approved emergency plans
- Development and maintenance of multi-year Training and Exercise Plans (TEPs)
- Targeted training and verification of personnel capability
- Whole community approach to security and emergency management

For additional details on priorities for the EMPG Program please refer to Appendix B – *FY 2013 EMPG Program Priorities*.

II. Funding Information

Award Amounts, Important Dates, and Extensions

Available Funding for the FOA: \$332,456,012

Projected number of awards: 58

Projected Award Start Date(s): 10/01/2012

Projected Award End Date(s): 09/30/2014

Period of Performance: 24 months

Grantees must accept their grant awards no later than 90 days from the notification of award. The grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the grantee accepts the award through official correspondence, (e.g., written, electronic signature, signed letter or fax to the Grant Programs Directorate [GPD]), and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

For details on funding amounts, please refer to Appendix A – *FY 2013 EMPG Program Allocations*.

Period of Performance

Is an extension to the period of performance permitted?

Yes No

Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications as to why an extension is required. Extension requests should be submitted to the FEMA Regional Program Manager.

Additional Funding Information

In FY 2013, the total amount of funds distributed under this grant will be \$332,456,012. FY 2013 EMPG Program funds will be allocated in compliance with Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (6 U.S.C. 762). All 50 States, the District of Columbia, and Puerto Rico will receive a base amount of 0.75 percent of the total available grant funding. Four territories (American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) will receive a base amount of 0.25 percent of the total available grant funding. The balance of EMPG Program funds is distributed on a population-share basis. Pursuant to Title II of the *Compact of Free Association Amendments Act of 2003* (Public Law 108-188), funds are also available for the Federated States of Micronesia and for the Republic of the Marshall Islands.

III. Eligibility Information

Eligibility Criteria

All 56 States and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia, are eligible to apply for FY 2013 EMPG Program funds.

Either the SAA or the State's EMA are eligible to apply directly to FEMA for EMPG Program funds on behalf of State and local emergency management agencies, however only one application will be accepted from each State or territory.

IV. Funding Restrictions

Restrictions on Use of Award Funds

DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

EMPG Program grantees may only fund activities and projects that were included in the FY 2013 Work Plan that was submitted to and approved by a FEMA Regional Program Manager. Activities and projects may include the sustainment of capabilities supported by previous EMPG Program funds.

For additional details on restrictions on the use of funds, please refer to Appendix C - *Funding Guidelines*.

V. Application Review Information and Selection Process

Application Review Information

Submitted applications will undergo a complete content review within their respective FEMA Region. Each FEMA Region will be responsible for reviewing the FY 2013 EMPG Program Work Plan for their respective States/territories in order to assess their emergency management sustainment and enhancement efforts as well as the linkage to the core capabilities identified in the NPG.

For additional details on application review information please refer to Appendix D – *FY 2013 EMPG Program Work Plan*.

Application Selection Process

All Work Plans will require final approval by the corresponding FEMA Region. Funds for grantees who have not submitted their Work Plan as part of their application will not be released until such Work Plan is received, reviewed, and approved by the FEMA Region. Grantees will be notified by their FEMA Regional Program Manager should any component of the EMPG Program application require additional information.

VI. Post-Selection and Pre-Award Guidelines

Notice of Award

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available within Section 6.1.1 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>.

Upon approval of an application, the award will be made in the form of a grant. Notification of award approval is made through the ND Grants system through an automatic e-mail to the grantee point of contact listed in the initial application. Once an award has been approved and recorded in the system, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under Federal awards.

Obligation of Funds

EMPG Program awards must be accepted by grantees within 30 days of the issuance of the Award Letter. Each State shall obligate 100 percent (100%) of its total EMPG Program allocation amount to the designated State-level EMA. If the SAA is also the EMA, this requirement is automatically met. If the SAA is a separate agency, or has separate budget processes, then these funds must be obligated to the EMA within 15 days of the grant award date.

Administrative and Federal Financial Requirements

Grantees are obligated to submit various financial and programmatic reports as a condition of their award acceptance. Please see below for a summary of financial and/or programmatic reports as required. Future awards and fund drawdowns may be withheld if these reports are delinquent.

- 1. Federal Financial Report (FFR) – required quarterly.** Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425). A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail. The final FFR is due 90 days after the end date of the performance period. FFRs must be filed electronically through Payment and Reporting System (PARS).
- 2. Grant Close-Out Process.** Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, grantees must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close

out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR. The grantee is responsible for returning any funds that have been drawn down but remain as unliquidated on grantee financial records. As part of the final report, grantees must submit the Tangible Personal Property Report (SF-428), available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf, to provide an inventory of all tangible personal property acquired using EMPG Program funds. An inventory of all construction projects that used EMPG Program funds has to be reported using the Real Property Status Report (Standard Form SF 429) available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf.

Programmatic Reporting Requirements

- 1. State Preparedness Report (SPR) Submittal.** Section 652(c) of the *Post-Katrina Emergency Management Reform Act of 2006* (Public Law 109-295), 6 U.S.C. §752(c), requires any State that receives Federal preparedness assistance to submit an SPR (OMB Control Number: 1660-0131) to FEMA. States submitted their most recent SPRs in December 2012 thus satisfying this requirement to receive funding under the FY 2013 EMPG Program.
- 2. Quarterly Performance Progress Reports (SF-PPR).** EMPG Program Quarterly Performance Progress Reports must be submitted to the Regional Program Manager located at the FEMA regional office on a quarterly basis through the ND Grants system. The Quarterly Performance Progress Reports must be based on the approved EMPG Program Work Plan and are due no later than 30 days after the end of the quarter, i.e., on January 31, April 30, July 31 and October 31. The Quarterly Performance Progress Report must be completed using the cover page of the SF-PPR (OMB Control Number: 0970-0334), available at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

Grantees are required to report quarterly on progress towards completing activities and projects approved in their Work Plans as well as progress made towards implementing performance measures as described in Appendix B – *FY 2013 EMPG Program Priorities*.

