



**STATE OF WISCONSIN \ DEPARTMENT OF MILITARY AFFAIRS  
WISCONSIN EMERGENCY MANAGEMENT**

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**INFORMATION & GUIDANCE MEMO  
XXXXXX**

**DATE:** November XX, 2006

**TO:** County Emergency Management Directors

**FROM:** Johnnie L. Smith, Administrator  
Wisconsin Emergency Management

**SUBJECT:** FEDERAL FISCAL YEAR 2007 EMERGENCY MANAGEMENT  
PERFORMANCE GRANT, EPCRA PLANNING AND ADMINISTRATION  
GRANT AND PLAN OF WORK

This Information and Guidance Memo transmits the Emergency Management Performance Grant (EMPG) and the EPCRA/LEPC Plan of Work. Also provided are the required documents for both the EMPG and EPCRA Planning and Administration Grants.

Federal Fiscal Year (FFY) 2007 will continue to stress adherence to the program requirements negotiated for both the EMPG and EPCRA programs. To continue to receive EMPG and EPCRA Grant funding, all established program elements must be accomplished in accordance with the grant agreements and the supporting Plan of Work.

Wisconsin Emergency Management (WEM) has established a performance agreement with the Federal Emergency Management Agency (FEMA) as part of the U.S. Department of Homeland Security. This agreement establishes a number of basic objectives for the emergency management program statewide. These objectives are contained in the WEM Emergency Management Performance Grant with FEMA and are in effect through FFY 2007.

Local governments are legally bound by this contractual agreement for the performance of the objectives for which they receive grant funds. The awarding of funds under this agreement is contingent upon successful completion of the previous year's Plan of Work. A local jurisdiction earns renewed stewardship of grant funding by successfully completing previous stewardship assignments.

State and federal allocations for support of local emergency management programs remains consistent with established levels. The EMPG funding formula was established and transmitted to the County Emergency Management Offices with the issuance of Information and Guidance Memo 07-01-01 and should be considered as a base for funding in FFY 2007 pending approval

and release of funds at the federal level. EPCRA grant allocations for the support of the County LEPC were provided by memo in July of 2006, and were in accordance with the previously established funding formula.

There has been significant reduction on the number of forms for the EMPG grant. There are new streamlined fiscal forms that can be filled out electronically and the forms for Merit System Certification, Debarment, and Civil Rights Compliance have been combined with the Grant Assurances. The forms for the EPCRA grant can be filled out electronically.

**The properly executed grant application forms, along with the required support documents and Plan of Work, are to be submitted to the designated WEM Regional Office by December 15, 2006.** If you have any questions concerning this Information and Guidance Memo or any of the documents included with this package, please contact your Regional Director.

**ATTACHMENTS:**

- EMPG/EPCRA Grant Policy Statement
- Checklist for Submission of plan of Work Documents
- FY 2007 Plan of Work Agreement
- EMPG Financial Summary Report
- Instructions for Completing the EMPG Financial Reports
- Summary Sheet for Assurances and Certifications
- 2007 EPCRA Planning and Administration Grant Application
- 2007 EPCRA Planning and Administration Grant Request for Reimbursement
- 2007 EPCRA Planning and Administration Grant Procedures and Instructions
- Instructions for the Plan of Work
- 2007 EMPG/EPCRA Plan of Work

**DISTRIBUTION:**

- Maj. Gen. (WI) Albert W. Wilkening, TAG (I&G Memo only)
- WEM Staff

\* Previous Information & Guidance Memo XXXXXXXXX

## EMPG/EPCRA GRANT POLICY STATEMENT

Effective October 1, 2006

### A. Eligibility

1. Only County Emergency Management Offices and Tribal Emergency Management Offices are eligible to receive Emergency Management Performance Grant (EMPG) funds. County Local Emergency Planning Committees (LEPC), as well as the County Emergency Management Offices are jointly eligible to receive Emergency Planning and Community Right-to-Know Act (EPCRA) Planning and Administration Grant funds.
2. Counties must meet all applicable Federal Emergency Management Agency (FEMA) requirements and all applicable Wisconsin statutes to become and/or remain eligible for EMPG funding. These requirements are set forth in the Catalog of Federal Domestic Assistance (CFDA) 97.042 Emergency Management Performance Grant, as well as in Wisconsin State Statute Chapter 166.

In order to be eligible for funding under the EPCRA Planning and Administration Grant Program, LEPC and County Emergency Management Offices must jointly meet appropriate applicable requirements as set out in Title II of the Superfund Amendment and Reauthorization Act, Wisconsin State Statute Chapter 166.20, 166.21, as well as all administrative rules established by Wisconsin Emergency Management (WEM).

3. In order to become eligible to receive EMPG and/or EPCRA funds, all Counties and Tribes are required to file a Letter of Intent to participate by May 1<sup>st</sup> of each year. This Letter of Intent to participate will apply to the upcoming Federal Fiscal Year and must be filed with the WEM Administrator through the appropriate Regional Office.

### B. Position Requirements

1. Each County shall designate an Emergency Management director/coordinator and have an established LEPC as required in Wisconsin State Statute Chapter 166. Position descriptions for County employees receiving EMPG and/or EPCRA funds must be filed annually with the Plan of Work or verification must be provided in writing indicating that there have been no changes in position description as previously provided to WEM. Position descriptions must set out specific duties as related to Emergency Management including the EPCRA duties and include percentages of time devoted to those duties and must be signed by the employee and the employer or County Board Chairman. If a county position description does not normally include percentages of time for major duties, an addendum sheet shall be added to the job description, which includes the percentages of time for major duties, a statement, which indicates that the addendum is true and correct, and signatures of the Emergency Management Director and his/her supervisor. All position descriptions will be submitted for review and approval of the WEM Administrator or the Administrator's designee.
2. WEM encourages the establishment and/or retention of full-time County Emergency Management Directors. Full-time is defined as any County Director's position in which 100% of the time set out in the required position description is allocated to the County Emergency Management Program, or closely related duties. The number of hours per week allocated to a full-time position will be based on the individual County definition of full-time for comparable positions within that County.
3. The annual Plan of Work will be developed to reflect the minimum program requirements for full or part-time positions based upon the County's grant application request. Part-time is defined as any position, which is less than full-time as defined by the County. Any position that is designated at a percentage for EMPG purposes will devote 100% of that designated percentage to the Emergency Management Program, or closely related duties.

4. EMPG funding will not be made available for any County Director's position at less than half time without the express written approval of the WEM Administrator or the Administrator's designee.
5. EMPG funds are provided only for the reimbursement of salary and fringe benefits for the Emergency Management Director or positions that work in direct support of the County Plan of Work requirements and Emergency Management Program. EPCRA funds can be used to support Emergency Management activities and/or positions that comply with the requirements of Wisconsin State Statutes Chapter 166.20, 166.21 and the Federal Act.
6. When changes in duties and responsibilities occur, a revised position description must be submitted for review and approval of the WEM Administrator or the Administrator's designee within 60 days of the change of duties. If a County position description does not meet the Division's policy with regard to established time percentages, the County will lose eligibility for that position.
7. Counties that hire a contractor to fill the County Emergency Management Director Position must ensure that the contract complies with all of the Federal Emergency Management Agency EMPG grant requirements, EPCRA Planning and Administration grant requirements and all applicable Wisconsin state statutes. The county shall provide WEM with a copy of the contract along with the position description.

#### **C. Plan Requirements**

1. An approved Emergency Operations Plan (EOP) must be in effect and required updates must be developed, completed and submitted for review to the appropriate Regional Office by the end of the update cycle as established by WEM and set out in the County's approved annual Plan of Work.
2. The County EOP must conform to all applicable State requirements as set out in Wisconsin Statutes Chapter 166, as well the County EOP standards and review criteria as provided by WEM. The EOP Annexes also need to reflect the Hazardous Materials requirements as noted in federal EPCRA guidance, and support implementation of the EPCRA Countywide HazMat/Strategic Plan.
3. The County Hazard Analysis is a stand-alone document that is to be updated annually.
4. A policy decision has been made to transition the State EOP to the National Response Plan format. The National Response Plan is undergoing revisions as a result of the lessons learned from Hurricane Katrina. Transformation of State EOP to the NRP format will continue. Transformation of the County EOP to the NRP format will be put on hold until the transformation of the NRP is complete. Transformation of the County EOP is expected to be part of the 2008 EMPG grant. For 2007, full time County Directors will be required to update the entire County EOP and part time County Directors will be required to do a comprehensive update half of the County EOP. All counties will be required to update 25% of their EPCRA facility plans and develop a plan for each new planning facility.

