BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA

RESOLUTION AUTHORIZING THE SARPY COUNTY EMERGENCY MANAGEMENT AGENCY TO APPLY FOR THE 2013 EMERGENCY MANAGEMENT PERFORMANCE GRANT

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2012), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers;

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2012), the powers of the County as a body are exercised by the County Board;

WHEREAS, an Emergency Management Performance Grant ("EMPG") is available through the Nebraska Emergency Management Agency ("NEMA") to the Sarpy County Emergency Management Agency;

WHEREAS, the EMPG Application must be submitted to NEMA; and

WHEREAS, Sarpy County is committed to and supports the application for the 2013 EMPG.

NOW, THEREFORE, BE IT RESOLVED, that the Sarpy County Board of Commissioners hereby approves of the 2013 EMPG application (a copy of which is attached hereto) and authorizes the Sarpy County Emergency Management Agency to apply for the 2013 EMPG.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 25th day of June, 2013.

Sarpy County Board Chairman

Attest:

SEAL

DEBRA L. HOUGHTALING, COUNTY CLERK
SEAL
SARPY COUNTY, NEBRASKA

County Clerk

SARPY COUNTY EMERGENCY MANAGEMENT

1210 GOLDEN GATE DRIVE PAPILLION, NE 68046

Phone: 402-593-5785

MEMO

To: Sarpy County Board

From: Lynn Marshall, Emergency Manager

RE: 2013 Emergency Management Performance Grant (EMPG)

On June 25, 2013, the County Board will be asked to approve a Resolution authorizing Sarpy County Emergency Management to apply for the 2013 Emergency Management Performance Grant (EMPG). The EMP grant is awarded to applicants based on current or upcoming budget(s) up to 50% of the approved FY2014 Emergency Management budget. The EMP grant funds are federal funds provided through Federal Emergency Management Agency (FEMA) to the State Administrative Agent which is the Nebraska Emergency Management Agency (NEMA) received through a federal application process. Once the EMP grant funding is awarded to NEMA, it is then offered through an application process to all eligible counties that have Emergency Management programs that meet the required criteria based on state and federal performance measures and guidelines. The EMP grant funds will be utilized to maintain/sustain the Sarpy County Emergency Management Program for compliance and to meet performance standards set forth by FEMA and NEMA.

The application process for the 2013 EMPG funds is now open and the 2013 application must be completed and returned to NEMA no later than June 28, 2013.

I am available to answer any questions you may have prior to the June 25th County Board meeting so please don't hesitate to contact me at (402-593-5785) with any questions.

Respectfully submitted,

Lynn Marshall

Lynn Marshall, Sarpy County Emergency Manager

June 21, 2013

Cc: Mark Wayne, Scott Bovick, Deb Houghtaling, Brian Hanson, Bonnie Moore, Larry Lavelle

Nebraska Emergency Management Agency
FY2013 Emergency Management Performance Grant (EMPG)
Subrecipient Application Form

1	Jurisdiction Name	Sarpy County
2	Applicant Address	1210 Golden Gate Dr, Papillion, NE 68046
3	Date submitted to NEMA	28-Jun-13
4	2013 EMP Grant request (not more than 50% of 7.D)	87,500.00

5	Applicant Status: Check the one that best describes your Emergency Management organization	2	Full time permanent staff whose primary responsibility is as the Emergency Manager, or
			Emergency Manager duties are assigned to full time staff with other duties

6 List all staff who will be supported the EMPG Funds:

Local EMPG Funded Staff - Name and position	Full or Part Time	% of time doing Emergency Management Duties
Lynn Marshall	Full	100
Melanie Smith	Full	100

7	**BUDGET**: Base this on the best estimate you have for the 2012/2013 budget	
A	**Personnel Costs** including combined wages and benefits of all personnel listed above	145,000.00
B	**Operating Costs** (including rent, phones, utilities, office supplies)	10,000.00
C	**Equipment** (will be awarded if dollars are available after funding A & B for all applicants	20,000.00
D	**Total Estimated Budget** (should automatically add A, B, and C)	175,000.00

8 **Goals and Objectives for the 2013 EMPG**: There is no requirement for a specific number of goals or objectives, if you need more space attach a separate page.

	Goal	Objective
A	Planning	Review the current LEOP, COOP and other key planning documents for additional updates and revisions based on assessments utilizing the HIRA and or THIRA assessment tools. Provide planning support to our community partners through LEOP orientations, updates, revisions and assessments. Assist in the planning and coordination with local and regional and state PET Committees to help meet planning, exercise and training needs that are crucial to the Response and Recovery goals.

B	Response	Respond to incidents that require additional resources. Provide coordination of those resources in support of the overall response through EOC Operations to include incident action plans, status reports and documentation support. Assist in the planning and coordination with local and regional and state PET Committees in support of exercise and training crucial to the Response phase. Coordinate the local, state and Federal response.
C	Recovery	Provide recovery coordination and support to local, state and Federal agencies during and after the community emergency or disaster utilizing incident action plans, status reports and providing additional documentation support. Assist in the planning and coordination with local and regional and state PET Committees in support of exercise and training crucial to the Recovery phase. Coordinate the local, state and Federal recovery operations.
D	Mitigation	Utilize the HIRA and THIRA assessments to identify strengths and weaknesses that would aid in the identification and performance of good mitigation practices in order to lessen the impact of the disaster on the community.
E	Public Outreach	Maintain support for the Citizen Corps Program and other Volunteer programs through planning, exercise and training. Strengthen our communities through ongoing public outreach and education.
F		

9	Emergency Manager Director / Coordinator

Name		Lynn Marshall
Mailing Address		1210 Golden Gate Dr, Papillion, NE 68046
Daytime Phone Number		402-593-5785
Fax Number		402-593-5763
Email Address		lmarshall@sarpy.com
10	Chief Financial Officer	
Name		Brian Hanson
Mailing Address		1210 Golden Gate Dr, Papillion, NE 68046
Daytime Phone Number		402-593-2349
Fax Number		402-593-4304
Email Address		bhanson@asrpy.com
11	Authorized Official (i.e. Elected Official)	
Name		Jim Warren
Mailing Address		1210 Golden Gate Dr, Papillion, NE 68046
Daytime Phone Number		402-593-4155
Fax Number		402-593-4471
Email Address		jwarren@sarpy.com
12	Application Prepared and Submitted By:	Lynn Marshall