- Percentage completion towards CPG 101 v.2 compliance (Available at <http://www.fema.gov/national-preparedness/plan>);
- Percent completion of the progressive exercise series to include percent completion of planned personnel participation;
- Any After Action Reports/Improvements Plans (AAR/IP) that relate to the four quarterly exercises and one full-scale exercise;
- A roster of EMPG Program funded personnel at both the State and local levels, along with the training completed together with the Personnel Data Table Template (available in Appendix D – *FY 2013 EMPG Program Work Plan*); and

- Percent completion of the Training and Exercise Plan (TEP) outlined in the FY 2013 EMPG Program Work Plan together with the Training and Exercise Data Tables Template (available in Appendix D – *FY 2013 EMPG Program Work Plan*).

- 3. Biannual Strategy Implementation Reports (BSIR).** In addition to the Quarterly Reports grantees are responsible for completing and submitting BSIR reports. The BSIR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30 (the summer BSIR); and January 30 for the reporting period of July 1 through December 31. Updated obligations and expenditure information must be provided within the BSIR to show progress made toward meeting strategic goals and objectives as well as how expenditures support Planning, Organization, Equipment, Training and Exercises (POETE). The first BSIR is not due until at least six months after the award notice has been received by the grantee.
- 4. Exercise Evaluation and Improvement.** Exercises implemented with grant funds should evaluate performance of the capabilities against the level of capabilities required to respond to the exercise scenario. Guidance related to exercise evaluation and the implementation of improvements is defined in the Homeland Security Exercise and Evaluation Program (HSEEP) located at <https://hseep.dhs.gov>.
- 5. Monitoring.** Grant recipients will be monitored on an annual and as needed basis by FEMA staff, both programmatically and financially, to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

VII. DHS FEMA Contact Information

Contact and Resource Information

This section describes several resources that may help applicants in completing a FEMA grant application. These points of contact are also available for successful applicants who may require assistance during execution of their award.

Financial and Administrative Information

- 1. FEMA Regions.** FEMA Regions manage, administer and conduct application budget review, create the award package, approve, amend and close out awards, as well as conduct cash analysis, financial monitoring, and audit resolution for the EMPG Program. The Regions also provide technical assistance to EMPG Program primary awardees. For a list of contacts, please go to <http://www.fema.gov/about/contact/regions.shtm>.
- 2. FEMA Grant Programs Directorate (GPD).** GPD's Grant Operations Division Business Office may also provide support and technical assistance. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.
- 3. GPD Environmental Planning and Historic Preservation (GPD-EHP).** The FEMA GPD-EHP Team provides guidance and information about the EHP review process to grantees and sub-grantees. All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.gov. EHP Technical Assistance, including the EHP Screening Form, can be found at https://www.rkb.us/ehp_docs.cfm.

Programmatic Information

- 1. Centralized Scheduling and Information Desk (CSID).** CSID is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. When necessary, grantees will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@fema.gov Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

Systems Information

- 1. Grants.gov.** For technical assistance with Grants.gov, please call the Grants.gov customer support hotline at (800) 518-4726.

Non Disaster (ND) Grants. For technical assistance with the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

VIII. Other Critical Information

Emergency Management Assistance Compact (EMAC) Membership

In support of the NPG, grantees must belong to, be located in, or act as a temporary member States of EMAC, except for American Samoa and the Commonwealth of the

Northern Mariana Islands, which are not required to belong to EMAC at this time. All assets supported in part or entirely with FY 2013 EMPG Program funding by States, territories, and Tribes must be readily deployable to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the mitigation mission area of the NPG, and fusion centers.

National Preparedness

DHS coordinates with local, State, territory, tribal, and Federal governments as well as the private and nonprofit sectors to facilitate an all-of-nation/whole community, risk driven, and capabilities-based approach to preparedness. This approach is grounded in the identification and assessment of risk through the THIRA. Urban Areas and States must maintain and update their THIRAs, and States their SPRs, annually to ensure that the community's shared understanding of risk evolves to account for changes in the risk landscape, including successful mitigation efforts, emerging threats, hazards, and associated consequences. Information on the NPS can be found in the National Preparedness System Description (released Nov 2011), which is posted on the FEMA website at <http://www.fema.gov/national-preparedness/national-preparedness-system>. Additional details regarding the NPS and how it's supported by the EMPG Program can be found in Appendix B – *FY 2013 EMPG Program Priorities*.

National Incident Management System (NIMS) Implementation

Prior to allocation of any Federal preparedness awards in FY 2013, grantees must ensure and maintain adoption and implementation of NIMS

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

FEMA developed the NIMS Guideline for Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes, and identifies tools which Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although State, local, tribal, and private sector partners—including nongovernmental organizations—are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so in order to leverage the Federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure

and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information can be found at http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf

Environmental Planning and Historic Preservation (EHP) Compliance. As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project.

SAFECOM Guidance for Emergency Communications Grant Compliance
Grantees (including sub-grantees) that are using EMPG Program funds to support emergency communications activities should comply with the *FY 2013 SAFECOM Guidance for Emergency Communications Grants*. SAFECOM Guidance is available at <http://www.safecomprogram.gov/grant/Default.aspx>.

Emergency Operation Plan (EOP)
Grantees must update their EOP at least once every two years. An evaluation matrix to describe and calculate the percentage towards compliance with CPG 101 v.2 is available at <http://www.fema.gov/national-preparedness/plan>.

Threat and Hazard Identification and Risk Assessment (THIRA)
Grantees must update their THIRA through the SPR by December 31, 2013. Further details on the THIRA as it relates to EMPG Program requirements can be found in Appendix B – *FY 2013 EMPG Program Priorities*. For additional guidance on THIRA, please refer to CPG 201 and the supplemental toolkit, available at <http://www.fema.gov/national-preparedness/plan>.

IX. How to Apply

Application Instructions

All EMPG Program applicants are encouraged to use the template provided by FEMA to submit a required Work Plan that outlines the State's emergency management sustainment and enhancement efforts, including new and ongoing activities and projects, proposed for the FY 2013 EMPG Program period of performance. The Work

Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline.

For additional details on Application instructions please refer to Appendix D – *FY 2013 EMPG Program Work Plan*.

X. Application and Submission Information

Address to Request Application Package

FEMA makes all funding opportunities available on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the Grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” enter the CFDA number (97.042) or the Region-specific FOA Number noted in the Overview Information section of the FOA and then select “Download Application Package”. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

Content and Form of Application

- 1. Application via Grants.gov.** All applicants must file their applications using the Administration’s common electronic “storefront” – <http://www.grants.gov>. Eligible grantees must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>.