#### **D. Plan of Work Agreement**

1. For funding eligibility, the annual Plan of Work, as negotiated between each County and WEM must be submitted and the work activities performed as approved. ***Any significant proposed changes in the approved Plan of Work must be submitted, in writing, for approval to the appropriate Regional Office at least 30 days prior to the end of the reporting in which the work was to have been accomplished.***
2. A County must report bi-annually on accomplishments toward the completion of the approved annual Plan of Work. ***Any work item not completed must be explained in writing when the bi-annual progress report is submitted to the appropriate Regional Office for review.*** Any Plan of Work requirement or activity not completed will be rescheduled for completion within the

next reporting period or as approved in an extension request from the County through the Regional Office.

3. Changes in completion of required Plan of Work activities that go beyond a specific Plan of Work year must receive the approval of the WEM Administrator or the Administrator's designee, and must be properly reflected in the subsequent year's Plan of Work. Any other extenuating circumstances that cause a delay in completion of required Plan of Work elements will be reviewed by the Regional Director on a case-by-case basis.
4. Failure of a County to complete specific EMPG requirements may subject the County to the withholding or loss of EMPG funds only. Failure of a County to complete specific EPCRA requirements may subject the County to the withholding or loss of EPCRA funds only.

**E. Joint Emergency Management Office**

Two (2) or more Counties may enter into an agreement to establish a joint Emergency Management organization and/or a Local Emergency Planning Committee (LEPC) with the approval of the WEM Administrator. Any agreement must specify administrative and fiscal responsibility with regard to both the EMPG funds and EPCRA funding. Copies of the approved and signed agreement must be placed on file with the WEM Office in Madison, as well as with the appropriate Regional Office.

**F. Tracking of Expenses**

Counties shall establish a tracking system to document costs and time spent in EMPG and/or EPCRA related duties. This system shall serve to substantiate the figures submitted on financial reports.

**G. Audit**

1. An audit of County records pertaining to the receipt of EMPG and/or EPCRA funds may be conducted at the discretion of the WEM Administrator.
2. Whenever it is revealed that a County Emergency Management Program has received EMPG and/or EPCRA funds at levels that exceed their eligibility, the County receiving the assistance will be responsible for repayment of the excessive funding.

**H. Reimbursement**

Reimbursement to a County for successful completion of Plan of Work items scheduled for the previous six-month reporting ,will be provided within forty-five (45) days from the date of approval of the County's bi-annual progress report by the appropriate Regional Director.

**I. Appeal Process  
EMPG**

In the event that, based upon the bi-progress reports, there is a Regional Office recommendation that a County's EMPG funding be lost, the County has the right to contest that decision. The County shall have 30 days in which to file a written notice appealing the decision in question. The appeals process will be as follows:

**A. State Administrative Review:**

The County shall submit to the Director of the Bureau of Response and Recovery a written summary of the issues and facts upon which the County appeal of the Regional Office decision is based. The WEM Administrator will review the appeal information and issue a decision within 30 days.

**B. Federal Administrative Review:**

The County has the option to appeal the decision of the State Administrative review pursuant to the provisions of 44 CFR Part 302.3(G)(2).

**EPCRA**

An LEPC shall have thirty (30) days after receipt of the final grant award notification in which to file an appeal. The order of the appeal process will be:

- A. Administrative Review:  
The appeal shall be reviewed by the WEM Administrator and may be referred to an LEPC Advisory work group.
- B. If the situation is still not resolved, an LEPC may then request a problem resolution process in which the Adjutant General of the Department of Military Affairs reviews the materials submitted by the County and issues a decision based on those materials or meets with the parties to negotiate an acceptable resolution to the problem.
- C. Administrative Hearing:  
An LEPC may request an administrative hearing under Chapter 227 of the State Statutes.
- D. An LEPC can file an appeal request with the Circuit Court of Appeals.

**FFY-2007 PLAN OF WORK AGREEMENT  
for the  
Emergency Management Performance Grant  
and  
EPCRA Planning and Administration Grant**

**Applicant:** \_\_\_\_\_ County

**Award Amount Eligible For Under EMPG:** \$ \_\_\_\_\_

**Award Amount Eligible for Under EPCRA:** \$ \_\_\_\_\_

**Application** (due **October 14**, 2006):

We understand that receipt of federal grant funds under the Emergency Management Performance Grant and state funds under the EPCRA Planning and Administration Grant is dependent upon the successful completion of the work activities as agreed to in the attachment to this agreement. We understand that failure to complete the work items as agreed to and within the prescribed time frames will result in loss of grant funds.

_____	_____
County Director	Date
_____	_____
County Board Chair	Date
_____	_____
LEPC Chair	Date

**Progress Report – 1<sup>st</sup> Half** (due April 14, 2007):

We have prepared/reviewed the attached 6-month progress report and are submitting it to Wisconsin Emergency Management for approval.

_____	_____
County Director	Date
_____	_____
County Board Chair	Date
_____	_____
LEPC Chair	Date

**Progress Report – 2<sup>nd</sup> Half** (due October 14, 2007):

We have prepared/reviewed the attached 6-month progress report and are submitting it to Wisconsin Emergency Management for approval.

_____	_____
County Director	Date
_____	_____
County Board Chair	Date
_____	_____
LEPC Chair	Date

## CHECKLIST FOR SUBMISSION OF PLAN OF WORK DOCUMENTS

### **Application**

- Plan of Work Agreement
- Summary Sheet for Assurances & Certifications
- Emergency Management Performance Grant (EMPG) Financial Summary Sheet
- Emergency Management Performance Grant (EMPG) Payroll Report
- EPCRA Planning and Administration Grant Application
- Plan of Work
- Position Description for all covered positions

### **Amended Application**

- Plan of Work Agreement
- Summary Sheet for Assurances & Certifications
- Emergency Management Performance Grant (EMPG) Financial Summary Sheet
- Emergency Management Performance Grant (EMPG) Payroll Report
- EPCRA Planning and Administration Grant Application
- Plan of Work
- Position Description for all covered positions

### **First Half Progress Report**

- Original Plan of Work Agreement with additional signatures for First Half Report
- Emergency Management Performance Grant (EMPG) Financial Summary Sheet with Column C figures added and new signatures
- Emergency Management Performance Grant (EMPG) Payroll Report for each employee claiming EMPG reimbursement
- Plan of Work with Submitted column completed
- Narrative on Plan of Work Accomplishments

### **Second Half Progress Report**

- Original Plan of Work Agreement with additional signatures for Second Half Report
- Emergency Management Performance Grant (EMPG) Financial Summary Sheet with Column D figures added and new signatures
- Emergency Management Performance Grant (EMPG) Payroll Report for each employee claiming EMPG reimbursement
- EPCRA Planning and Administration Grant Request for Final Reimbursement
- Plan of Work with Submitted column completed
- Narrative on Plan of Work Accomplishments

# Emergency Management Performance Grant (EMPG) FINANCIAL SUMMARY REPORT

Fiscal Year	FY07	Grant Period	10/1/06 to 9/30/07	<i>Check one box below:</i> <input type="checkbox"/> Initial Application <input type="checkbox"/> Amended Application <input type="checkbox"/> 1 <sup>st</sup> Half Report <input type="checkbox"/> 2 <sup>nd</sup> Half Report
Subgrantee/ County Name				
Address				
City				
State	WI	Zip Code		
Name of Contact				
Phone Number				

## EMERGENCY MANAGEMENT BUDGET

A	B	C	D	E
Line Item	Budget	1st Half Actual Expenses	2nd Half Actual Expenses	Total Actual Expenses
Salary				\$0.00
Fringe Benefits				\$0.00
Telephone				\$0.00
Office Supplies				\$0.00
Postage				\$0.00
Travel				\$0.00
Contractual Services				\$0.00
<i>Indicate other line items as appropriate below. Do not include capital items over \$5000.</i>				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Allowable Federal Share*</b>	\$0.00	\$0.00	\$0.00	\$0.00

\* Cannot exceed 50% of actual expenses by federal law.

I certify to the best of my knowledge that all data provided is true and correct. Documentation substantiating the expenses claimed are on file at the local level and are available for audit purposes.