Federal Fiscal Year 2013

CFDA #97.042

Emergency Management Performance Grant (EMPG)

SUBGRANTEE PROGRAM AND APPLICATION GUIDANCE

June 2013

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I. PROGRAM GUIDANCE

A. OVERVIEW

It is the policy of the Nebraska Emergency Management Agency (NEMA) to:

1. Assist local county Emergency Management agencies in the enhancement of their programs by providing Emergency Management Performance Grant (EMPG) funds, as are available after NEMA obligations have been funded;

2. Ensure that local emergency management organizations are established and maintained in a number of local jurisdictions sufficient to "…achieve and sustain risk-based target levels of capability to prevent, protect against, respond to, and recover from major events in order to minimize the impact on lives, property, and the economy"-Vision of the National Preparedness Goal;

3. Increase the operational capability of emergency management at the local level of government by assisting jurisdictions to maintain and improve emergency organizations with key positions filled by trained, experienced, professionals.

B. ELIGIBLE APPLICANTS

The Nebraska Emergency Management Agency (NEMA) as the State Administrative Agency (SAA) is the only Nebraska agency eligible to apply directly to the Federal Emergency Management Agency for Federal Fiscal Year 2013 EMPG funds and is responsible for providing sub grants to eligible local county governments. Eligible local county governments are those that:

1. Submit an EMPG application.

2. Employ a full time Emergency Management Director/Coordinator or Deputy. This person will be the focal point for local emergency planning and response and will be the local Project Manager for the EMPG grant.

3. If previously a recipient of EMPG funding, have successfully completed all prior requirements and reports.

4. By November 29, 2013 be Credentialed as an Emergency Management worker as defined in State Statute 81-829.39(5) and 81-829.67. To receive information on the credentialing program; for information contact Dave Reisen at 402-471-7177.

5. Are in compliance with the Office of Management and Budget (OMB) Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; the OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments; and the OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations;

6. Are in compliance with 44 CFR 13.20, Subpart C - Post-Award Requirements setting standards for financial management systems;

7. Are in compliance with the Non-Construction Program Assurances and the Drug-Free Workplace Requirements;

8. Are in compliance with the Nebraska Emergency Management Act (Revised Statutes of Nebraska Section 81-829.31; Sections 81-829.36 to 81-829.75);

9. Maintain a system of personnel administration in conformance with standards prescribed by the Office of Personnel Management. Reference 5 CFR, Part 900, Subpart F, "OPM Standards for a Merit System of Personnel Administration";

10. Maintain an electronic (computer) system sufficient to exchange data with NEMA;

11. Agree to submit quarterly reports, both the programmatic report of activities and financial reimbursement package, to NEMA in the form and format provided in this package;

12. Report the EMPG in the Bi-Annual Strategy Implement Report (BSIR) along with other grant reporting.

13. Have county Local Emergency Operations Plans (LEOP) that are up to date and current with the schedule of the NEMA Planning Section.

14. Agree to participate in workshops, meetings, and training sessions on a regular basis with NEMA Staff members.

15. If these reports from # 11 and #12 above, are not received prior to their due dates and/or LEOPs are not current, no further payments will be made to the jurisdiction until these requirements are met.

C. <u>FUNDING</u>

Per Congressional direction, FY13 EMPG funds have been allocated consistent with previous fiscal years. Subject to DHS Federal Emergency Management Agency (FEMA) approval of the State EMPG submittal, EMPG subgrantee awards have a 50% Federal and 50% non-Federal cost-share cash requirement. Federal funds cannot be matched with other Federal funds. EMPG funds available after matching NEMA's EMPG budget will be allocated to subgrantees based upon the desire to fund each subgrantee at the 50 per cent level and to utilize all approved federal dollars.

1. The following funding formula will be utilized as the minimum basis for subgrantee funding after State Agency requirements have been determined:

a. $12,000 per individual county.

b. $12,000 per region for first county, $6,000 per county in Region for next two counties, and a pro rata amount for additional counties in the Region.

c. Counties participating in the EMPG process prior to FY 2001 will receive their allotments based upon FY 2001 until such time adjustments need to be made because of funding levels increases or decreases and/or the addition of new counties or regions to the EMPG program.

2. Funds provided through EMPG subgrants shall be used for emergency management programs to accomplish the following initiatives:

a. Emergency Management Organization Program. Programs must continue to fund all necessary aspects of the emergency management program that support day-to-day preparedness, response, and recovery activities, including mitigation efforts.

b. Homeland Security Assessment and Strategy Integration. Ensure that EMPG strategic goals, objectives, operational capabilities, and resource requirements are adequately incorporated in and reflective of the State Homeland Security Strategy.

c. NRF and NIMS Emergency management programs must update and/or modify their operational plans, and training and exercise activities, as necessary, to achieve conformance with the National Response Framework (NRF) and the National Incident Management System (NIMS) implementation guidelines, coordinating structures, processes, and protocols, as required.

D. EMPG WORK PLAN REQUIREMENTS

Subgrantee work plans for FY2013 are expected to ensure that emergency management capabilities are developed and maintained in local jurisdictions sufficient to provide the basis for dealing effectively with catastrophic disasters and homeland security emergencies. FY 2013 EMPG Subgrantee Work Plan will be in the form of projects which will include reporting on:

1. Administration of the Program:

a. Quarterly Activities/Program Reports

b. Quarterly Expenditure Reports

c. DHS/NEMA/FEMA grant activity monitoring and reporting

2. Planning:

   a. LEOP Maintenance

   b. Meeting the NEMA Planning Schedule

3. Training and Exercising

   a. NIMS/NIMSCAST activities when the site is available.

   b. Ensuring all staff funded with EMPG funds will:

      1) Complete the following Independent Study Courses: IS 100, IS 200, IS 700, IS 800, IS 120, IS 230, IS 235, IS 240, IS 241, IS 242, and IS 244. Previous versions of the IS courses meet the NIMS training requirement.