The application must be started and submitted using Grants.gov after registration in the System for Award Management (SAM) is confirmed. The on-line application includes the following required form:

- Standard Form 424, Application for Federal Assistance

Applying for FY 2013 EMPG Program funds requires a two-step process. Step One: initial submission to determine eligibility and Step Two: full application. Applicants are encouraged to initiate Step One as soon after the FOA is published but no later than June 17, 2013. This involves submitting a complete Standard Form 424 to <http://www.grants.gov>. The Standard Form 424 will be retrieved by ND Grants and the system will automatically populate the relevant data fields in the application.

Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Late submissions to Grants.gov to complete Step One could result in applicants missing the application deadline in Step Two. Once FEMA has determined an applicant to be eligible, applicants can proceed to Step Two which involves submitting the full application package via the ND Grants system. The submission deadline for the full application package is June 24, 2013.

The application must be completed and final submission made through the ND Grants system located at <https://portal.fema.gov>. If you need assistance registering for the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076. Applicants are encouraged to begin their ND Grants registration at the time of solicitation to ensure they have adequate time to start and complete their application submission. Unless otherwise referenced, the ND Grants system includes the following required forms and submissions:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424C, Budget Information (Construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying
- FEMA Form 112-0-3C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- EMPG Program Work Plan
- Detailed budget

The program title listed in the CFDA is “*Emergency Management Performance Grant Program*”. The CFDA number is **97.042**.

- 2. Dun and Bradstreet Data Universal Numbering System (DUNS) Number.** The applicant must provide a DUNS number with their application. This number is a required field within <http://www.grants.gov> and for SAM. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711.
- 3. System for Award Management (SAM).** The application process also involves an updated and current SAM registration by the applicant at <http://www.sam.gov> . Please ensure that your organization’s name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in SAM; therefore it is imperative that the information is correct.

Applicants will obtain FOA Overviews and Full Announcement information from the Grants.gov website where the full FOA is posted.

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: (800) 462-7585.

Applications will be processed through the Grants.gov portal and the ND Grants system.
Hard copies of the application will not be accepted.

Appendix A - FY 2013 EMPG Program Allocations

State/Territory	FY 2013 Allocation	State/Territory	FY 2013 Allocation
Alabama	\$5,517,091	New Hampshire	\$3,321,582
Alaska	\$2,952,078	New Jersey	\$8,052,000
Arizona	\$6,602,667	New Mexico	\$3,801,166
Arkansas	\$4,342,686	New York	\$14,765,038
California	\$26,347,468	North Carolina	\$8,608,500
Colorado	\$5,746,316	North Dakota	\$2,932,125
Connecticut	\$4,744,763	Ohio	\$9,732,277
Delaware	\$3,068,487	Oklahoma	\$4,885,520
District of Columbia	\$2,889,921	Oregon	\$4,938,526
Florida	\$14,606,586	Pennsylvania	\$10,496,851
Georgia	\$8,713,765	Rhode Island	\$3,152,010
Hawaii	\$3,366,476	South Carolina	\$5,455,451
Idaho	\$3,494,028	South Dakota	\$3,015,978
Illinois	\$10,566,905	Tennessee	\$6,541,836
Indiana	\$6,592,684	Texas	\$18,833,958
Iowa	\$4,421,102	Utah	\$4,283,840
Kansas	\$4,303,039	Vermont	\$2,885,963
Kentucky	\$5,240,179	Virginia	\$7,626,404
Louisiana	\$5,379,057	Washington	\$6,818,222
Maine	\$3,326,896	West Virginia	\$3,656,865
Maryland	\$6,183,361	Wisconsin	\$6,084,183
Massachusetts	\$6,660,914	Wyoming	\$2,854,862
Michigan	\$8,690,824	Puerto Rico	\$4,792,881
Minnesota	\$5,866,433	U.S. Virgin Islands	\$897,153
Mississippi	\$4,365,131	American Samoa	\$865,595
Missouri	\$6,269,534	Guam	\$931,415
Montana	\$3,123,698	Northern Mariana Islands	\$863,367
Nebraska	\$3,656,935	Republic of the Marshall Islands	\$50,000
Nevada	\$4,223,420	Federated States of Micronesia	\$50,000
Total:			\$332,456,012

Appendix B - FY 2013 EMPG Program Priorities

The Alignment of the EMPG Program to the National Preparedness System (NPS)

The NPS is the instrument the Nation will employ to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (Goal). The Goal is “a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.” The objective of the NPS is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The guidance, programs, processes, and systems that support each component of the NPS enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government (<http://www.fema.gov/whole-community>).

National preparedness is a shared responsibility of the whole community. Every member must be given the opportunity to contribute. The FY 2013 EMPG Program plays an important role in the implementation of the NPS by supporting the building, sustainment, and delivery of core capabilities. Core capabilities are essential for the execution of critical tasks for each of the five mission areas outlined in the Goal. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The EMPG Program’s allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Particular emphasis will be placed on capabilities that address the greatest risks to the security and resilience of the United States, and the greatest risks along the Nation’s borders. Funding will support deployable assets that can be utilized anywhere in the Nation through automatic assistance and mutual aid agreements, including but not limited to the EMAC.

Using the core capabilities, the FY 2013 EMPG Program supports the achievement of the NPG by:

- Preventing, a threatened or an actual act of terrorism.
- Protecting our citizens, residents, visitors, and assets against the greatest threats and hazards.
- Mitigating the loss of life and property by lessening the impact of future disasters.
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

The core capabilities contained in the Goal are highly interdependent and require us to use existing preparedness networks and activities, improve training and exercise programs, promote innovation, and ensure that the appropriate administrative, finance, and logistics systems are in place.

To support building, sustaining, and delivering these core capabilities, grantees will use the components of the NPS. The components of the NPS are: Identifying and Assessing Risk; Estimating Capability Requirements; Building and Sustaining Capabilities; Planning to Deliver Capabilities; Validating Capabilities; and Reviewing and Updating. For more information on each component, read the National Preparedness System Description available at <http://www.fema.gov/national-preparedness/national-preparedness-system>.