\_\_\_\_\_  
Signature of Emergency Management Director/Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fiscal Agent

\_\_\_\_\_  
Date

### WEM Office Use

Formula Amount	\$			Initials	
Grant Award Amount	\$	Date		Initials	
Amount Paid for 1 <sup>st</sup> Half	\$	Date		Initials	
Amount Paid for 2 <sup>nd</sup> Half	\$	Date		Initials	
Total Reimbursement	\$				

# Emergency Management Performance Grant (EMPG) PAYROLL REPORT

Instructions: Complete one form for each person claiming EMPG reimbursement.

County: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Hiring Date: \_\_\_\_\_

Employee Status (check one):

Part-Time

No. EM Hours per Week: \_\_\_\_\_ hr.

Full-time

Position Title: \_\_\_\_\_

Period Covered (check one):

Initial Application

Amended Application

First Half (October 1, 2006 – March 31, 2007)

Second Half (April 1, 2007 – September 30, 2007)

## FOR APPLICATION OR AMENDED APPLICATION ONLY:

Estimated Base Salary Amount

Benefits Paid by County:

Social Security  
Retirement  
Health Insurance  
Unemployment Compensation  
Workers Compensation  
Other (list below):

% of Base Salary

Total Fringe Benefits

\$0.00

## FOR FIRST HALF OR SECOND HALF REPORT ONLY:

Pay Period	1	2	3	4	5	6	7	8	9	10	11	12	13
Date From													
Date To													
Gross Salary													
Social Security													
Retirement													
Health Ins													
Unemployment													
Workers Comp													
Other													
Total Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>													\$0.00
Federal Share (Max. 50%)													\$0.00

## **INSTRUCTIONS FOR COMPLETING THE EMPG FINANCIAL REPORTS**

### **NOTE ON USE OF ELECTRONIC FORMS:**

Electronic forms include, where practicable, embedded Excel spreadsheets. To use this feature, double-click on the table. The Excel spreadsheet is now ready for entry of data. Formulas have already been entered in certain cells to facilitate completion. **DO NOT ALTER THESE FORMULAS.** Cells where data entry is required are in a pale yellow color. Before exiting, remember to scroll back to the top (or left) of the screen or some of your data may not appear when printed. To exit, click once anywhere on the document that is not on the spreadsheet.

### **I. Emergency Management Performance Grant (EMPG)**

#### **FINANCIAL SUMMARY REPORT**

##### **Applicant Information**

Fill in the name of the county on whose behalf the application is being submitted.

Fill in the mailing address or Post Office Box to which correspondence should be sent concerning the grant.

Fill in the city and zip code to complete the mailing address.

Fill in the name and title of the person to be contacted for matters concerning the grant.

Fill in the telephone number at which the designated contact person can be reached during regular business hours, including the area code.

Check the appropriate box to indicate if the application is the initial submission or amended, or whether the financial information is for the 1<sup>st</sup> or 2<sup>nd</sup> half progress report.

##### **Emergency Management Budget**

Indicate line items from your emergency management budget in Column A. Do not include any capital items over \$5000. Do not include any items that are part of your LEPC budget.

Budget figures should be listed in Column B. When the first half report is submitted, actual expenses incurred by the county from October 1 to March 31 should be indicated in Column C. Column D figures represent those actual expenses incurred from April 1 to September 30 of the fiscal year. Column E is the total of Columns C and D and represent actual expenses for the fiscal year. If you are using the electronic form, Total Actual Expenses in Column E are automatically calculated as well as totals in each column and Total Allowable Federal Share.

Total Allowable Federal Share cannot exceed 50% of actual expenses by federal law. This figure is NOT your award amount. The EMPG Grant Award is based on a formula that includes a weighted factor for population (75%) and land area in square miles (25%) with an overall base amount of \$12,000 per county. Actual award amounts depend upon the total amount of funds received by Wisconsin Emergency Management each fiscal year for redistribution to the counties.

##### **Certification**

The County Emergency Management Director and appropriate county Fiscal Agent (County Clerk, Finance Director, or other person responsible for maintaining financial information) must sign and date the Financial Summary Report each time that it is submitted.

**WEM Office Use**

Do not write in the “WEM Office Use” box at the bottom of the form. The WEM Regional Director will indicate the Formula Amount and initial when the form is forwarded to the Central Office. When the Grant Award is made, the Grant Award Amount will be completed by Central Office Staff, dated, initialed and a copy of the form returned to the County Emergency Management Director.

Likewise, when 6-month reimbursements are made, a copy of the Financial Summary Report, with Amount Paid for 1<sup>st</sup> Half or Amount Paid for 2<sup>nd</sup> Half indicated, initialed and dated, will be returned to the County Emergency Management Director along with the reimbursement check.

**PAYROLL REPORT**

Complete one form for each person claiming EMPG reimbursement.

Indicate the county, employee name, hiring date and employee status. If part-time, indicate the average number of works worked per week on emergency management related duties. This figure can include hours for any EPCRA planning activities as well, as EPCRA planning is considered emergency management under the EMPG grant. However, if an employee is funded completely with EPCRA Planning and Administration Grant funds, do not include them on this report.

Indicate the position title of the person claimed for EMPG reimbursement.

Check the period covered (initial application, amended application, first half or second half).

**Application or Amended Application**

Complete the “For Application or Amended Application” section. Estimated Base Salary Amount should be estimated for the Federal Fiscal Year (October 1 of the current year to September 30 of the following year). Benefits eligible for reimbursement include those paid by the county on behalf of the employee. Employee share of benefits is not eligible. Make estimates for benefits based on the Federal Fiscal Year. If you are using the electronic form, a fringe benefit total and base salary percentages will automatically be calculated.

The remainder of the Payroll Report does not have to be completed for Applications or Amended Applications.

**Progress Reports**

Space for 13 pay periods has been provided. Indicate the Date From and Date To in the second and third rows for each pay period.

If your pay period does not perfectly coincide with the start and end dates of the first reporting period, select the pay period start date closest to that of the first reporting period start date (October 1) and proceed forward from that point, stopping with the last complete pay period closest to the end of the reporting period. Do not skip or overlap pay periods when completing the next Payroll Report for the following reporting period. If you are using the electronic form, columns will automatically add down, provide a total and a federal share amount.

## SUMMARY SHEET FOR ASSURANCES & CERTIFICATIONS

### **PART 1 - EMERGENCY MANAGEMENT PERFORMANCE GRANT for FY 07**

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the EMPG application.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.**

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Typed Name of County Board Chair or County Executive

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Typed Title of County Board Chair or County Executive

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Signature of County Board Chair or County Executive

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Date

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, including OMB Circulars Nos. A-102 and A-87, as they relate to the application, acceptance, and use of Federal funds for all federally assisted projects to be carried out under the terms of this agreement. The Applicant also assures and certifies that:

1. It possesses the legal authority to apply for the grant and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the performance contract as outlined in this application.
2. It will give the sponsoring agency or the Comptroller General of the United States, and if appropriate, the State of Wisconsin, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. It will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Prevention, Treatment and Rehabilitation Act, as amended (21 U.S.C. 1101 et seq.) which prohibits discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970, as amended (42 U.S.C. 4501 et seq.) relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Section 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290-dd-3 and 290-ee-3) relating to confidentiality of alcohol and drug abuse patients records; (h) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601 et seq.) relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statutes under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statutes which may apply to the application.

4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
5. It will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 ( P. L. 93-234), which requires recipients in a special hazard flood to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
6. It will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
7. It will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.) and Executive Order 11514; (b) notification of violating facilities pursuant to Executive Order 11738; (c) protection of wetlands pursuant to Executive Order 11990; (d) evaluation of flood hazards in floodplains in accordance with Executive Order 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. 1531 et seq.).
8. It will comply with the provisions of the Davis-Bacon Act (40 U.S.C. 276a - 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) regarding labor standards for federally assisted construction sub-agreements.
9. It will comply with requirement of the provisions of Title II and III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. 4601 et seq.) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
10. It will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.
11. It will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
12. It shall not knowingly enter into any lower tier covered transaction with a person who is disbarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into the transaction. The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17)
13. It will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program

**FFY 2007 EPCRA Planning and Administration  
Grant Application**

GRANT PERIOD  
10/01/06 to 09/30/07

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Initial Application  Amended Application

**I. GRANT APPLICATION INFORMATION:**

County Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

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**II. GRANT FUNDING REQUEST:**

1. Grant Formula Amount \$ \_\_\_\_\_

2. LEPC Grant Request (Total from Budget Column) \$ \_\_\_\_\_

3. WEM Approved Grant Amount (to be completed by WEM only) \$ \_\_\_\_\_

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**III. GRANT AUTHORIZATION:**

To the best of my knowledge, all data provided in this application is true and correct. This document has been approved by the Local Emergency Planning Committee and duly authorized by the governing body of the County and the applicant will comply with the assurances as stated on the reverse of this application. Signatures required include the LEPC Chair in Block A, County Executive, County Administrator or County Board Chair in Block B, and the County Emergency Management Director in Block C.