      2) Participate in some manner in no less than three exercises during the 12 month period.

   c. Continuing education activities

   d. Exercise activities

   e. Exercise Training Planning Workshop/PET activities

4. Disaster Response and Recovery and Hazard Mitigation

   a. Activate your EOC when appropriate.

   b. Submit a Local Declaration of Emergency when appropriate

   c. Submit quarterly Public Assistance and/or Hazard Mitigation Reports when appropriate

   d. Complete and submit Incident Status Reports (ISR) for incidents within the jurisdiction that may be considered newsworthy even if there will be no Emergency/Disaster declaration or request for State Assistance.

   e. Provide damage assessment information via the ISR or when requested by NEMA

   f. Provide needs assessment information when requested by NEMA

   g. Status of Hazard Mitigation planning and project development with the Jurisdiction.

h. Completion of the 2013 HIRA worksheet returning it to NEMA.

5. Technological Hazards:

a. REP planning activities (Only for counties **participating in** nuclear power station off site planning**)**

b. REP training and exercising activities (Only for Counties **participating in** nuclear power station off site planning.)

c. Education/public outreach to first responders with State Radiological Materials Transportation Accident Emergency Action Plan and radiological training for first responders

6. Public Outreach activities/Education/Program Enhancement activities
NEMA has not entered any activities for this project. You can either:

a. Enter known re-occurring or scheduled activities on this project page or

b. Report activities for each quarter as they happen in the appropriate quarterly report.

E. PERIOD OF PERFORMANCE
The period of performance for the FY 2013 Local Jurisdiction EMPG is 12 months, from ***1 July 2013*** through ***30 June 2014.*** This period of performance allows subgrantees maximum flexibility to plan and coordinate the use of EMPG funds.

F. ALLOWABLE COSTS

1. Organizational Costs Guidance

a. As provided in law, EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should be linked to achieving goals outlined in the EMPG application and work plan.

b. In support of the Subgrantee Work Plan expectations, the allowable costs are:

1) Personnel Expense: Personnel costs, including gross salary, overtime, and associated fringe benefits including matching expenditures. These costs must comply with OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*.

Personnel costs should be linked to achieving objectives outlined in the EMPG work plan.

2) Operating Expense: This includes costs to operate the local agency to include but not limited to:

   a) Rent

   b) Insurance

   c) Phones

   d) IT capabilities

   e) Utilities

   f) Office Equipment

   g) Computer and related items for administrative purposes

   h) EOC equipment

   i) Radios and pagers for administrative purposes

   j) Professional dues and subscriptions

   k) Registration fees for meetings and Conferences with direct connectivity to Emergency Management. **This does not include costs of food; lodging or travel other than mileage**.

   l) Automobile mileage (in lieu of actual costs incurred**) In order to claim automobile mileage a completed and signed travel log must be submitted with reimbursement requests (Attachment 4)**. The Travel Log is designed to provide a monthly record of travel data. In order to claim mileage reimbursement, information must be recorded in the respective columns of the form.

      1) Each official stopping and starting point included in the travel is to be recorded as an individual line entry. Map mileage may be indicated as miles traveled should the odometer be or become non-operative.

      3) The driver's initials in the right hand column certifies the accuracy of those entries reflecting their official travel.

4) Official Travel Logs must be closed out on the last working day of the month.

5) The travel logs must be reviewed, approved and signed by the designated Agency Representative (Agency Director).

2. Whole Community Engagement/Planning

   a. Public Education and awareness on emergency management and preparedness.

   b. Planning to foster public-private sector partnerships

   c. Development or enhancement of mutual aid agreements/compacts.

3. Equipment Costs Guidance

   a. Allowable equipment categories for FY EMPG 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*. For more detailed information contact can be made with cindy.newsham@nebraska.gov. The select allowable equipment includes only equipment from the following AEL categories:

      1) Information Technology (Category 4)
      2) Cyber-Security Enhancement Equipment (Category 5)
      3) Interoperable Communications Equipment (Category 6)
      4) Detection Equipment (Category 7)
      5) Power Equipment (Category 10)
      6) CBRNE Reference Materials (Category 11)
      7) CBRNE Incident Response Vehicles (Category 12)
      8) Physical Security Enhancement Equipment (Category 14)
      9) CBRNE Logistical Support Equipment (Category 19)
      10) Other Authorized Equipment (Category 21)

   b. Any equipment purchased over $5,000 shall be **pre-approved** by NEMA.

   c. Environmental/Historical Protection (EHP) paperwork must be completed, submitted and approved **prior to** ordering any equipment requiring an EHP, to be eligible for reimbursement.

4. Planning/Exercising/Training (PET) Costs Guidance

   a. Planning - FY 2013 EMPG funds may be used to develop or enhance upon emergency management planning activities that span across all five National Preparedness Goals mission areas.

b. Exercising –

1) FY2013 EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP). Exercises using EMPG funding must be NIMS compliant, align to a current multi-year plan and have an AAR submitted as per HSEEP. Subrecipients are encourages to develop exercises that test their LEOPs.

2) All staff funded by EMPG shall participate in no less than 3 exercises in a 12 month period. Participation is generally defined to include attending a planning meeting, being a player, simulator, or evaluator, and attending any after action activities. The participation by any or all staff will be reported each quarter in the chart provided in the Training & Exercise Project report.

c. Training -

1) FY2013 EMPG funds may be used for a range of emergency management-related training activities to enhance the capabilities of local emergency management personnel through establishment, support, conduct, and attendance of training. 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.

2) All staff funded by EMPG funds shall complete the following Independent Study Courses; IS 100, IS 200, IS 700, IS 800, IS 120, IS 230, IS 235, IS240, IS 241, IS 242, and IS 244. Previous versions of the IS courses meet the NIMS training requirement

a) Courses completed by each staff member will be reported in the chart provided in the Training & Exercise Project report.

b) If a staff member has completed an earlier version of the course, they are **not** required to complete the new version.