Building and Sustaining Core Capabilities

The FY 2013 EMPG Program focuses on the development and sustainment of core capabilities as outlined in the Goal. Particular emphasis will be placed on building and sustaining capabilities that address high consequence events that pose the greatest risk to the security and resilience of the United States and that can be utilized nationwide. The EMPG Program uses a comprehensive process for assessing regional and national risks and identifying capability needs in order to prioritize and invest in key deployable assets, as well as those elements that support deployment.

Capabilities are the means to accomplish a mission, function, or objective based on the performance of related tasks, under specified conditions, to target levels of performance. The most essential capabilities are the core capabilities identified in the Goal.

Working together, individuals, government officials, and elected leaders can develop plans to allocate resources effectively and reduce risk. For these plans to be effective, those involved must consider methods to reduce and manage risk as well as how to sustain appropriate levels of capability and address potential shortfalls in order to achieve the Goal.

Achieving the Goal will require participation and resources from the whole community. Not all capabilities can be addressed in a given local, State, or Federal funding cycle, nor can funding be expected to flow from any one source. Officials must prioritize the achievement of certain capabilities to most effectively ensure their security and resilience while understanding the effects of not addressing other identified needs. Building and sustaining capabilities will include a combination of organizational resources, equipment, training, and education. Consideration must also be given to finding, connecting to, and strengthening community resources by using the expertise and capacity of individuals, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. Jurisdictions must also use mutual aid agreements to fill needs and work with partners to develop regional capabilities. Ultimately, a jurisdiction may need to rely on other levels of government or partners to

address a particular need. This expectation should be communicated well before an event occurs when the capabilities are most urgently needed.

As these issues are considered in light of the eligible activities, the results of an effective risk assessment must inform jurisdictions' planning efforts. This risk picture will provide an understanding of potential consequences from the range of threats and hazards a community faces daily as well as those infrequent events that would stress the core capabilities of a jurisdiction. Coupled with the desired outcomes and capability targets established by a community, this combined perspective is crucial to enabling all levels of government to effectively estimate the level of capabilities required to manage its greatest risks.

Files and information on the NPS can be found at <http://www.fema.gov/national-preparedness/national-preparedness-system>.

THIRA and Capability Estimation Process

Knowledge of risks enables a community to make informed decisions about how to manage risk and develop needed capabilities. Risk is commonly thought of as a product of a threat or hazard, the vulnerability of a community or facility to a threat or hazard, and the resulting consequences that may impact the community or facility. By considering these elements of risk, which often change, as well as the impact of successful mitigation initiatives, as outlined in the NPS (<http://www.fema.gov/national-preparedness-system>), a jurisdiction can understand how to best manage or reduce its exposure to risk.

Federal investments in local, State, territory, and tribal preparedness capabilities have contributed to the development of a significant national-level capacity to prevent, protect against, mitigate, respond to, and recover from emergencies and catastrophic incidents. The EMPG Program prescribes national capability priorities in order to prioritize and invest in key deployable capabilities.

A THIRA provides a comprehensive approach for identifying and assessing risks and associated impacts. It expands on existing local, tribal, territorial, and State Hazard Identification and Risk Assessments (HIRAs) and other risk methodologies by broadening the factors considered in the process, incorporating the whole community throughout the entire process, and by accounting for important community-specific characteristics. A guide on how to complete a THIRA is available at <http://www.fema.gov/national-preparedness/plan>.

A jurisdiction should apply the results of their THIRA through a capability estimation process to determine the resources needed to deliver core capabilities to the targets set in their THIRAs, identify what resources they currently have to meet those needs, and determine where they currently have adequate resources and surpluses that may need to be maintained or shortfalls that may need to be filled. Jurisdictions should examine current capability levels through the lens of real-world incidents, assessments, and exercises to determine whether changes to current capability levels are warranted. This capability estimation process should consider identifying, connecting to, and

strengthening community resources by using the expertise and capability of the whole community; individuals, communities, the private and nonprofit sectors, faith-based organizations, and all levels of government.

The outputs of the capability estimation process serve as the foundation for jurisdictions to work with whole community partners to develop strategies to reduce resource requirements through mitigation and protection activities, sustain current strengths in investments where capabilities have already been built, obtain required resources from whole community partners or borrow resources through mutual aid to bridge shortfalls, and build new capabilities through grants and investments. A jurisdiction should consider all resources available to it, including local and State appropriations, bond initiatives, mutual aid, and Federal grants, as appropriate, to support building and sustaining capabilities.

Data from the State hazard mitigation plan, fusions centers, and other sources of threat and risk data should be considered when developing a THIRA, conducting a capability estimation process, and developing a strategic plan. Ultimately, a jurisdiction may find that it can address capability needs through existing or new mutual aid agreements with neighboring communities or fill shortfalls through the private sector or other means in order to build and sustain capabilities.

Risk-informed planning, such as that based on the THIRA output is consistent with and expands on nationally accepted emergency management standards, which have long required using risk assessments, such as hazard mitigation plans, as the basis for planning across the mission areas. A continuous cycle of identifying and assessing risk, estimating capabilities, implementing strategic plans, and incorporating the results into future THIRAs allows a jurisdiction to identify and understand changes to its risk landscape. It also provides the means to communicate and educate individuals, families, businesses, organizations, community leaders, and senior officials on the risks facing a community and the required capabilities to address them. Grantees must also ensure that regional plans (e.g., emergency operations plans, local/regional/State catastrophic plans, etc.) incorporate the desired outcomes and capability targets from the THIRA in order to address the roles, responsibilities, strategies and procedures necessary to deliver the core capabilities, and achieve secure and resilient communities.

The primary grantee of EMPG Program funds is responsible for sharing the results from their State and Urban Area's THIRA, which informs and supports the SPR, with their FEMA Federal Preparedness Coordinator (FPC).

Updates to the THIRA guidance are under development based on feedback and experiences gained from the 2012 THIRA submittals. An updated version of the guidance, reflecting that feedback, and guidance on the capability estimation process, will be available in the near future to guide development of 2013 THIRAs.