**Block A** - LEPC Chair (printed): \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Block B** - County Official (printed): \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Block C** - County EM Dir. (printed): \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## ASSURANCES

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements as they relate to the application acceptance and use of emergency planning grant funds. Also the Applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It agrees that (a) funds granted as a result of this request are to be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Wisconsin; (b) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; (c) funds awarded by Wisconsin Emergency Management (WEM) may be terminated at any time for violation of any terms and requirements of this agreement.
3. In connection with the performance of work under this agreement the Applicant agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5) Wis. Stats., arrest or conviction record, sexual orientation, as defined in s. 111.32(13m) Wis. Stat. or national origin, or ancestry, or marital status. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Applicant further agrees to take affirmative action to ensure equal employment opportunities. The Applicant agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
4. It shall comply with Section 504, rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical condition or handicap and the Age Discrimination Act of 1975 which prohibits discrimination because of age.
5. It shall ensure the establishment of safeguards to prevent employees, consultants, or members of the governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wisconsin Statutes 946.10 and 646.13.
6. The applicant agrees that, if required by the State Single Audit Guidelines issued by the Department of Administration, it will provide to the Department of Military Affairs an independent financial audit in compliance with such Guidelines.
7. It will give WEM through any authorized representative access to and the right to examine all records, books, papers or documents related to the grant. This provision shall also apply in the event of termination of this agreement. Any charges for copies provided by the Applicant of books, documents, papers, records, computer tapes or computer printouts shall not exceed the actual cost thereof to the Applicant and shall be reimbursed to the Applicant by WEM.
8. It will maintain such records as required by state and federal law. The minimum acceptable financial records consist of: 1) documentation of employee time; 2) documentation of all materials, supplies and travel expenses; 3) inventory records and supporting documentation for allowable equipment purchased to carry out the program scope; 4) rational supporting allocation of space charges; 5) any other records which support charges to program funds. The Applicant must maintain sufficient segregation of program accounting records from other programs and/or projects.
9. This grant shall be governed under the laws of the State of Wisconsin.
10. The Applicant will indemnify and save harmless the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Applicant, or of any of its contractors, in prosecuting work under this agreement.
11. It will at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this grant and which in any manner affect the work or its conduct.
12. In carrying out any provisions of the Agreement or in exercising any power or authority granted on behalf of WEM, there will be no personal liability upon WEM, being understood that in such matters WEM acts as agent and representative of the State.



**FFY 2007 EPCRA Planning and Administration Grant  
Request for Final Reimbursement**

\_\_\_\_\_ County

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**IV. REQUEST FOR FINAL REIMBURSEMENT:**

1 Approved WEM Grant Award 1.                     

2 Total Expenditures (total from Total Actual Expenses column) 2.                     

**ENTER THE SMALLER OF EITHER LINE 1 OR 2 ON LINE 3 BELOW**

3 Total Reimbursement Requested 3.                     

4 Total Payments Received 4.                     

**SUBTRACT LINE 4 FROM LINE 3 AND ENTER ON LINE 5 BELOW**

5 Final Reimbursement Request or Overpayment 5.           \$0.00          

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**V. FINAL REIMBURSEMENT CERTIFICATION:**

I certify that to the best of my knowledge, the above data is correct and that all expenditures were made in accordance with the terms and conditions of the grant procedures, and that local documentation will be maintained and available for audit purposes as required in the assurances stated in the grant application. Signatures required include the LEPC Chair in Block A, the County Clerk or Authorized County Fiscal Person in Block B, and the County Emergency Management Director in Block C.

**Block A** - LEPC Chair (printed): \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Block B** - County Official (printed): \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Block C** - County EM Dir. (printed): \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ASSURANCES

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements as they relate to the application acceptance and use of emergency planning grant funds. Also the Applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It agrees that (a) funds granted as a result of this request are to be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Wisconsin; (b) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; (c) funds awarded by Wisconsin Emergency Management (WEM) may be terminated at any time for violation of any terms and requirements of this agreement.
3. In connection with the performance of work under this agreement the Applicant agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5) Wis. Stats., arrest or conviction record, sexual orientation, as defined in s. 111.32(13m) Wis. Stat. or national origin, or ancestry, or marital status. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Applicant further agrees to take affirmative action to ensure equal employment opportunities. The Applicant agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
4. It shall comply with Section 504, rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical condition or handicap and the Age Discrimination Act of 1975 which prohibits discrimination because of age.
5. It shall ensure the establishment of safeguards to prevent employees, consultants, or members of the governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wisconsin Statutes 946.10 and 646.13.
6. The applicant agrees that, if required by the State Single Audit Guidelines issued by the Department of Administration, it will provide to the Department of Military Affairs an independent financial audit in compliance with such Guidelines.
7. It will give WEM through any authorized representative access to and the right to examine all records, books, papers or documents related to the grant. This provision shall also apply in the event of termination of this agreement. Any charges for copies provided by the Applicant of books, documents, papers, records, computer tapes or computer printouts shall not exceed the actual cost thereof to the Applicant and shall be reimbursed to the Applicant by WEM.
8. It will maintain such records as required by state and federal law. The minimum acceptable financial records consist of: 1) documentation of employee time; 2) documentation of all materials, supplies and travel expenses; 3) inventory records and supporting documentation for allowable equipment purchased to carry out the program scope; 4) rational supporting allocation of space charges; 5) any other records which support charges to program funds. The Applicant must maintain sufficient segregation of program accounting records from other programs and/or projects.
9. This grant shall be governed under the laws of the State of Wisconsin.
10. The Applicant will indemnify and save harmless the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Applicant, or of any of its contractors, in prosecuting work under this agreement.
11. It will at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this grant and which in any manner affect the work or its conduct.
12. In carrying out any provisions of the Agreement or in exercising any power or authority granted on behalf of WEM, there will be no personal liability upon WEM, being understood that in such matters WEM acts as agent and representative of the State.

**FFY 2007 EPCRA Planning and Administration Grant  
Actual Expenses**

For \_\_\_\_\_ County

Please list below the title and the percentage of the position(s) being funded by the EPCRA Planning and Administration Grant.

Position Title: \_\_\_\_\_ % of position

Line Item	Budget	Total Actual Expenses
1. Salaries (total for all EPCRA positions)		
2. Fringe Benefits (total for all EPCRA positions)		
3. Postage		
4. Xerox/Printing		
5. Telephone		
6. Office Supplies		
7. Travel/Training		
8. Exercises		
9. Planning Contract Costs		
10. Rent Expenses		
11. Disposable Hazmat Supplies (not to exceed \$3000)		
12. <b>Totals</b>	\$0.00	\$0.00

Actual approved budget figures should be listed in the Budget column (from original application). Figures in the Total Actual Expenses column shall reflect actual expenses incurred by the County. Documentation should be kept on file to justify these expenditures in case of audit.

**NOTE:** Please use the pre-designated categories for your Total Actual Expenses. Items that are listed in addition to the pre-designated categories will not be considered for reimbursement. If additional documentation is needed for budget purposes please attach the additional information to this sheet.

## **FFY 2007 EPCRA Planning and Administration Grant Procedures and Instructions**

### **1. Eligibility to Apply:**

Any Local Emergency Planning Committee (LEPC), as well as the County Emergency Management Offices, are jointly eligible to receive EPCRA Planning and Administration Grant funds.

### **2. Grant Period:**

The Planning and Administration Grant for 2007 will be from October 1, 2006 to September 30, 2007.