G. UNALLOWABLE COSTS

1. Food,

2. Lodging,

3. Automobile fuel, and automobile repair and maintenance expenses are not allowable reimbursement costs.

4. **EMPG funds may not be used 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.**

5. Activities and projects unrelated to the completion and implementation of the EMPG Program.

H. APPLICATION SUBMITTAL

1. The FY2013 EMPG Subgrant Application Form (attachment 1), is to be completed and submitted electronically to cindy.newsham@nebraska.gov **no later than 28 June 2013**. The form is Attachment 1 to this document. *If there are extenuating circumstances requiring a later submission, a request in writing is required be sent to NEMA no later than June 28th.*

2. The Project Outlines document:

   a. Must be electronically submitted to cindy.newsham@nebraska.gov **no later than 28 June 2013** with the Application Form.

   b. Project Outlines must be submitted even if there are no additions to the minimum requirements.

   c. New this year is a column to identify the Goal and/or Objective from your application (attachment 1) on the line for the activity (ies) that support it. This will be used to measure progress toward meeting your identified goals. **I will not be able to accept a Project Outline submission that does not identify activities in support of each Goal and Objective from your Application Form**

II. FY2013 EMPG APPLICATION INSTRUCTIONS

A. 2013 EMPG Application Form Instructions

1. Open the Application table and save it as a unique document. Example: FY 2013 *"Super County"* EMPG Application

   Line 1: Enter jurisdiction name of applicant that will undertake the sub-grant activity.

   Line 2: Enter the legal address of the applicant's office.

Line 3: Enter the amount of federal dollars you are requesting based upon 50% of your projected eligible expenditures for 12 months. This amount shall not be more that 50% of the Total Budget figure from line 7D.

Line 4: Enter the date the application form is submitted electronically to *cindy.newsham@nebraska.gov*.

Line 5: Indicate the employment status of the Emergency Manager of the applicant jurisdiction.

Line 6: List the name and position title of each staff member whose salary is or will be funded by the jurisdiction through the EMPG program. Then indicate the percentage of overall work time the person named spends on emergency management duties. If a position is vacant during the period when this form is prepared, indicate "Temporarily Vacant" for the name.

Line 7: Enter budget amounts based upon your understanding of the budget when you submit this application. Line 7D will be the sum total amount of lines 7A, &B, and 7C.

Line 8: Enter your goals and objectives for the 2013 program.

Line 9 Enter the Name, Mailing Address, Daytime phone #, fax # and email address of the applicant agency Emergency Management Director/Coordinator.

Line 10: Enter the Name, Mailing Address, Daytime phone #, fax # and email address of the person responsible for conducting financial activities for the applicant agency.

Line 11: Enter the Name, Mailing Address, Daytime phone #, fax # and email address of the elected official authorized to sign documents on behalf of the applicant agency.

Line 12: By typing your name in this cell you are acknowledging this information as accurate to the best of your knowledge.

2013 EMPG

Nebraska Emergency Management Agency
FY2013 Emergency Management Performance Grant (EMPG)
Subrecipient Application Form

Attachment 1

1	Jurisdiction Name		
2	Applicant Address		
3	Date submitted to NEMA		
4	2013 EMP Grant request (not more than 50% of 7.B)		
5	Applicant Status: Check the one that best describes your Emergency Management organization		Full time permanent staff whose primary responsibility is as the Emergency Manager, or
			Emergency Manager duties are assigned to full time staff with other duties

6	List all staff who will be supported the EMPG Funds:		
	Local EMPG Funded Staff - Name and position	Full or Part Time	% of time doing Emergency Management Duties

7	**BUDGET**: Base this on the best estimate you have for the 2012/2013 budget	
A	**Personnel Costs** including combined wages and benefits of all personnel listed above	
B	**Operating Costs** (including rent, phones, utilities, office supplies)	
C	**Equipment** (will be awarded if dollars are available after funding A & B for all applicants	
D	**Total Estimated Budget** (should automatically add A, B, and C)	0

8	**Goals and Objectives for the 2013 EMPG**: There is no requirement for a specific number of goals or objectives, if you need more space attach a separate page.	
	Goal	**Objective**
A		
B		
C		
D		
E		
F		

2013 EMPG

Nebraska Emergency Management Agency
FY2013 Emergency Management Performance Grant (EMPG)
Subrecipient Application Form

Attachment 1

9	Emergency Manager Director / Coordinator
Name	
Mailing Address	
Daytime Phone Number	
Fax Number	
Email Address	
10	Chief Financial Officer
Name	
Mailing Address	
Daytime Phone Number	
Fax Number	
Email Address	
11	Authnorized Official (i.e Elected Official)
Name	
Mailing Address	
Daytime Phone Number	
Fax Number	
Email Address	
12	**Application Prepared and Submitted By:**

B. Each submission will include a completed set of Project Outlines included in this package as Attachment 2.

1. Quarterly program reports will report on the activities identified for each project. Required minimum activities are already populated for each Project Outline.

2. On each Project Outline, please indicate any other activities that you plan to accomplish in support of your goals and objectives.

3. In the space provided, indicate which of your Goals and Objectives the activity will accomplish or enhance. There shall be at least one activity that relates to each Goal and Activity from your application document.

4. The Project Outlines include a blank Outline to be used in the event you have a project you'd like to complete during the 2013 EMPG timeframe that does not fit into the other project areas

5. New this year is a column to identify the Goal and/or Objective from attachment 1 on the line for the activity (ies) that support it. This will be used to measure progress toward meeting your identified goals. **I will not be able to accept a Project Outline submission that does not identify activities in support of each Goal and Objective from your Application Form**

III. SUBGRANT AWARD GUIDANCE

A. SUBGRANT AWARD PROCEDURE

1. NEMA will evaluate applications and award sub-grant funds upon receipt and NEMA's approval of the application. Upon approval of the application, a sub-grant award notice email will be sent electronically to the respective applicant from the NEMA program manager.

2. This email will tell you to go into GMS and build the expenditure list for the 2013 EMPG then submit that to the SAA. When building expenditures, and for each AEL item entered that is generic (i.e. office supplies or other expenditures necessary for planning), type a more detailed list of what will be included in that expenditure line when requesting reimbursement in the expenditure notes (i.e. for other expenditures put phone bills, rent, mowing).

