



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

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**INFORMATION & GUIDANCE MEMO  
09-02-08**

**DATE:** September 15, 2008

**TO:** County Emergency Management Directors

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

**SUBJECT:** FEDERAL FISCAL YEAR 2009 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) 2009 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 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 and are in effect through FFY 2009.

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 estimated EMPG funding formula was established and transmitted to the County Emergency Management Offices with the issuance of a separate letter. FFY2008 funding was considered as a base for developing FFY 2009 budgets, 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 2008, and were in accordance with the previously established funding formula. EPCRA grant payments will be made subject to the availability of funds.

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 are similar to last years.

**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 October 17, 2008.** 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 2009 Plan of Work Agreement
- EMPG Financial Summary and Payroll Report
- Instructions for Completing the EMPG Financial Reports
- Summary Sheet for Assurances and Certifications
- 2009 EPCRA Planning and Administration Grant Application
- 2009 EPCRA Planning and Administration Grant Request for Reimbursement
- 2009 EPCRA Planning and Administration Grant Procedures and Instructions
- Instructions for the Plan of Work
- 2009 EMPG/EPCRA Plan of Work

**DISTRIBUTION:**

- Brig. Gen. (WI) Don Dunbar, TAG (I&G Memo only)
- WEM Staff

\* Previous Information & Guidance Memo 09-01-08 EPCRA Facilities Schedule

## CHECKLIST FOR SUBMISSION OF FY '09 PLAN OF WORK DOCUMENTS

### **Application: Due October 17, 2008**

- Plan of Work Agreement
- Summary Sheet for Assurances & Certifications (Part I)
- Emergency Management Performance Grant (EMPG) Financial Summary Sheet/Payroll Report
- EPCRA Planning and Administration Grant Application with assurances attached
- Plan of Work
- Signed Position Description for all covered positions
- EPCRA Planning Facilities Without Off-Site Plan Records
- EPCRA Planning Facilities With Off-Site Plan Records

### **Amended Application**

- Plan of Work Agreement
- Summary Sheet for Assurances & Certifications (Part I)
- Emergency Management Performance Grant (EMPG) Financial Summary Sheet/Payroll Report
- Plan of Work
- Signed Position Description for all covered positions

### **First Half Progress Report: Due April 14, 2009**

- 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, new signatures and Payroll Report for each employee claiming EMPG reimbursement
- Plan of Work with Submitted column completed
- EPCRA Planning Facilities With Off-Site Plan Records annotated with date submitted to Region Office
- Narrative on Plan of Work Accomplishments

### **Second Half Progress Report: Due October 14, 2009**

- 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, new signatures and Payroll Report for each employee claiming EMPG reimbursement
- EPCRA Planning and Administration Grant Request for Final Reimbursement with Assurances
- Plan of Work with Submitted column completed
- EPCRA Planning Facilities With Off-Site Plan Records annotated with date submitted to Region Office
- Narrative on Plan of Work Accomplishments

### **Note:**

The above EMPG and EPCRA documents along with the Letter of Intent are to be retained for compliance reviews and audits.

# EMPG/EPCRA GRANT POLICY STATEMENT

Effective October 1, 2008

## A. Eligibility

1. Only County 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 are required to file a Letter of Intent to participate by May 1 of each grant year. The Letter of Intent to participate will apply to the upcoming Federal Fiscal Year and must be on file with Wisconsin Emergency Management through the appropriate Regional Director to the WEM Administrator.

## 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. Signed position descriptions for County employees receiving EMPG and/or EPCRA funds shall be submitted 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 Wisconsin Emergency Management and note the date the position description was approved. Submitted position descriptions must dated and 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. The WEM Administer or designee reviews and approves all position descriptions submitted.
2. Wisconsin Emergency Management encourages the establishment and/or retention of full-time County Emergency Management Directors. Any County Director's position in which 100% of the time set forth in the required position description; is allocated to the County Emergency Management Program, or closely related duties is considered full time. The number of hours per week allocated to a full-time position is determined by the individual County's definition of full-time for comparable positions within that County.
3. All counties must develop the annual Plan of Work 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. There is no EMPG funding for any County Director's position at less than half time without the express written approval of the WEM Administrator or the designee.
5. EMPG funds are provided only for the reimbursement of salary and fringe benefits for the Emergency Management Director or other positions that work in direct support of the county Plan of Work requirements and emergency management program, and other allowable cost as stated in the FY 2009 EMPG Federal Guidance. EPCRA funds can be used to support Emergency Management activities and/or Emergency Management positions as the county match, 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 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. For any contracted County Emergency Management Director, the contract must state that the contractor or designee will be available 24/7, 365 days a year, to respond to emergencies.