### **3. Grant Procedures:**

- The Planning and Administration Grant Application and annual Plan of Work Agreement for FFY 2007 shall be received by the appropriate Regional Office no later than **December 15, 2006**.
- WEM approved grant amounts will be based upon either the designated grant formula, as determined for each county, or the budgeted LEPC grant request, whichever is less. WEM grant awards may not meet all of the actual expenses incurred during the grant year. Any redistribution of unexpended grant allocation funds will be made in accordance with WEM policy.
- Payments under the EPCRA grant will be made bi-annually. The payments will be an amount equal to 50% of the approved grant award for each six-month reporting period.
- Counties and LEPC's should carefully review the requirements of item number 10 of the combined EMPG/EPCRA Grant Policy. Failure to meet Plan of Work requirements may result in the withholding or loss of EPCRA grant funds for a given six month reporting period.
- Training costs must be associated with WEM approved, or WEM sponsored, training courses. Salary and fringe benefits of participants in training activities are not eligible.
- The request for final reimbursement, including the certification of expenses, shall be submitted to the appropriate regional office as soon as final expense have been identified by the county, but no later than **November 10, 2007**.
- Any Plan of Work items not completed by the end of the grant period must be completed and submitted with all necessary documentation within 45 days of the end of the grant period. Any request for an extension of this deadline will be considered by WEM on a case-by-case basis.
- Any grant overpayment will be resolved in accordance with the provision of Chapter 166.21(5)(c), Wisconsin Statutes.

### **4. Grant Application Form Instructions:**

#### **I. GRANT APPLICATION INFORMATION:**

1. Fill in the name of the county on whose behalf the application is being submitted.

2. Fill in the mailing address or Post Office Box to which correspondence should be sent concerning the grant.
3. Fill in the city and zip code to complete the mailing address.
4. Fill in the name and title of the person to be contacted for matters concerning the grant.
5. Fill in the telephone number at which the designated contact person can be reached during regular business hours, including the area code.
6. Check the appropriate box to indicate if application is initial submission or amended.

**II. GRANT FUNDING REQUEST:**

1. Fill in the grant formula for your county.
2. Fill in the LEPC Grant Request, based upon the total of the Budget column on the EPCRA Planning and Administration Grant Budget Sheet for your county.
3. The WEM approved Grant Amount will be filled in by WEM staff once the grant has been approved.

**III. GRANT AUTHORIZATION:**

1. Block A must contain the printed name of the LEPC Chair, the Chair's signature, and the date that the application was signed.
2. Block B must contain the printed name of the designated county official, that official's signature, and the date that the application was signed.
3. Block C must contain the printed name of the County Emergency Management Director, the Director's signature, and the date that the application was signed.

**LEPC EMERGENCY PLANNING GRANT BUDGET SHEET:**

- A. Fill in the name of the county where indicated.
- B. Check appropriately if budget sheet is for initial application or is part of an amended grant application.
- C. Indicate the position title for each person involved in the EPCRA planning program and the percentage of the position being funded by the EPCRA Planning and Administration Grant funds.

The following applies only to the **Budget column** of the EPCRA Emergency Planning and Administration Grant Budget Sheet:

**NOTE:** Please use the pre-designated Line Item categories for your budget. Items that are listed in addition to the pre-designated categories will not be considered for reimbursement. If additional documentation is needed for budget purposes, please attach the additional information to this sheet.

**Line 1** – List the total budgeted salaries for all positions where EPCRA Planning and Administration Grant funds will be used. Payment of salaries from the Planning and Administration Grant should be limited to positions directly involved in the County EPCRA

planning program or the County Emergency Management Office. Refer to the combined EMPG/EPCRA Grant Policy for further information.

**Line 2** – List the total budgeted fringe benefits for all positions where EPCRA Planning and Administration Grant funds will be used. Payment of fringe benefits from the Emergency Planning Grant should be limited to positions directly involved in the County EPCRA planning program or the County Emergency Management Office. Refer to the combined EMPG/EPCRA Grant Policy for further information.

**Line 3** – List the total budgeted postage expenses for which EPCRA Planning and Administration Grant funds will be used.

**Line 4** – List the total budgeted copy, printing and duplication costs for which EPCRA Planning and Administration Grant funds will be used.

**Line 5** – List the total budgeted telephone expenses for which EPCRA Planning and Administration Grant funds will be used.

**Line 6** – List the total budgeted office supply expenses which EPCRA Planning and Administration Grant funds will be used.

**Line 7** – List the total budgeted training and/or travel expenses for which EPCRA Planning and Administration Grant funds will be used.

**Line 8** – List the total budgeted exercise expenses for which EPCRA Planning and Administration Grant funds will be used.

**Line 9** – List the total budgeted costs for the contracting of new off-site plan development or facility plan updates.

**Line 10** – List the total budgeted costs for all rent expenses charged against the administration of the EPCRA program at the county level.

**Line 11** – List the total budgeted costs for all disposable HazMat supplies that will be purchased. Expenditures in this category are limited to a maximum of \$3,000.00 over the term of the grant year.

**Line 12** – This line must show the total of all budgeted expenses which EPCRA Planning and Administration Grant funds will be used.

Actual approved budget figures should be listed in the Budget column. This figure should appear on line 2 of the Grant Application Form.

Figures for the Total Actual Expenses column will only need to be provided when the Request for Final Reimbursement is submitted at the end of the second half of the grant year. When the figures are entered at that time, they need to reflect the actual expenses incurred by the county.

5. **Grant Closeout Form Instructions:**

**IV. REQUEST FOR FINAL REIMBURSEMENT:**

This section of the grant is to be completed only at the end of the second half of the grant year and contains an embedded Excel spreadsheet. To use this feature, double-click on the table. The Excel spreadsheet is now ready for entry of data. Formulas have already been added to certain cells to facilitate completion. **DO NOT ALTER THESE FORMULAS.** Cells where data entry is required are in a pale yellow color. Before exiting, remember to scroll back to the top (or left) of the screen or some of your data may not appear when printed. To exit, click once anywhere on the document that is not on the spreadsheet.

1. Fill in the WEM approved grant amount from line 3 of Section II of the original grant application.
2. Fill in the total of actual expenditures from the Total Actual Expenses column of the Actual Expenses Sheet.
3. Enter the Total Reimbursement Request amount. This should be the smaller of either the WEM Approved Grant Amount or the Total Expenditures from line 2.
4. Enter the total amount of the first six month payment received under the grant.
5. The Final Reimbursement Request or Overpayment is automatically calculated for you.

**V. FINAL REIMBURSEMENT CERTIFICATION:**

1. Block A must contain the printed name of the LEPC Chair, the Chair's signature and the date that the Request for Final Reimbursement was signed.
2. Block B must contain the printed name of the designated county official (County Clerk or authorized County Fiscal Person), that official's title and signature, as well as the date the Request for Final Reimbursement was signed.
3. Block C must contain the printed name of the County Emergency Management Director, the Director's signature and the date that the Request for Final Reimbursement was signed.

**LEPC EMERGENCY PLANNING GRANT ACTUAL EXPENSES SHEET:**

- A. Fill in the name of the county where indicated.
- B. Indicate the position title for each person involved in the EPCRA planning program and the percentage of the position being funded by the EPCRA Planning and Administration Grant funds.
- C. Carry over the Budget column figures from your original application.
- D. The following applies only to the **Total Actual Expenses column** of the EPCRA Planning and Administration Actual Expenses Sheet:

**NOTE:** Please use the pre-designated categories for your actual expenses. Items that are listed in addition to the pre-designated categories will not be considered for reimbursement. If additional documentation is needed for budget purposes, please attach the additional information to this sheet.

**Line 1** – List the total of the salaries expended for which EPCRA Planning and Administration Grant funds have been used. Payment of salaries from the Planning and Administration Grant should be limited to positions directly involved in the County EPCRA planning program or the County Emergency Management Office. Refer to the combined EMPG/EPCRA Grant Policy.

**Line 2** – List the total of the fringe benefits expended for which EPCRA Planning and Administration Grant funds have been used. Payment of fringe benefits from the Emergency Planning Grant should be limited to positions directly involved in the County EPCRA planning program or the County Emergency Management Office. Refer to the combined EMPG/EPCRA Grant Policy.

**Line 3** – List the postage expenses for which the EPCRA Planning and Administration Grant funds will be used.

**Line 4** – List the copy, printing or duplication costs for which the EPCRA Planning and Administration Grant funds will be used.

**Line 5** – List the telephone expenses for which the EPCRA Planning and Administration Grant funds will be used.

**Line 6** – List the office supply expenses for which the EPCRA Planning and Administration Grant funds will be used.

**Line 7** – List the training and/or travel expenses for which the EPCRA Planning and Administration Grant funds will be used.

**Line 8** – List the exercise expenses for which the EPCRA Planning and Administration Grant funds will be used.

**Line 9** – List the costs for the contracting of new off-site plan development or facility plan updates for which the EPCRA Planning and Administration Grant funds will be used.