3. After submission to the SAA the EMPG Program Manger will review the expenditures and either approve it or send it back to the applicant for revision. Requests for revision will include a note of what needs to be changed or added.

4. When the EMPG Program Manager approved the Expenditure List the applicant will receive an email that includes a Grant Award Notice (GAN). The applicant must sign or have the appropriate person **sign both the GAN and the last page of the Special Conditions**. **It is very important for the applicant to read and understand the Special Conditions. Their signature is their agreement to conduct Grant Management according to these conditions**.

IV. PERFORMANCE REPORTING GUIDANCE

A. PERFORMANCE REPORTS

Each subgrantee is required to **electronically submit** a Project Report quarterly. The purpose of the reporting is to document emergency management activities in support of the Emergency Management Program Grant. The Subgrantee must provide as much activity information as possible in order to document the totality of the activities carried out in support of the grant funds received. Electronic

notices will be provided as to when the Reports are due. *Access to funds will not be allowed if reporting requirements have not been met*.

1. Performance Reports for the 2013 Grant are due on:

   First Quarter **October 18, 2013;**

   Second Quarter **January 17, 2014;**

   Third Quarter **April 18, 2014**

   Fourth Quarter **July 25, 2014**

2. The form for the quarterly report (generic copy of a project outline is below) will be individualized for each jurisdiction following the submission, review and award of your grant.

   a. The forms that accompany this package include activities that are minimum requirements that must be reported on each quarter. It is understood there will not be activity on every item every quarter. In that case simply put "no activity" in that quarter's report.

   b. There is space allowed for each jurisdiction to add any activities you wish to undertake during the months of this grant. These activities are to be added under the most applicable Project Outline (planning, training, administration, etc.) and not all on Project #1 Administration.

   c. The activities you add, and specific requirements for the REP program and due dates for LEOP re-writes due during this grant period will be included in the proper Project Outlines for your quarterly program reporting form.

   d. New this year is a column to identify the Goal and/or Objective from attachment 1 on the line for the activity (ies) that support it. This will be used to measure progress toward meeting your identified goals. **I will not be able to accept a Project Outline submission that does not identify activities in support of each Goal and Objective from your Application Form**

PROJECT OUTLINES **Jurisdiction** _____

Project #1: Emergency Management Administration - EMPG 2013

EMF #3.7	**Direction, Control and Coordination**
Performance Measure and Basis of Evaluation:	
1.1	Complete and submit quarterly EMPG program report
1.2	Submit reimbursement requests through the NE Grants Management System (GEMS) and Mail back-up to NEMA
1.3	Complete BSIR semi-annual report including EMPG in the system
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	

Quarterly Activity

1st Quarter
July 2013 – September 2013

Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
	1.1	Complete and submit quarterly EMPG program report
	1.2	Submit reimbursement requests through the NE Grants Management System (GEMS) and Mail back-up to NEMA

2nd Quarter
October 2013 – December 2013

Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
	1.1	Complete and submit quarterly EMPG program report
	1.2	Submit reimbursement requests through the NE Grants Management System (GEMS) and Mail back-up to NEMA
		Complete BSIR report including EMPG

V. EXPENDITURE REIMBURSEMENT GUIDANCE

A. REIMBURSEMENT PROCEDURE

1. To receive reimbursement of eligible EMPG costs, subgrantees must mail, scan and email, scan and attach in GMS, or fax the completed EMPG Subgrantee Reimbursement Request Form(s) (Included as Attachment 3) along with necessary source documentation and signed GMS documents. Mail to: Cindy Newsham, NEMA 1300 Military Road, Lincoln, NE 68508; or email to cindy.newsham@nebraska.gov. If you scan and attach the documents in GMS you do not have to email or mail additional copies.

2. Reimbursement of subgrantee expenditures requires determination of allowable cost and acceptable source documentation. The purpose of source documentation is to document what the expenditure was for, and that payment did occur. Source documentation includes submission of copies of the original invoice to determine allowable cost and either a copy of payment record or indication of payment document number. If the invoice does not clearly identify what was purchased write on the invoice what it refers to.

B. INSTRUCTIONS FOR COMPLETION OF ATTACHMENT 3

1. SAMPLE SUBGRANTEE REIMBURSEMENT SUMMARY FORM

Cell 1 Name of the Jurisdiction requesting reimbursement

Cell 2 Quarter for which this reimbursement is requested

Cell 3 Line item from the GMS Cover Sheet on the extreme left of the item listings.

Cell 4 Total for the GMS Cover Sheet

Cell 5 Date of the backup document(s) (use a new line for each document) for the GMS line item

Cell 6 Brief description of that backup document, a statement that the documentation is attached in GMS or emailed is not sufficient; there must be a line item for each backup document for that GMS item number.

Cell 7 Enter the amount requested for that backup document

Repeat Cells 3 through 7 for each GMS line item on the Cover Sheet.

Cell 8 The Excel spreadsheet will sum all of the backup items on this page.

Cell 9 The Excel spreadsheet will sum all of the GMS line items on this page.

The totals for Cell 8 and for Cell 9 should be the same. If they are not, please reconcile the mistake prior to sending it to NEMA.

Attachment 3

NEMA Reimbursement Summary 2013 EMPG				
	Jurisdiction:	1	Quarter #	2
GMS Item Number	B/U Doc Date	Back up document Description	BU Item Amount	GMS line Total
3				4
	5	6	7	

C. INSTRUCTIONS FOR COMPLETION OF ATTACHMENT 4
Sample mileage reimbursement travel log (Attachment 4)

CELL 1 and CELL 2 – The month and year for this log

CELL 3 – Name of the Agency submitting the form.

CELL 4. - DATE: Enter the date mileage was accumulated

CELL 5 and 6 ODOMETER READING**:** Enter beginning and ending odometer reading for mileage accumulated

CELL 7 –. MILES TRAVELED: Enter the miles accumulated for the dated travel.

CELL 8 and CELL 9 - TIME**:** Enter the time travel began and time travel ended.