### **C. Plan Requirements**

1. An approved Emergency Operations Plan (EOP) must be in effect, 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 Wisconsin Emergency Management 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 as the County EOP standards and review criteria as provided by Wisconsin Emergency Management. 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. All counties must update the plan annually with the following exceptions. Counties that have an approved County All Hazards Mitigation Plan, are developing a County All Hazards Mitigation Plan or have applied for a planning grant to develop that plan are not required to update their County Hazard Analysis
4. Transformation of the County EOP to the County Emergency Response Plan (ERP) with Emergency Support Functions (ESF) is a part of the 2009 EMPG grant. The ERP and ESF's will remain in draft form until the entire plan is completely developed. In the interim, County Directors will need to maintain, at a minimum, contacts and phone numbers in the county Emergency Operations Plan. For 2009, 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 of half of the County EOP. All counties will be required to update at least 25% of their EPCRA facility plans and develop a plan for each new planning facility.

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

1. In order to be eligible for funding, each county must submit an approved annual Plan of Work as negotiated between each County and Wisconsin Emergency Management. ***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 period in which the work was to have been accomplished.***
2. A County must report semi-annually on accomplishments toward the completion of the approved annual Plan of Work. ***The County must explain in writing, any work item not completed upon submission of the semi-annual progress report 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 designee, and must be properly reflected in the subsequent year's Plan of Work. The Regional Director will review any other extenuating circumstances that cause a delay in completion of required Plan of Work elements 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. 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.

#### **F. 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.

#### **G. Reimbursement**

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

#### **H. Appeal Process**

##### **EMPG**

In the event that, based upon the semi-progress reports, there is a Regional Office recommendation that a County's Emergency Management Performance Grant (EMPG) award, or portion of the award, not be paid, 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:

1. **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 for which the County was denied payment by the Regional Office. The Bureau Director will review the appeal information and issue a decision within 30 days.
2. **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:

1. **Administrative Review:**  
The appeal shall be reviewed by the WEM Administrator and may be referred to an LEPC Advisory work group.
2. 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.
3. **Administrative Hearing:**  
An LEPC may request an administrative hearing under Chapter 227 of the State Statutes.
4. An LEPC can file an appeal request with the Circuit Court of Appeals.

## Emergency Management Performance Grant (EMPG) FINANCIAL SUMMARY REPORT

Fiscal Year	FY09	Grant Period	10/1/08 to 9/30/09	<i>Put an "x" in one box below:</i>
Subgrantee/ County Name				
Address				
City				
State	WI	Zip Code		Initial Application
Name of Contact				Amended Application
Phone Number				1 <sup>st</sup> Half Report
				2 <sup>nd</sup> Half Report

### EMERGENCY MANAGEMENT BUDGET

A	B	C	D	E
Line Item	Budget	1st Half Actual Expenses	2nd Half Actual Expenses	Total Actual Expenses
Total Salaries for all EMPG-Covered Positions				
Total Fringe Benefits for all EMPG-Covered Positions				
Telephone				
Office Supplies				
Postage				
Travel				
Contractual Services				
<i>Indicate other authorized line items as appropriate below.</i>				
<b>TOTAL</b>				
<b>Total Allowable Federal Share*</b>				

\* 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

**FFY 2009 EPCRA Planning and Administration Grant  
Application**

GRANT PERIOD  
10/01/08 to 09/30/09

Initial Application   
Amended Application

**I. GRANT APPLICATION INFORMATION:**

County Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_

**II. GRANT FUNDING REQUEST:**

1 Grant Formula Amount   
2 LEPC Grant Request (Total from Budget Column)   
WEM Approved Grant Amount (to be completed by  
3 WEM only)

**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, attached to this application. The part of any position(s) for which EPCRA funding has been requested is not funded by another state or federal grant. 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: \_\_\_\_\_

**FFY 2009 EPCRA Planning and Administration Grant**

GRANT PERIOD  
10/01/08 to 09/30/09

**Budget Sheet For:** \_\_\_\_\_ **County**

Initial Application   
Amended Application

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

Title: _____	Percent of Position: _____
Title: _____	Percent of Position: _____
Title: _____	Percent of Position: _____
Title: _____	Percent of Position: _____

Line Item	Budget
1 Salaries & Fringes (total eligible for EPCRA funds)	_____
2 Postage	_____
3 Copying/Printing	_____
4 Telephone	_____
5 Office Supplies	_____
6 Travel/Training	_____
7 Exercises	_____
8 Planning Contract Costs	_____
9 Rent Expenses	_____
10 Disposable Hazmat Supplies (not to exceed \$3000)	_____
<b>Total</b>	_____

Actual approved budget figures should be listed in the Budget column. This figure should appear on line 2 of the Grant Application Form. Figures in the Total Actual Expenses column shall be provided at the end of the second half of the grant year, and shall reflect actual expenses incurred by the County.