**Line 10** – List all rent expenses charged against the administration of the EPCRA/LEPC program at the county level.

**Line 11** – List all disposable HazMat supplies purchased. Expenditures in this category are limited to a maximum of \$3,000.00 over the term of the grant year.

**Line 12** – This line must show the total of all actual expenses for which EPCRA Planning and Administration Grant funds were used. This amount should be entered on line 2 of the Request for Final Reimbursement.

## **INSTRUCTIONS FOR THE PLAN OF WORK**

Those counties intending to receive EMPG and/or EPCRA funding must submit letters of intent, applications, reports, and billings within designated time frames. These requirements are established on the Plan of Work and referenced in the grant policy. Use the Checklist for Submission of Plan of Work Documents to determine which forms and other documents need to be submitted. Progress reports will be on a six-month basis and are due in the Regional Office within ten (10) working days after the close of each six month reporting period (first half ends March 31 and second half ends September 30).

At the time of application, work activities for the fiscal year are to be listed under each of seven functional areas. The period of the fiscal year in which the work activity will be carried out must be listed in the space provided (first or second half). Space is provided on the right side of the form to report on the status of the listed work activity or to note when the project was completed and submitted to the Regional Office. When the Plan of Work is submitted as a progress report, it should be accompanied with a narrative statement of one to two pages which highlights accomplishments in measurable terms (numbers, amounts, times, dates).

**The EPMG/EPCRA grant application must be submitted to the appropriate WEM Regional Office no later than December 15, 2006.**

### **I. Planning**

A policy decision has been made to transition the state Emergency Operations Plan to the National Response Plan format. The National Response Plan is undergoing revisions as a result of lessons learned from Hurricane Katrina. Transformation of the State EOP to the NRP format will continue. Transformation of the County EOP to the NRP format will be placed on hold until the revision of the NRP is complete. Transformation of the County EOP is expected to be part of the 2008 EMPG grant.

#### **Section A – County Emergency Operations Plan**

For this fiscal year, full-time county directors will be expected to update their entire County EOP. Part-time directors will be required to update half of their County EOP.

All EOP update submissions must include the appropriate Transmittal Sheet, signed by the County Emergency Management Director, and a current signature page from the body of the annex. At a minimum, the signature page must include the signatures of the County Emergency Management Director and that of the County Board Chair, County Executive or Administrator, as applicable.

Risk counties who are required to participate in Radiological Emergency Preparedness (REP) Planning will revise and update Annex I quarterly as per NUREG-0654, rather than on an annual basis.

#### **Section B – Regional and Catastrophic Planning**

The EMPG program guidance requires states to focus EMPG program activities on addressing shortfalls and sustaining capabilities in their emergency management program as identified in the National Plan Review with a specific focus on planning for catastrophic events. A catastrophic event is one that results in extraordinary levels of casualties, damage and disruption government functions. It could possibly immediately overwhelm local response capabilities.

Following up on the issues identified in the report to the Governor after Hurricane Katrina and the direction from the Governor's Homeland Security Council catastrophic planning will be done on the basis of the WEM Regions. It will be carried out on the concept of mutual aid between regions with one or more regions providing assistance to the affected county and region. Catastrophic response will be based on levels of activation in the Basic Plan and will begin to take place at Activation Level 2. In Catastrophic Response, counties should consider response and recovery activities taking place on the following timeline

Initial Response	Up to the first 72 hours
Extended Response	Up the first 60 days
Short Term Recovery	Up to one year
Long Term Recovery	Two years and longer

Mutual aid in the Initial Response period will come from the other counties in the region of the affected jurisdiction. Mutual aid in the Extended Response period will come from other regions as needed.

The WEM Regional Directors will coordinate regional and catastrophic planning in each region. The WEM Planning Section will develop planning templates based on the mass evacuation planning and planning for special needs populations developed by Milwaukee County and the other counties in the Southeast Region.

### **Section C – County Hazard Analysis**

The County Hazard Analysis discusses and provides a record of the hazards impacting the county. This all hazards document is an EMPG requirement and must be updated on an annual basis.

### **Section D – LEPC Plans**

County LEPCs are required to annually update the EPCRA County-wide/Strategic Plan in the first reporting period of the fiscal year. The EPCRA County-wide/Strategic Plan updates must be in accordance with Information and Guidance Memo 09-02-02 regarding the Strategic Plan certification checklist. This update shall include a properly executed Plan Transmittal Sheet and Plan Review Guide.

All county LEPCs are required to make reasonable progress on the development of new off-site facility plans. All certified planning facilities on the state database that do not have an off-site plan at the time the grant formula is determined must have a plan scheduled for completion in that year's plan of work. Regional Directors will be provided with a list of Planning Facilities without Off-Site Plans by EPCRA staff in order to ensure that new plan development is scheduled on the Plan of Work. Plans to be developed must be listed by facility name in the appropriate six-month reporting period on the Plan of Work form and the EPCRA Plan Development Attachment sheet. All county LEPCs are encouraged to update all existing off-site plans annually; however, if that is not feasible due to the number of planning facilities, plans should be updated in no less than a 4-year cycle.

Actual plan development and plan update numbers will be negotiated between the Regional Director and the County Director. County directors will be asked to update at least 25% of the total plans appearing on the WEM planning facility database. All new plan submissions and plan updates shall include a properly executed Plan Transmittal Sheet and Plan Review Guide.

### **Section E – Mitigation Plans**

Counties developing or updating their county mitigation plans should list that in this section. Local governments are required to have a FEMA-approved all hazards mitigation plan in order to be eligible for hazard mitigation grant dollars to implement mitigation projects. Once a plan is approved, it must be updated and re-approved by FEMA every five years. The

county should begin to update the plan two years to eighteen months from the five-year due date to ensure that there is sufficient time to evaluate, update the plan, and obtain the formal adoptions by all participating jurisdictions as well as allow time for the state and federal review and approval process.

### **Section F – Municipal and Other Plans**

Counties should list in this section other local planning activities as applicable to reflect a complete scope of emergency planning. This should include, but is not limited to, such items as development or updates of municipal plans, individual agency plans, RACES/ARES Plans, Hydroelectric Facility Plans, EPCRA Facility On-Site Plans, or the plans for the development of local Hazmat Response Teams.

## **II. Training**

It is required that every EMPG-supported employee completes at least one (1) emergency management training course during the fiscal year.

Every effort should be made by the counties to recruit participants for WEM-sponsored courses from all areas of the Emergency Management community. In order to satisfy NIMS requirements counties should continue to have local officials and local responders complete IS-700 and IS-800. In addition local officials and local responders should continue to take ICS-100 and ICS-200. Local officials and local responders responsible for managing the response should complete ICS-300.

### **Section A – New Directors**

New county Emergency Management Directors are required to attend and complete the New Directors Educational Series as negotiated with the Regional Director in the Plan of Work. Each module focuses on a specific program and is presented during a day-long session in Madison with the appropriate WEM staff. Modules are taught sequentially and are scheduled for the 3<sup>rd</sup> Wednesday of December, March, June and September.

### **Section B – Hazard Mitigation**

Those counties that are developing, or intend to develop, an all-hazards mitigation plan are required to attend a hazard mitigation planning workshop during the fiscal year.

### **Section C – Radiological Emergency Planning (Selected Counties)**

Counties who participate in plume pathway planning for nuclear power plants are required to complete the following training related to their response role in accordance with NUREG-0654:

- Emergency Worker
- Emergency Operations Center Staff
- Reception Center Staff
- Shelter Center Staff
- Radiological Officer
- Emergency Alert System Training
- Communications Officer and/or Dispatch Training
- Traffic and Access Control Worker Training
- Transportation Worker (Bus Driver) Training
- MS-1 Facilities and Transportation Training

### **Section D – Emergency Management Institute/Independent Study**

Anticipated attendance at EMI courses by Emergency Management Directors, as well as by local officials, should also be noted in your Plan of Work. Submit your application form FEMA 75-5 (dated July 2000), through the regional office, during the open enrollment period as specified below:

For Courses Beginning:  
October 1, 2006 – March 30, 2007  
April 1 – September 30, 2007

Application Period:  
May 1 – June 30, 2007  
November 1 – December 31, 2007

Application forms are available from FEMA's web site:  
[www.training.fema.gov/emiweb/EMICourses](http://www.training.fema.gov/emiweb/EMICourses).

All emergency management employees are encouraged to complete any of the currently available FEMA independent study courses. FEMA correspondence courses may be downloaded and test results submitted online at <http://training.fema.gov/EMIWEB/IS>.