CELL 10 and CELL 11– DESTINATION: Enter the location from which travel began and location to which travel ended. (Example: From: Office - To: Sr. High School) (From: Sr. High School – To: Office)

CELL 12 – PURPOSE OF TRIP**:** Enter a brief description as to why the mileage was accumulated. (Example: Severe weather spotter training) (Return to office).

CELL 13 **:** Initials of the authorized driver

CELL 14 – TOTAL MILES**:** Enter the total miles accumulated for the identified travel.

CELL 15 – PAGE: Enter the number of the page to be submitted. Numerous pages may be utilized to record total travel for which reimbursement will be requested

CELL 16 –. SIGNATURE**:** Signature of the approving or authorized agent.

EMPG MILEAGE LOG

Attachment 4

OFFICIAL TRAVEL LOG

EMERGENCY MANAGEMENT PERFORMANCE GRANT

MONTH: 1 **YEAR:** 2

Grant: 2013 EMPG

AGENCY NAME: 3

ODOMETER READING			MILES	TIME		DESTINATION			
DATE	**START**	**FINISH**	**TRAVELED**	**START**	**FINISH**	**FROM**	**TO**	RPOSE OF TRIP	DRIVER'S INITIALS
4	5	6	7	8	9	10	11	12	13
		Total Miles:	14						

Page: 15

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PROJECT OUTLINES **Jurisdiction: Sarpy County, Nebraska**

Project #1: Emergency Management Administration - EMPG 2013

EMF #3.7	**Direction, Control and Coordination**
Performance Measure and Basis of Evaluation:	
1.1	Complete and submit quarterly EMPG program reports
1.2	Submit reimbursement requests through the NE Grants Management System (GEMS) and email back-up to NEMA
1.3	Provide Emergency Management briefing to County Officials
1.4	Coordinate Sarpy County PET
1.5	Complete BSIR semi-annual report including EMPG in the system
1.6	NIMSCAST Rollup Reporting

Quarterly Activity

1st Quarter
July 2013 – September 2013

Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**1.1**	Complete and submit quarterly EMPG program reports
Planning	**1.2**	Submit reimbursement requests through the NE Grants Management System (GEMS), email back-up to NEMA
Planning	**1.3**	Provide Emergency Management briefing to County Officials
Planning	**1.4**	Coordinate Sarpy County PET
Planning	**1.5**	Complete BSIR reports for SHSG & EMPG
Planning, Response	**1.6**	NIMSCAST Rollup Reporting

2nd Quarter
October 2013 – December 2013

Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**1.1**	Complete and submit quarterly EMPG program reports
Planning	**1.2**	Submit reimbursement requests through the NE Grants Management System (GEMS), email back-up to NEMA
Planning	**1.3**	Provide Emergency Management briefing to County Officials
Planning	**1.4**	Coordinate Sarpy County PET

3rd Quarter January 2014 - March 2014		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**1.1**	Complete and submit quarterly EMPG program reports
Planning	**1.2**	Submit reimbursement requests through the NE Grants Management System (GEMS), email back-up to NEMA
Planning	**1.3**	Provide Emergency Management briefing to County Officials
Planning	**1.4**	Coordinate Sarpy County PET
Planning	**1.5**	Complete BSIR reports for SHSG & EMPG
4th Quarter April '14 – June '14		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**1.1**	Complete and submit quarterly EMPG program reports
Planning	**1.2**	Submit reimbursement requests through the NE Grants Management System (GEMS), email back-up to NEMA
Planning	**1.3**	Provide Emergency Management briefing to County Officials
Planning	**1.4**	Coordinate Sarpy County PET

PROJECT OUTLINES **Jurisdiction: Sarpy County, Nebraska**
Planning
Project #2: Planning - EMPG 2013

EMF #3.6	**Planning**
Performance Measure and Basis of Evaluation	
2.1	Update/revise LEOP
2.2	Review Debris Management Plan
2.3	Conduct analysis / review of Sarpy County COOP
2.4	Conduct analysis / review of Sarpy County Pandemic Planning Documents
2.5	Conduct annual review of Hazard Mitigation Plan
2.6	Review, update HIRA/THIRA assessment tools
2.7	Evaluate current EM Program against EMAP Standards
2.8	Coordinate Sarpy County PET meetings
2.9	Coordinate Volunteer Resources / CCP
2.10	Coordinate Tri-County Emergency Managers' Planning meetings
2.11	Coordinate Tri-County PET meetings

Quarterly Activity

1st Quarter
July '2013– September 2013

Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**2.1**	Update/revise LEOP per NEMA's Planning Schedule
Planning	**2.2**	Review/update Debris Management Plan
Planning	**2.3**	Conduct analysis/review of Sarpy County COOP
Planning	**2.4**	Conduct analysis/review of Sarpy County Pandemic Planning Documents
Planning	**2.5**	Conduct annual review of the Hazard Mitigation Plan
Planning	**2.6**	Review/update HIRA/THIRA assessment tools
Planning	**2.7**	Evaluate/compare EM Program w/ EMAP Standards
Planning	**2.8**	Coordinate Sarpy County PET meetings
Planning	**2.9**	Coordinate Volunteer Resources / CCP
Planning	**2.10**	Coordinate Tri-County Emergency Managers' Planning meetings
Planning	**2.11**	Coordinate Tri-County PET meetings