Strengthening Governance Integration

DHS preparedness grant programs are intended to support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery that are necessary to prepare for incidents that pose the greatest risk to the Nation's security. Each program reflects the Department's intent to build and sustain an integrated network of national capabilities across all levels of government and the whole community. Disparate governance structures must be integrated and refined to ensure resources are targeted to support the most critical needs of a community based on risk driven, capabilities-based planning. Strong and inclusive governance systems better ensure that disparate funding streams are coordinated and applied for maximum impact.

DHS requires that all governance processes that guide the allocation of preparedness grant funds adhere to the following guiding principles:

- *Prioritization of Investments* – resources must be allocated to address the most critical capability needs.
- *Transparency* – stakeholders must be provided visibility on how preparedness grant funds are allocated and distributed, and for what purpose.
- *Substantive Local Involvement* – the tools and processes that are used to inform the critical priorities which DHS grants support must include local government representatives. At the State and regional level, local risk assessments must be included in the overarching analysis to ensure that all threats and hazards are accounted for.
- *Flexibility with Accountability* – recognition of unique preparedness gaps at the local level, as well as maintaining and sustaining existing capabilities.
- *Support of Regional Coordination* – recognition of inter/intra-State partnerships and dependencies at the State and regional level, and within metropolitan areas.

Reporting on Program Priorities

Whole Community Approach to Security and Emergency Management Priority Objectives and Performance Measures

To address this priority, five objectives have been identified and each is given a performance measure and associated reporting requirement to determine how effective grantees are in utilizing EMPG Program funding to prepare for all hazards and advance a whole community approach. With these measures, grantees must evaluate their progress toward achieving the stated objective in the Quarterly Performance Progress Report and in compliance with the below reporting requirements.

Objective One: Update of Threat and Hazard Identification and Risk Assessments (THIRAs). THIRA processes at all levels of government establish a defensible and rational foundation to guide preparedness activities and investments. In order to qualify for EMPG Program funding, all grantees shall develop and maintain a THIRA which informs and supports the SPR.

Measurement Methods

- Percentage of THIRAs and SPR that meet current DHS guidance.

Reporting

- States are required to submit an annual update to their THIRA. States will submit their THIRA update to their respective FEMA Region as part of their SPR. THIRA submissions shall be in alignment with CPG 201. State submissions of the updated THIRA, and State submissions of the SPR, are due no later than December 31, 2013.

Objective Two: Planning – including strategic planning for sustaining and building capabilities, and planning to deliver capabilities.

CPG 101 v.2, helps planners at all levels of government in their efforts to develop and maintain viable all threats and hazards EOPs by engaging the whole community in thinking through the life cycle of a potential crisis, determining required capabilities that support the NPG, and establishing a framework for roles and responsibilities. All EMPG Program grantees shall maintain, or revise as necessary, jurisdiction wide all threats and hazards emergency operations plans consistent with the CPG 101 v.2 which serves as the foundation for State, local, tribal, and territory emergency planning. CPG 101 v.2 can be found at <http://www.fema.gov/national-preparedness/plan>.

Grantees must update their EOP at least once every two years. A *Plan Analysis Tool* to describe progress towards aligning with CPG 101 v.2 is published and available at <http://www.fema.gov/national-preparedness/plan>.

In building future EOPs, planners should anticipate the increasing complexity and decreasing predictability of the future operating environment. These efforts should actively use strategic foresight, including the multiple driving forces of change and the associated evolving strategic needs shown in FEMA's *Crisis Response and Disaster Resilience 2030 Report*. The Report can be found at <http://www.fema.gov/strategic-planning-analysis-spa-division/strategic-foresight-initiative>.

Measurement Method

- Grantees will report progress toward aligning their EOP with CPG 101 v.2 by completing the *Plan Analysis Tool* CPG 101 v.2 available at <http://www.fema.gov/plan>.

Reporting

- Grantees are required to submit a *Plan Analysis Tool* annually that describes the percentage of completion of the CPG 101 v.2 alignment.
- The most recent *Plan Analysis Tool* must be submitted as part of the summer reporting period as an attachment in ND Grants throughout the period of performance of the award.

- Grantees must submit a copy of their existing EOP to their respective Regional Program Manager.

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

Measurement Method

- Percentage of funding, on a project-by-project basis that supports the maintenance and sustainment of the NPG's core capabilities.

Reporting

- As part of programmatic monitoring grantees will be required to describe how expenditures first support maintenance and sustainment of current NPG core capabilities within the BSIR. EMPG Program grantees will, on a project-by-project basis, check one of the following:
 - Sustaining or maintaining a capability acquired with Federal homeland security funding;
 - Sustaining or maintaining a capability acquired without Federal homeland security funding; or
 - Developing or acquiring a new core capability

Objective Four: Develop and Maintain Multi-Year Training and Exercise Plan (TEP).

The Multi-Year TEP provides a roadmap to accomplish the multi-year priorities identified by elected and appointed officials and whole community stakeholders. These priorities (see also Objective five) help curriculum and exercise planners design and develop a progressive program of training and exercises that build, sustain, and deliver core capabilities. States and Urban Areas are required to conduct an annual Training and Exercise Plan Workshop (TEPW). The purpose of the TEPW is to use the guidance provided by elected and appointed officials to identify and set training and exercise program priorities and develop a multi-year schedule of exercise events and supporting training activities (as delineated in objective five) to meet those priorities. Following the TEPW, all grantees and sub-grantees are required to develop a Multi-Year TEP that incorporate linkages to the NPG core capabilities and update it annually. The TEP shall be submitted to hseep@dhs.gov and the FEMA Regional Exercise Officer; States are encouraged to post their schedules to the National Exercise Scheduling System (NEXS) at https://hseep.dhs.gov/DHS_SSO/?ReturnUrl=%2fhseep_em%2fToolkitHome.aspx.

All EMPG Program grantees will develop and maintain a progressive exercise program consistent with the National Exercise Program base plan, to include no less than four quarterly exercises (i.e., one exercise per quarter) of any type (e.g., Drills, Tabletop Exercises, Functional), and one full-scale exercise within a 12-month period (a total of five exercises per year). In addition, all EMPG Program funded personnel shall participate in no fewer than three exercises in a 12-month period. An AAR/IP shall be completed for each exercise and submitted to hseep@dhs.gov.