#### **Section E – State-Sponsored Courses**

Courses that WEM will offer during the fiscal year are listed on WEM's web site at <http://emergencymanagement.wi.gov/sublink.asp?linksubcat2id=25&linksubcatid=53&linkcatid=79&linkid=30&locid=18>. In addition to the courses that are listed, additional training may be offered by WEM as new courses are developed, made available, or requested.

#### **Section F – Local and Other Training**

Counties are encouraged to provide a listing of any local training initiatives, either received or offered, as part of the Plan of Work under this section. These could include, but are not limited to, such things as tornado spotters training, terrorism, school safety training, Flood Insurance Workshops, Hazard Mitigation Workshops, specialized Law Enforcement, Fire or EMS training, First Aid, and CPR, as well as local hazmat training.

#### **Section G – Conferences**

County directors are strongly encouraged to attend the annual Governor's Conference on Emergency Management. The 2007 Conference will be held in La Crosse at the La Crosse Center on March 28-29, 2007.

### **III. Exercising**

At least one exercise is required per county, per year (tabletop, functional, or full scale). For full-scale exercise credit, the full scale must be based on the themes established by a jurisdiction in previous tabletops and functional exercises and include activation of an Emergency Operations Center or an Incident Command Post.

The counties will be required to conduct one EPCRA Table Top, Functional or Full Scale exercise during the year.

The eight Critical Functions are broken down into Critical Tasks. Exercises should be developed in a manner that will incorporate as many of these Critical Functions and Critical Tasks as possible.

Counties are to follow Information and Guidance (I&G) Memo 08-03-05 for the development and execution of exercises.

The Regional Directors as well as the Exercise Training Officer and other central staff are available to assist in exercise development. All county exercises should be developed for specific local potential disaster situations as identified in the local hazard analysis.

Notice of intent to conduct an exercise for exercise credit shall be made to the Regional Office at least 30 days prior to the date of the exercise. The After Action Report Form, Improvement Matrix and all supporting documentation shall be submitted to the Regional Office within 60 days of completion of the exercise. The Regional Director will forward copies of the documentation to the Exercise Training Officer.

Counties seeking exercise credit for an actual occurrence must submit an After Action Report to the Regional Office, including supporting documentation, within 90 days of the conclusion of the emergency response effort.

#### **IV. Outreach**

Program participants are encouraged to incorporate a mitigation element into public education and emergency information activities.

Public information campaigns should also contain information to inform responders and the public of the need to have a personal emergency preparedness plan for themselves and their families.

Copies of print media articles, PSA scripts and related materials should be retained at the local Emergency Management Office. A narrative summary of all Public Education and Emergency Information activities shall be submitted with each progress report. Existing state and federal materials can be utilized and may be modified to reflect local needs.

##### **Section A – Tornado Awareness Campaign**

All EMPG supported counties will develop a comprehensive Tornado Awareness Campaign which will include, at a minimum, at least three (3) of the following types of activities:

Print Media Articles  
Broadcast Media Appearances  
Public Service Announcements (PSAs)  
School Visits  
Speaking Engagements  
Brochure Distribution

##### **Section B – Public Information Campaign of Your Choice**

All EMPG supported counties shall conduct one additional Public Education Campaign of their choice, based on local needs. The campaign shall include, at a minimum, three (3) of the six (6) types of activities as noted in Section A above.

##### **Section C – EPCRA Outreach Campaign**

All county LEPCs receiving EPCRA Grant funds shall conduct an EPCRA Outreach Campaign. The campaign shall include, at a minimum, three (3) of the six (6) types of activities as noted in Section A above.

##### **Section D – Media Information Days (Selected Counties)**

Counties involved in plume pathway planning for nuclear power plants are required to participate in media information days or media mailings in accordance with NUREG-0654.

#### **V. LEPC Administrative Requirements**

Local Emergency Planning Committees receiving EPCRA Grant funding are required to meet during the grant year and hold a minimum of one (1) meeting with additional meetings at the call of the LEPC Chair, unless otherwise negotiated with the Regional Director. Copies of LEPC agendas and meeting minutes must be submitted to the appropriate Regional Office.

As part of the annual Plan of Work, counties are required to certify LEPC Administrative Requirements. This includes certification of the existence and/or modifications by submitting copies of the following to the Regional Office:

- LEPC By-Laws
- Appointment of Designated Emergency Coordinator (included on LEPC Membership List)
- Appointment of Coordinator of Information (included on LEPC Membership List)

- Appointment of Officers (included on LEPC Membership List)
- Procedures for Establishing 302, 311 and 312 Files (covered in the EPCRA County-wide/Strategic Plan)
- Procedures for Establishing 304 Report Files (covered in the EPCRA County-wide/Strategic Plan)
- Procedures for Receiving and Processing Public Requests (covered in the EPCRA County-wide/Strategic Plan)
- Procedures for LEPC Notification of a Release (covered in the EPCRA County-wide/Strategic Plan)
- Procedures for Review of Hazmat Response Expenditures
- Update of the LEPC Membership List
- Designation of LEPC Inspector

LEPC membership updates shall be submitted whenever new appointments are made, as per Information and Guidance Memo 10-03-01.

All county LEPCs are required to publish the EPCRA Annual Notice of Public Availability, as required in Section 324 of the Federal Act and as noted in SERB Information and Guidance Memo 11-01-90.

County LEPCs are required to review and submit corrections to the state database when made available. Database reviews should include chemical information for both planning and reporting facilities. Corrections should note additions or deletions in accordance with SERB Information and Guidance Memo 08-02-94.

County LEPCs shall pursue local compliance actions as necessary, and if deemed appropriate, compliance referrals will be made to WEM. The LEPC will assist WEM compliance staff in compliance actions as requested.

County LEPCs are required to take all actions necessary to insure the implementation of the local emergency response plan in the event of a spill or release.

## **VI. Grant Administration**

All directors must attend scheduled regional meetings unless specifically excused.

The bi-annual Plan of Work Progress Report covering EPCRA and/or EMPG accomplishments must be submitted in order to effect the processing of EMPG claims. Failure to submit the bi-annual report within ten (10) working days after the close of the 6-month reporting period will delay processing of any payments and may result in the recommendation of a loss or the withholding of EMPG or EPCRA funds.

In disaster situations, County Directors are responsible for coordinating damage assessments and for submitting damage reports to WEM. Based on these Reports WEM will work with the County Director to determine if the damages would qualify for the Wisconsin Disaster Fund or a Presidential Disaster Declaration. When the county is the recipient of assistance through the Wisconsin Disaster Fund or a Presidential Declaration, it may have to amend its Plan of Work to accommodate the associated administrative requirements. This includes working with local units of government in obtaining paper work and documentation and doing appropriate follow-up for applications under the Wisconsin Disaster Fund and/or the Public Assistance and Mitigation Grant Programs made available under a Presidential Disaster Declaration.

The documents that set out these administrative requirements must be on file at the appropriate Regional Office and at a minimum, must be reviewed annually.

Any modifications or updates to these documents must be noted in the Plan of Work and submitted with the progress report or within the reporting period in which the changes or corrections were made.

Counties receiving EMPG funds or other funds from the DHS Office of Domestic Preparedness must ensure the adoption of NIMS at the community level and establish a NIMS baseline. NIMCAST can be used for this purpose (see <http://www.fema.gov/nimcast/index.jsp>).

## **VII. Local Initiatives**

A complete list of local programs will provide the state and federal government with the ability to conduct a review of the breadth and scope of specific county/municipal emergency management programs. The county should list local program initiatives that enhance and give a complete picture of the overall emergency management program. These should be areas or programs where the county does considerable planning, developmental work or holds regular meetings.

Counties involved in plume pathway planning for nuclear power plants must perform inspections, operational checks, calibrations, and drift checks of all radiation detection instrumentation in accordance with Department of Health and Family Services—Radiation Protection Unit instrumentation and dosimetry policies. In addition, these counties must work with the nuclear utility to maintain alert and notification systems for the 10-mile emergency planning zone. This includes monthly siren operability tests and routine checks of tone alert radios and other special notification systems.

Verifications of listed local program initiatives should be retained at the local emergency management office. A summary of local program initiatives should be included as a part of the written narrative submitted with each progress report.