2nd Quarter
October 2013 – December 2013

Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description

Planning	**2.1**	Update/revise LEOP per NEMA's Planning Schedule
Planning	**2.2**	Review/update Debris Management Plan
Planning	**2.3**	Conduct analysis/review of Sarpy County COOP
Planning	**2.4**	Conduct analysis/review of Sarpy County Pandemic Planning Documents
Planning	**2.5**	Conduct annual review of the Hazard Mitigation Plan
Planning	**2.6**	Review/update HIRA/THIRA assessment tools
Planning	**2.7**	Evaluate/compare EM Program w/ EMAP Standards
Planning	**2.8**	Coordinate Sarpy County PET meetings
Planning	**2.9**	Coordinate Volunteer Resources / CCP
Planning	**2.10**	Coordinate Tri-County Emergency Managers' Planning meetings
Planning	2.11	Coordinate Tri-County PET meetings
3rd Quarter January 2014 - March 2014		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**2.1**	Update/revise LEOP per NEMA's Planning Schedule
Planning	**2.2**	Review/update Debris Management Plan
Planning	**2.3**	Conduct analyze/review of Sarpy County COOP
Planning	**2.4**	Conduct analyze/review of Sarpy County Pandemic Planning Documents
Planning	**2.5**	Conduct annual review of the Hazard Mitigation Plan
Planning	**2.6**	Review/update HIRA/THIRA assessment tools
Planning	**2.7**	Evaluate/compare EM Program w/ EMAP Standards
Planning	**2.8**	Coordinate Sarpy County PET meetings
Planning	**2.9**	Coordinate Volunteer Resources / CCP
Planning	**2.10**	Coordinate Tri-County Emergency Managers' Planning meetings
Planning	**2.11**	Coordinate Tri-County PET meetings
4th Quarter April 2014 – June 2014		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**2.1**	Update/revise LEOP per NEMA's Planning Schedule
Planning	**2.2**	Review/update Debris Management Plan
Planning	**2.3**	Conduct analysis/review of Sarpy County COOP
Planning	**2.4**	Conduct analysis/review of Sarpy County Pandemic Planning Documents
Planning	**2.5**	Conduct annual review of the Hazard Mitigation Plan
Planning	**2.6**	Review/update HIRA/THIRA assessment tools

Planning	**2.7**	Evaluate/compare EM Program w/ EMAP Standards
Planning	**2.8**	Coordinate Sarpy County PET meetings
Planning	**2.9**	Coordinate Volunteer Resources / CCP
Planning	**2.10**	Coordinate Tri-County Emergency Managers' Planning meetings
Planning	**2.11**	Coordinate Tri-County PET meetings

PROJECT OUTLINES **Jurisdiction: Sarpy County, Nebraska**

Project #3: Training and Exercise - EMPG 2013

EMF #3.11; 3.12	**Training, Exercise; Evaluation and Corrective Action**
Performance Measure and Basis of Evaluation:	
3.1	Attend continuing education activities (EM and/or staff)
3.2	Offer training activities in Sarpy County
3.3	Exercise planning activities
3.4	Participate in exercises held in Sarpy County (drills, tabletops, functional, full-scales etc)
3.5	Exercise evaluation and improvement plan activities
3.6	Offer NIMS / ICS training in Sarpy County
3.7	Complete NIMCAST

Quarterly Activity

1st Quarter
July 2013 – September 2013

Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**3.1**	Attend continuing education activities (EM and/or staff)
Response	**3.2**	Offer training activities in Sarpy County
Planning, Response	**3.3**	Exercise planning activities
Planning, Response	**3.4**	Participate in exercises held in Sarpy County (drills, tabletops, functional, full-scales etc)
Planning, Response	**3.5**	Exercise evaluation and improvement plan activities
Response	**3.6**	Offer NIMS / ICS training in Sarpy County
Response	**3.7**	Complete NIMCAST

2nd Quarter
October 2013 – December 2013

Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**3.1**	Attend continuing education activities (EM and/or staff)
Response	**3.2**	Offer training activities in Sarpy County
Planning, Response	**3.3**	Exercise planning activities
Planning, Response	**3.4**	Participate in exercises held in Sarpy County (drills, tabletops, functional, full-scales etc)
Planning,	**3.5**	Exercise evaluation and improvement plan activities

Response		
Response	**3.6**	Offer NIMS / ICS training in Sarpy County
3rd Quarter January 2014 - March 2014		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**3.1**	Attend continuing education activities (EM and/or staff)
Planning, Response	**3.2**	Offer training activities in Sarpy County
Planning, Response	**3.3**	Exercise planning activities
Planning, Response	**3.4**	Participate in exercises held in Sarpy County (drills, tabletops, functional, full-scales etc)
Planning, Response	**3.5**	Exercise evaluation and improvement plan activities
Response	**3.6**	Offer NIMS / ICS training in Sarpy County
4th Quarter April 2014– June 2014		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Planning	**3.1**	Attend continuing education activities (EM and/or staff)
Planning, Response	**3.2**	Offer training activities in Sarpy County
Planning, Response	**3.3**	Exercise planning activities
Planning, Response	**3.4**	Participate in exercises held in Sarpy County (drills, tabletops, functional, full-scales etc)
Planning, Response	**3.5**	Exercise evaluation and improvement plan activities
Response	**3.6**	Offer NIMS / ICS training in Sarpy County

PROJECT OUTLINES **Jurisdiction: Sarpy County**

Project #4: - Disaster Response/Hazard Mitigation - EMPG 2013

EMF #3.4	**Disaster Response and Hazard Mitigation**
Performance Measure and Basis of Evaluation:	
4.1	Activate EOC as necessary and appropriate
4.2	Complete and submit Incident Status Report (ISR) for incidents which could lead to the need for state assistance
4.3	Complete and submit signed local Declaration of Emergency for incidents where state assistance is needed.
4.4	Ensure Public Assistance and Hazard Mitigation quarterly reports from Sarpy County's authorized representatives are submitted
4.5	Complete and report a needs assessment following a disaster event or when requested by NEMA
4.6	When requested, provide initial damage assessment information to NEMA
4.7	Report status of Hazard Mitigation planning
4.8	Report status of Hazard Mitigation project identification
4.9	Complete the HIRA worksheet and return to the Hazard Mitigation Officer at NEMA

Quarterly Activity

1st Quarter
July 2013 – September 2013

Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Response, Recovery	**4.1**	Activate EOC as necessary and appropriate
Response, Recovery	**4.2**	Complete and submit Incident Status Report (ISR) for incidents which could lead to the need for state assistance
Response	**4.3**	Complete and submit signed local Declaration of Emergency for incidents where state assistance is needed.
Recovery	**4.4**	Ensure Public Assistance and Hazard Mitigation quarterly reports from Sarpy County's authorized representatives are submitted
Response, Recovery	**4.5**	Complete and report a needs assessment following a disaster event or when requested by NEMA
Response	**4.6**	When requested, provide initial damage assessment information to NEMA
Planning	**4.7**	Report status of Hazard Mitigation planning