If a State/territory/local jurisdiction has experienced a major disaster, and would like to request exemptions for a scheduled exercise, the grantee should send this request to its assigned FEMA Regional Program Manager through the quarterly EMPG Program report. Exemptions will be reviewed on a case-by-case basis by the Regional Grant Manager.

Measurement Method

- Percent completion in a progressive exercise series of four quarterly exercises and one full-scale exercise in a 12 month period (to include response to any real-world events)
- Percent completion of EMPG Program funded personnel participation in no fewer than three exercises within a 12 month period
- Submission of an AAR/IP for each of the four quarterly exercises and one full-scale exercise that includes a list of corrective actions and lessons learned

Reporting

- Grantees must report quarterly in the Quarterly Performance Progress Report the percent completion of the progressive exercise series to include percent completion of personnel participation
- Grantees must submit AAR/IPs for each of the four quarterly exercises and one full-scale exercise to include corrective actions in the Quarterly Performance Progress Report.

Objective Five: Target Training and Verify Capability of Personnel.

Training activities supported with EMPG Program funds should strategically align to the priorities and NPG core capabilities identified in the Multi-Year TEP. In addition to training activities aligned to TEP priorities and addressed in the TEP, all EMPG Program funded personnel shall complete the following training requirements and record proof of completion: NIMS Training, IS 100, IS 200, IS 700, and IS 800, and other Independent Study courses identified in FEMA Professional Development Series. Previous versions of the IS courses meet the NIMS training requirement. A complete list of Independent Study Program Courses may be found at <http://training.fema.gov/is>.

Measurement Method

- Submission of an updated Multi-Year TEP to address the above requirements (see <https://hseep.dhs.gov>)
- Percent of EMPG Program funded personnel completing the required courses listed above

Reporting

- In each year of the period of performance of the award grantees are required to share with their respective Regional Program Manager a TEP that includes a progressive exercise plan and schedule and a plan for training personnel. The Regional Program Manager shall confer the TEP with the Regional Exercise Officer. Information related to TEPs and TEPWs can be found on the HSEEP website at <https://hseep.dhs.gov>.
- Submission of a list of EMPG Program funded personnel along with the training completed to be included in the Quarterly Performance Progress Report.
- Quarterly reporting of implementation of TEP, including percent addressed in the FY 2012 EMPG Program Work Plan Exercise Data Table Template in Appendix D - *FY 2012 EMPG Program Work Plan*.

Standardized Reporting through the Work Plan Template

The Work Plan Template has been modified to standardize data collection for improved analysis and reporting. The Work Plan Template includes four components: a Personnel Data Table, a Training Data Table, an Exercise Data Table, and a Grant Activities Outline. The Personnel Data Table and the Grant Activities Outline will form the basis of the Quarterly Performance Progress Report. The Grant Activities Outline is structured to enable reporting of quarterly activities according to Emergency Management Function (EMF) projects, as well as standardized reporting of activity completion status. Quarterly training and exercise activities will be reported in the Grant Activities Outline under EMF number 13 and number 14.

Appendix C – Funding Guidelines

EMPG Program recipients and sub-recipients may only use EMPG Program funds for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds must support the development or sustainment of core capabilities identified in the NPG. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Funding Information

Program funds are allocated according to Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006*, as amended (6 U.S.C. 762). All 50 States, the District of Columbia, and Puerto Rico will receive a base amount of 0.75 percent of the total available grant funding. Four territories (American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) will receive a base amount of 0.25 percent of the total available grant funding. The balance of EMPG Program funds is distributed on a population-share basis. Pursuant to Title II of the *Compact of Free Association Amendments Act of 2003* (Public Law 108-188), funds are also available for the Federated States of Micronesia and for the Republic of the Marshall Islands.

Eligibility Criteria

All 56 States and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia, are eligible to apply for FY 2013 EMPG Program funds. Either the SAA or the State's EMA are eligible to apply directly to FEMA for EMPG Program funds on behalf of State and local emergency management agencies, however only one application will be accepted from each State or territory.

The EMPG Program Requires a Cost Match

The Federal share that is used towards the EMPG Program funds shall not exceed 50 percent of the total budget. The State must cost match (cash or in-kind) the Federal contribution according to the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, specifically, Title VI, sections 611(j) and 613. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds.

FEMA administers cost matching requirements in accordance with 44 CFR §13.24 which is located at http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html or 2 CFR §215.23 which is located at http://www.access.gpo.gov/nara/cfr/waisidx_07/2cfrv1_07.html. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations. In accordance with 48 U.S.C. 1469a, match requirements are waived for

the insular areas: the U.S. territories of American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, and the Republic of the Marshall Islands.

Allowable Costs

Management and Administration

M&A activities are those defined as directly relating to the management and administration of EMPG Program funds, such as financial management and monitoring. It should be noted that salaries of State and local emergency managers are not typically categorized as M&A, unless the State or local EMA chooses to assign personnel to specific M&A activities.

If the SAA is not the EMA, the SAA is not eligible to retain funds for M&A. M&A costs are allowable for both State and local-level EMAs. The State EMA may use up to five percent (5%) for M&A purposes. In addition, local EMAs may retain and use up to five percent (5%) of the amount received from the State for local M&A purposes.

Indirect Costs

Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant Federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

Planning

Planning spans across all five NPG mission areas and provides a baseline for determining potential threats and hazards, required capabilities, required resources, and establishes a framework for roles and responsibilities. Planning provides a methodical way to engage the whole community in the development of a strategic, operational, and/or community-based approach to preparedness.

EMPG Program funds may be used to develop or enhance upon emergency management planning activities, some examples include:

- Development of THIRA that is representative of the jurisdiction
- Development of an all-hazards mitigation plan based on identified risks and hazards

Emergency Management/Operation Plans

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

Communications Plans

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

Continuity/Administrative Plans

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

Whole Community engagement/planning

- Developing/enhancing emergency operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation
- Engaging the “Whole Community” in security and emergency management is critical to achieving the NPG
- Public education and awareness on emergency management and preparedness
- Planning to foster public-private sector partnerships
Development or enhancement of mutual aid agreements/compacts, including required membership in EMAC

Resource management planning

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

Evacuation planning

- Developing/enhancing evacuation plans, including plans for: alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry.