Counties interested in applying for a Planning or Project Grant under the Pre-Disaster Mitigation (PDM) program, Flood Mitigation Assistance (FMA) Program or the Hazard Mitigation Grant Program (HMGP) will be required to submit the application within the specified deadlines. Counties receiving a grant are required to submit quarterly reports and proper documentation for requesting reimbursement. Only those counties or communities with a WEM and FEMA approved Flood Mitigation Plan are eligible to apply for a FMA Project Grant. Only those counties or communities with a WEM and FEMA approved all-hazard mitigation plan will be eligible to receive a PDM or HMGP Project Grant.

Counties interested in applying for a Hazardous Materials Emergency Planning (HMEP) planning grant should list it under this section. Grant application information will be made available through WEM.

**FY07 Plan of Work for \_\_\_\_ County**

<b>I. PLANNING</b>		
<b>Section A - County Emergency Operations Plan</b>	<b>Scheduled</b>	<b>Submitted</b>
Update of Basic Plan		
Update of Annex A (Direction and Control)		
Update of Annex B (Warning & Communications)		
Update of Annex C (Resource Management)		
Update of Annex D		
Update of Annex E		
Update of Annex F		
Update of Annex G		
Update of Annex H		
Update of Annex I		
Update of Annex J		
Update of Annex K		
Update of Annex L		
Update of Table of Contents		
Update of Acronyms		
Update of Legal Basis		
Update of Phone List		
<b>Section B - Regional and Catastrophic Planning</b>	<b>Scheduled</b>	<b>Submitted</b>
<b>Section C - County Hazard Analysis</b>	<b>Scheduled</b>	<b>Submitted</b>
Update of County Hazard Analysis		
<b>Section D - LEPC Plans</b>	<b>Scheduled</b>	<b>Submitted</b>
Update of EPCRA County-Wide/Strategic Plan		
<i>Indicate Facility Name and WEM ID No.:</i>		
Update of Off-Site Plan for:		
Update of Off-Site Plan for:		
Update of Off-Site Plan for:		
Update of Off-Site Plan for:		
Development of New Off-Site Plan for:		
Development of New Off-Site Plan for:		
<b>Section E - Mitigation Plans</b>	<b>Scheduled</b>	<b>Submitted</b>
Development of County Mitigation Plan		
Update County Mitigation Plan		
<b>Section F - Municipal and Other Plans</b>	<b>Scheduled</b>	<b>Submitted</b>
<i>Indicate Plan Name:</i>		
Develop Municipal Plan for:		
Update Municipal Plan for:		
<b>II. TRAINING</b>		
<b>Section A - New Directors</b>	<b>Scheduled</b>	<b>Submitted</b>
Attend New Directors Educational Series Module A (Disaster Response and Recovery)		

Attend New Directors Educational Series Module B (EPCRA)			
Attend New Directors Educational Series Module C (Training & Exercising)			
Attend New Directors Educational Series Module D (Planning)			
<b>Section B - Hazard Mitigation</b>		<b>Scheduled</b>	<b>Submitted</b>
Attend Hazard Mitigation Planning Workshop			
<b>Section C - Radiological Emergency Planning (Selected Counties)</b>		<b>Scheduled</b>	<b>Submitted</b>
Emergency Worker			
EOC Staff			
Reception Center Staff			
Shelter Staff			
Radiological Officer			
EAS			
Communications Officer/Dispatchers			
Traffic and Access Control Workers			
Transportation Workers			
MS-1 Facilities			
<b>Section D - Emergency Management Institute/Independent Study</b>		<b>Scheduled</b>	<b>Submitted</b>
Complete Independent Study Course (IS-____)			
Attend EMI Course			
<b>Section E - State-Sponsored Courses</b>		<b>Scheduled</b>	<b>Submitted</b>
<b>Course Length</b>	<b>Course Title</b>		
4	Emergency Management Framework for Tribal Governments E580		
4	Emergency Management Operations for Tribal Governments E581		
2	Disaster Response & Recovery G385		
2	Effective Communications G242		
5	Hazmat Tech		
2	Leadership & Influence G240		
1	Decision Making G241		
4	HSEEP Exercise Design and Evaluation (G120 & G130) 0106		
3	CAMEO LSU MGT320 Basic 0106		
3	Debris Management G202		
1	Basic PIO G290-B		
2	Advanced PIO G290-A		
1	Mitigation Planning Workshop		
3	CAMEO for Responders		
4	Exercise Design and Evaluation (G120 & G130)		
3	CAMEO for Planners		
5	Tactical Operations		
	Advanced Tactical Operations		
3	EMS Operations and Planning PER-211		
1	Crime Scene Management for Responders AWR-103		
2	WMD Hazmat Evidence Collection PER-201		
5	Managing Civil Actions in Threat Incidents (MCATI) Basic PER-200		
3	Managing Civil Actions in Threat Incidents (MCATI) Protester Devices PER-202		
5	Managing Civil Actions in Threat Incidents (MCATI) Command Course MGT-300		
1	Incident Response to Terrorist Bombings PER 230 & Emergency Response to Suicide Bombings PER 231 0106		

3	WMD Threat & Risk Assessment (T&RA) MGT-310		
2	Enhanced Threat & Risk Assessment (ET&RA) MGT-315		
3	CAMEO LSU MGT-320 0206		
6	IMT Team Training 0106		
2	G300 ICS for Expanding Incidents 0106		
2	G400 ICS Advanced 0106		
<b>Section F - Local and Other Training</b>		<b>Scheduled</b>	<b>Submitted</b>
<b>Section G - Conferences</b>		<b>Scheduled</b>	<b>Submitted</b>
Attend Governor's Conference (Mar. 28-29, 2007)			
Attend WEMA Conference			
<b>III. EXERCISING</b>			
		<b>Scheduled</b>	<b>Submitted</b>
Conduct Tabletop Exercise			
Conduct Functional Exercise			
Conduct Fullscale Exercise			
<b>IV. OUTREACH</b>			
<b>Section A - Tornado Awareness Campaign</b>		<b>Scheduled</b>	<b>Submitted</b>
<i>Indicate 3 or more activities comprising the campaign:</i>			
<b>Section B - _____ Awareness Campaign</b>		<b>Scheduled</b>	<b>Submitted</b>
<i>Indicate 3 or more activities comprising the campaign:</i>			
<b>Section C - EPCRA Outreach Campaign</b>		<b>Scheduled</b>	<b>Submitted</b>
<i>Indicate 3 or more activities comprising the campaign:</i>			
<b>Section D - Media Information Days (Selected Counties)</b>		<b>Scheduled</b>	<b>Submitted</b>
Hold Media Information Days			
<b>V. LEPC ADMINISTRATIVE REQUIREMENTS</b>			
		<b>Scheduled</b>	<b>Submitted</b>
Conduct LEPC Meetings			
Update LEPC By-Laws			
Update LEPC Membership List			
Update Procedures for Review of Hazmat Response Expenditures			
Review Designation of LEPC Compliance Inspector			
Publish Annual EPCRA Public Notice			
Review/Correct EPCRA Database Report		1	

Review/Correct EPCRA Database Report	2	
Requested WEM Compliance Assistance		
Implemented EPCRA Off-Site Plan		
<b>VI. GRANT ADMINISTRATION</b>		
<b>Section A</b>	<b>Scheduled</b>	<b>Submitted</b>
Attend Scheduled Regional Meetings		
Submit EMPG/EPCRA Grant Application		
Submit EMPG & EPCRA Letter of Intent for Next Fiscal Year (due May 1)		
Submit Mid-Year Progress Report		
Submit End-Year Progress Report		
Submit Closeout for EPCRA Planning Grant		
<b>Section B- Disaster Activity</b>	<b>Scheduled</b>	<b>Submitted</b>
Submit damage assessment reports and request appropriate assistance.		
Perform tasks associated with administration of the Wisconsin Disaster Fund.		
Perform tasks associated with administration of the Public Assistance Program.		
Perform tasks associated with administration of the Hazard Mitigation Program.		
<b>VII. LOCAL INITIATIVES</b>		
	<b>Scheduled</b>	<b>Submitted</b>
<i>Add or delete as appropriate:</i>		
Oversight Committee Meetings		
American Red Cross Meetings		
County Fire Association Meetings		
County EMS Association Meetings		
Pre-Disaster Mitigation Grant Application		
Pre-Disaster Mitigation Grant Quarterly Report		
Flood Mitigation Assistance Grant Application		
Flood Mitigation Assistance Grant Quarterly Report		
Hazard Mitigation Grant Program (HMGP) Application		
Hazard Mitigation Grant Program (HMGP) Quarterly Report		
Hazardous Materials Emergency Planning (HMEP) Grant		