Planning	**4.8**	Report status of Hazard Mitigation project identification
Planning	**4.9**	Complete the HIRA worksheet and return to the Hazard Mitigation Officer at NEMA
2nd Quarter October 2013 – December 2013		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Response, Recovery	**4.1**	Activate EOC as necessary and appropriate
Response, Recovery	**4.2**	Complete and submit Incident Status Report (ISR) for incidents which could lead to the need for state assistance
Response	**4.3**	Complete and submit signed local Declaration of Emergency for incidents where state assistance is needed.
Recovery	**4.4**	Ensure Public Assistance and Hazard Mitigation quarterly reports from Sarpy County's authorized representatives are submitted
Response, Recovery	**4.5**	Complete and report a needs assessment following a disaster event or when requested by NEMA
Response	**4.6**	When requested, provide initial damage assessment information to NEMA
Planning	**4.7**	Report status of Hazard Mitigation planning
Planning	**4.8**	Report status of Hazard Mitigation project identification
3rd Quarter January 2014 - March 2014		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Response, Recovery	**4.1**	Activate EOC as necessary and appropriate
Response, Recovery	**4.2**	Complete and submit Incident Status Report (ISR) for incidents which could lead to the need for state assistance
Response	**4.3**	Complete and submit signed local Declaration of Emergency for incidents where state assistance is needed.
Recovery	**4.4**	Ensure Public Assistance and Hazard Mitigation quarterly reports from Sarpy County's authorized representatives are submitted
Response, Recovery	**4.5**	Complete and report a needs assessment following a disaster event or when requested by NEMA

Response	**4.6**	When requested, provide initial damage assessment information to NEMA
Planning	**4.7**	Report status of Hazard Mitigation planning
Planning	**4.8**	Report status of Hazard Mitigation project identification
4th Quarter April 2014 – June 2014		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	
Response, Recovery	**4.1**	Activate EOC as necessary and appropriate
Response, Recovery	**4.2**	Complete and submit Incident Status Report (ISR) for incidents which could lead to the need for state assistance
Response	**4.3**	Complete and submit signed local Declaration of Emergency for incidents where state assistance is needed.
Recovery	**4.4**	Ensure Public Assistance and Hazard Mitigation quarterly reports from Sarpy County's authorized representatives are submitted
Response, Recovery	**4.5**	Complete and report a needs assessment following a disaster event or when requested by NEMA
Response	**4.6**	When requested, provide initial damage assessment information to NEMA
Planning	**4.7**	Report status of Hazard Mitigation planning
Planning	**4.8**	Report status of Hazard Mitigation project identification

PROJECT OUTLINES **Jurisdiction: Sarpy County, Nebraska**

Project #5 – Technological Hazards EMPG 2013

EMF # 3.4 & 3.6	**Planning and Operations**	
Performance Measure and Basis of Evaluation:		
5.1	Provide radiological instrument training for responders	
5.2	Verify radiological equipment location and functionality	
5.3	Review RAMTAP (Rad Transportation) ESF 8 Appendix 3 of the State Emergency Operations Plan (on NEMA website)	
Quarterly Activity		
1st Quarter July 2013 – September 2013		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Identification
Response	**5.1**	Provide radiological instrument training for responders
Planning, Mitigation	**5.2**	Verify radiological equipment location and functionality
Planning	**5.3**	Review RAMTAP (Rad Transportation) ESF 8 Appendix 3 of the State Emergency Operations Plan (on NEMA website)
2nd Quarter October 2013 – December 2013		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Response	**5.1**	Provide radiological instrument training for responders
Planning, Mitigation	**5.2**	Verify radiological equipment location and functionality
Planning	**5.3**	Review RAMTAP (Rad Transportation) ESF 8 Appendix 3 of the State Emergency Operations Plan (on NEMA website)
3rd Quarter January 2014 - March 2014		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description

Response	**5.1**	Provide radiological instrument training for responders
Planning, Mitigation	**5.2**	Verify radiological equipment location and functionality
Planning	**5.3**	Review RAMTAP (Rad Transportation) ESF 8 Appendix 3 of the State Emergency Operations Plan (on NEMA website)
4th Quarter April 2014– June 2014		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Response	**5.1**	Provide radiological instrument training for responders
Planning, Mitigation	**5.2**	Verify radiological equipment location and functionality
Planning	**5.3**	Review RAMTAP (Rad Transportation) ESF 8 Appendix 3 of the State Emergency Operations Plan (on NEMA website)

PROJECT OUTLINES **Jurisdiction: Sarpy County, Nebraska**

Project #6: - - Public Outreach and Education EMPG 2013

EMF #3.7	**Direction, Control and Coordination**	
Performance Measure and Basis of Evaluation:		
6.1	Gain emergency preparedness awareness information through attendance at the Region 7 LEPC Conference	
6.2	Provide emergency preparedness awareness information through National Preparedness Month activities in September	
6.3	Provide public information dissemination for weather awareness activities / periods to both public and private organizations	
6.4	Participate in annual NAEM, NEMA, NWS Severe Weather Poster contest	
Quarterly Activity		
1st Quarter July 2013 – September 2013		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Public Outreach	**6.1**	Gain emergency preparedness awareness information through attendance at the Region 7 LEPC Conference
Public Outreach	**6.2**	Provide emergency preparedness awareness information through National Preparedness Month activities in September
Public Outreach	**6.3**	Provide public information dissemination for Weather Awareness activities / periods to both public and private organizations
2nd Quarter October 2013 – December 2013		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Public Outreach	**6.3**	Provide public information dissemination for Weather Awareness activities / periods to both public and private organizations
3rd Quarter January 2014 - March 2014		
Indicate which goal, if any (from your	Activity #	Activity Description

application line 8) this item supports		
Public Outreach	**6.3**	Provide public information dissemination for Weather Awareness activities / periods to both public and private organizations
Public Outreach	**6.4**	Participate in annual NAEM, NEMA, NWS Severe Weather Poster contest
4th Quarter April 2014 – June 2014		
Indicate which goal, if any (from your application line 8) this item supports	Activity #	Activity Description
Public Outreach	**6.3**	Provide public information dissemination for Weather Awareness activities / periods to both public and private organizations