Pre-disaster and post-disaster Recovery planning

- Disaster housing planning, such as creating/supporting a State disaster housing task force and developing/enhancing State disaster housing plans
- Pre-event response/recovery/mitigation plans in coordination with State, local, and tribal governments
- Developing/enhancing other response and recovery plans

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

F/ERO Credentialing and Validation:

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

Continuity of Operations / Continuity of Government Planning (COOP/COG) Grant Funding Opportunity

COOP/COG planning is the fundamental responsibility of every government agency that performs an essential function at the State and local level. In order to conduct necessary emergency operations, recovery actions, and other key essential functions during a large-scale or catastrophic event, the agency must have effective Continuity plans in place to support continued operations. Continuity efforts also provide the foundational basis for COG programs, such as succession planning, which are designed to ensure the survival of not only leadership at the State and local level, but also an enduring constitutional government. State and local plans to address COOP/COG issues should be consistent with the Nations Continuity Policy described in Homeland Security Presidential Directive 20 (HSPD-20); the National Continuity Policy Implementation Plan (NCP/IP); and Continuity Guidance Circular's 1 (CGC 1) and 2 (CGC 2), which provides guidance for State, local, territorial, and tribal governments, and private sector organizations in developing robust Continuity plans and programs in support of a comprehensive and integrated national continuity capability. Continuity issues to address include, but are not limited to:

- Determine essential functions and activities, interdependencies, and resources needed to perform them
- Establish orders of succession and delegations of authority to key agency positions and establish and maintain current roster(s) of fully equipped and trained COOP personnel with the authority to perform essential functions
- Provide for the identification and preparation of alternate operating facilities for relocated operations

- Provide for the regular training, testing, and exercising of COOP personnel, systems, and facilities
- Provide for reconstitution of agency capabilities, and transition from continuity operations to normal operations

Organization

Per the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, 42 U.S.C. 5121-5207, EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management, including hazard mitigation staffing of the State Hazard Mitigation Officer (SHMO) position; performing close out activities on FEMA Disaster Assistance grants; and supporting fusion center analysts who are directly involved in all hazards preparedness activities as defined by the Stafford Act. Proposed staffing activities should be linked to accomplishing the activities outlined in the EMPG Program Work Plan. To ensure adequate resources are dedicated to the critical components of preparedness, grantees are encouraged to fund at least one dedicated Planner, Training Officer, and Exercise Officer.

Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with EMPG Program funds. These costs must comply with 2 CFR Part §225, *Cost Principles for State, Local, and Indian Tribal Governments* (Office of Management and Budget [OMB] *Circular A-87*).

Equipment

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

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

- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

In addition to the above, general purpose vehicles are allowed to be procured in order to carry out the responsibilities of the EMPG Program. If State agencies and/or local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their FEMA Regional Program Manager for clarification.

Training

EMPG Program funds may be used for a range of emergency management-related training activities to enhance the capabilities of State and local emergency management personnel through the establishment, support, conduct, and attendance of training. Training activities should align to a current, Multi-Year TEP developed through an annual TEPW. Further guidance concerning the Training and Exercise Plan and the Training and Exercise Plan Workshop can be found at <https://hseep.dhs.gov>. Training should foster the development of a community oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience. All EMPG Program funded personnel shall participate in no less than three exercises in a 12 month period and should complete the following training requirements and record proof of completion.

EMPG Program funds used for training should support the nationwide implementation of NIMS. The NIMS Training Program establishes a national curriculum for NIMS and provides information on NIMS courses; grantees are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. The NIMS Training Program can be found at http://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf.

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

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

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

- Developing/enhancing systems to monitor training programs
- Conducting all hazards emergency management training
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses
- Attending other FEMA-approved emergency management training
- Mass evacuation training at local, State, and tribal levels

Allowable training-related costs include the following:

- **Funds Used to Develop, Deliver, and Evaluate Training.** Includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any training or training gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the training cycle. States are encouraged to use existing training rather than developing new courses. When developing new courses States are encouraged to apply the Analysis Design Development and Implementation Evaluation (ADDIE) model for instruction design.
- **Overtime and Backfill.** The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. 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 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- **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.
- **Certification/Recertification of Instructors.** Costs associated with the certification and re-certification of instructors are allowed. States 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.

Exercises

Exercises implemented with grant funds should evaluate performance of the capabilities required to achieve exercise objectives. Exercise activities should align to a current, Multi-Year TEP developed through an annual TEPW. Further guidance concerning the TEP and the TEPW can be found at <https://hseep.dhs.gov>. Grantees are encouraged to develop exercises that test their EOP in accordance with the EMPG Program Priority requirements.

Allowable exercise-related costs include:

- **Funds Used to Design, Develop, Conduct and Evaluate an Exercise.** This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Grantees are encouraged to use free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any exercise or exercise gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the exercise cycle.
- **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.
- **Overtime and Backfill.** The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development and conduct of exercises are allowable expenses. 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 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- **Travel.** Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise activities
- **Supplies.** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise activities (e.g., gloves, non-sterile masks, and disposable protective equipment)
- **Implementation of HSEEP.** This refers to costs related to developing and maintaining a self-sustaining State HSEEP which is modeled after the national HSEEP
- **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, and the procurement of other essential nondurable goods. Grantees are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations. Costs associated with inclusive practices and the provision of reasonable accommodations and modifications that facilitate full access for children and

adults with disabilities.

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

Construction and Renovation

Construction and renovation projects for a State, local, territorial, or tribal government's principal Emergency Operations Center (EOC) as defined by the SAA are allowable under the EMPG Program.

Written approval must be provided by FEMA prior to the use of any EMPG Program funds for construction or renovation. Requests for EMPG Program funds for construction of an EOC must be accompanied by an EOC Investment Justification (FEMA Form 089-0-0-3; OMB Control Number; 1660-0124 (available through ND grants) to their Grant Program Manager for review. Additionally, grantees are required to submit a SF-424C Budget and Budget detail citing the project costs.

When applying for funds to construct communication towers, grantees and sub-grantees must submit evidence that the FCC's Section 106 review process has been completed and submit all documentation resulting from that review to GPD prior to submitting materials for EHP review. Grantees and sub-grantees are also encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all State and EHP laws and requirements). Projects for which the grantee believes an Environmental Assessment (EA) may be needed, as defined in 44 CFR 10.8 and 10.9, must also be identified to the FEMA Program Analyst within six months of the award and completed EHP review materials must be submitted no later than 12 months before the end of the period of performance. EHP review packets should be sent to gpdehpinfo@fema.gov.

EMPG Program grantees using funds for construction projects must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq.*). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL) wage

determinations, is available from the following website:
<http://www.dol.gov/compliance/laws/comp-dbra.htm>.

Maintenance and Sustainment

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted.

EMPG Program grant funds are intended to support the NPG and fund activities and projects that build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to provide grantees the ability to meet this objective, the policy set forth in GPD's IB 379 (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs which must be in 1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the National preparedness Goal, and (4) shareable through the Emergency Management Assistance Compact. Additionally, eligible costs must also be in support of equipment, training, and critical resources that have previously been purchased with either Federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars.

Unallowable Costs

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

In general, grantees should consult with their FEMA Regional Program Manager prior to making any Investment that does not clearly meet the allowable expense criteria established in this Guidance.

Appendix D – FY 2013 EMPG Program Work Plan

Work Plan Instructions

All EMPG Program applicants are encouraged to use the template to submit a required Work Plan that outlines the State's emergency management sustainment and enhancement efforts, including new and ongoing activities and projects, proposed for the EMPG Program period of performance. The Work Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline. FEMA regional offices will work closely with States to monitor Work Plans during the performance period and may request further documentation from the grantee to clarify the projected work plan. In addition, FEMA regional offices must approve final Work Plans before States may draw down EMPG Program funds. Grant funds will be released on a rolling basis upon approval of the State's final Work Plan.

Program and Budget Narrative

Provide a brief description of the State emergency management priorities and initiatives that will be addressed with EMPG Program funds. In addition, the narrative should address, if applicable, the following:

- Overview of the State's risk profile such as resulting from a THIRA
- Areas of need identified through assessment processes such as the State Preparedness Report, Emergency Management Accreditation Program Assessment Process, National Emergency Communications Plan Goal Assessments, or other Emergency Management assessment processes
- Baseline inventory of where States are now relative to goals and objectives identified in relevant strategic plans per CPG 101 v.2 Plan Analysis Support Tool (PAST)
- State emergency management priorities and planning focus for current budget year (including linkage to the core capabilities identified in the NPG)

Personnel Data Table

To facilitate consistent data reporting and performance measures collection, a Personnel Data Table should be completed for personnel supported with EMPG Program funds. The data requested will assist in documenting the extent to which EMPG Program funding contributes to enhancing or sustaining emergency management capacity in terms of personnel support at the State level. This template will serve as the first component of the Quarterly Performance Progress Report.

Personnel Data Table Template

Personnel Metrics	Data
All EMPG Program funds (Federal and match) allocated towards State emergency management personnel	
Funds allocated towards State contractors	
Non-EMPG Program funds allocated towards State emergency management personnel	
Total Number of State emergency management full-time equivalent (FTE) personnel (including those supported and not supported by the EMPG Program)	
Number of State emergency management full-time equivalent (FTE) personnel supported by the EMPG Program	

Training Data Table

To facilitate consistent data reporting and performance measures collection, a Training Data Table should be completed for training sessions funded with EMPG Program funds. The data requested will be used to assess the strategic allocation of training funds according to long-term core capability development. Grantees are encouraged to list the name of the training course, total the number of personnel trained, number of EMPG Program supported personnel trained and whether the funded training is aligned to the State's Multi-Year TEP. Grantees should report quarterly completion of planned training activities in the Grant Activities Outline using EMF #13 ("Training"), and the number of personnel trained should be included in the "Comments" section. All EMPG Program funded personnel shall participate in no less than three exercises, have completed the listed training requirements, and record proof of completion.

Training Data Table Template

Name of Training	Number of Personnel Trained	Number of EMPG Program funded personnel	Number of EMPG Program supported Personnel Trained	Training Aligned to Multi-Year Training and Exercise Plan and NPG Core Capabilities? (Yes/No)

Exercise Data Table

To facilitate consistent data reporting and performance measures collection, an Exercise Data Table should be completed for exercises conducted using EMPG Program funds. The data requested will be used to assess the extent to which funded exercises test jurisdiction-specific capability requirements. Grantees are encouraged to list the number of discussion-based exercises funded by type, the number of operations-based exercises funded by type, the name or description of each exercise, and whether the exercise tests the Emergency Operations Plan. Grantees should report quarterly completion of planned exercise activities in the Grant Activities Outline using EMF #14 (“Exercises, Evaluations and Corrective Actions”), and the number of exercises completed should be included in the “Comments” section. The table on the following page should be used to document progress toward EMPG Program Priority requirements.

Exercise Data Table Template

	Number of Exercises - No less than four quarterly exercises (i.e., one exercise per quarter) of any type	Number Counting Towards Multi-Year TEP	Number of EMPG Program Funded Personnel	Number of EMPG Program Funded Personnel Participating in Exercise	Name or Description of Exercise	Exercise Aligned to Emergency Operations Plan and NPG Core Capabilities? (Yes/No)
Discussion-Based						
Seminar						
• AAR complete						
• Corrective Actions identified						
Workshop						
• AAR complete						
• Corrective Actions identified						
Tabletop Exercise (TTX)						
• AAR complete						
• Corrective Actions identified						
Game						
• AAR complete						
• Corrective Actions identified						
<p><i>Progress made towards addressing Corrective Actions.</i> Please indicate at least the percentage progress (i.e. 25% AAR/IP in process—50% AAR/IP awaiting final approval to submit—75% AAR/IP Final submitted—100% AAR/IP actions implemented) made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.</p>						
Operations-Based						
Drill						
• AAR complete						
• Corrective Actions identified						
Functional Exercise						
• AAR complete						
• Corrective Actions identified						
Full-Scale Exercise						
• AAR complete						
• Corrective Actions identified						
<p><i>Progress made towards addressing Corrective Actions.</i> Please indicate at least the percentage progress (i.e. 25% AAR/IP in process—50% AAR/IP awaiting final approval to submit—75% AAR/IP Final submitted—100% AAR/IP actions implemented) made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.</p>						
Progress made towards completing Multi-Year TEP						