NOTE: Please use the pre-designated categories (lines 1 - 10) for your budget items. 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 2009 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, is jointly eligible to receive EPCRA Planning and Administration Grant funds.

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

The Planning and Administration Grant for 2009 will be from October 1, 2008 to September 30, 2009.

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

- The EPCRA Planning and Administration Grant Application and annual Plan of Work Agreement for FFY 2009 shall be received by the appropriate Regional Office no later than **October 17, 2008**.
- 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 the EMPG/EPCRA Grant Policy Statement. 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 **October 16, 2009**.
- Any Plan of Work items not completed by the end of the grant period will be rescheduled for completion within the next reporting period, or as approved in an extension request from the County through the Regional Office.
- 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. Put an "x" in the appropriate box to indicate if application is initial submission or amended.
2. Fill in the name of the county on whose behalf the application is being submitted.
3. Fill in the mailing address or Post Office Box to which correspondence should be sent concerning the grant.
4. Fill in the city and zip code to complete the mailing address.
5. Fill in the name and title of the person to be contacted for matters concerning the grant.
6. Fill in the telephone number at which the designated contact person can be reached during regular business hours, including the area code.

##### II. GRANT FUNDING REQUEST:

1. Fill in the grant formula for your county.
2. The LEPC Grant Request amount will automatically be filled in from the total of the Budget column.
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 (County Executive, County Administrator, or County Board Chair), 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.
4. Assurances must be attached to the application or photocopied on the back of the application. **Assurances are a separate tab, so select "print entire workbook" when printing.**

##### LEPC EMERGENCY PLANNING GRANT BUDGET SHEET:

- A. Fill in the name of the county where indicated.
- B. Put an "x" in the appropriate box if the budget sheet is for an initial application or is part of an amended grant application.
- C. List the title and the percentage of the position(s) being funded by the EPCRA Planning and Administration Grant.

**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 and fringe benefits 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 EMPG/EPCRA Grant Policy Statement for further information

**Line 2** – List the total budgeted postage expenses for which EPCRA Planning and Administration Grant funds will be used.

**Line 3** – List the total budgeted copy, printing and duplication costs for which EPCRA Planning and Administration Grant funds will be used.

**Line 4** – List the total budgeted telephone expenses for which EPCRA Planning and Administration Grant funds will be used.

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

**Line 6** – List the total budgeted training and/or travel expenses for which EPCRA Planning and Administration Grant funds will be used.

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

**Line 8** – List the total budgeted costs for the contracting of new off-site plan development or facility plan updates.

**Line 9** – List the total budgeted costs for all rent expenses charged against the administration of the EPCRA program at the county level.

**Line 10** – 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.

**Total** – This line will automatically show the total of all budgeted expenses which EPCRA Planning and Administration Grant funds will be used. Do not alter the formula.

Actual approved budget figures should be listed in the Budget column. The total from the budget page automatically is brought forward to Line 2 under Section II on the Grant Application Form.

5. **Grant Closeout Form Instructions:**

**I. 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. 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.

1. Fill in the WEM approved grant amount from line 3 of Section II of the original grant application.
2. Do not make an entry on Line 2. This line will automatically be filled in once the Actual Expenses have been listed later on the form.
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.

**II. 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.
4. Assurances must be attached to the application or photocopied on the back of the application. **Assurances are a separate tab, so to select "print entire workbook" when printing.**

**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. Re-enter 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 EMPG/EPCRA Grant Policy Statement.

**Line 2** – List the postage expenses for which the EPCRA Planning and Administration Grant funds will be used.

**Line 3** – List the copy, printing or duplication costs for which the EPCRA Planning and Administration Grant funds will be used.

**Line 4** – List the telephone expenses for which the EPCRA Planning and Administration Grant funds will be used.

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

**Line 6** – List the training and/or travel expenses for which the EPCRA Planning and Administration Grant funds will be used.

**Line 7** – List the exercise expenses for which the EPCRA Planning and Administration Grant funds will be used.

**Line 8** – 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 9** – List all rent expenses charged against the administration of the EPCRA/LEPC program at the county level.

**Line 10** – 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.

**Total** – This line will automatically show the total of all actual expenses for which EPCRA Planning and Administration Grant funds were used. This amount will also appear on line 2 of the Request for Final Reimbursement. **Do not alter the formula in this cell.**

**FFY 2009 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.

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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 attached to this request for final reimbursement. The part of position(s) for which EPCRA funding has been requested is not funded by another state or federal grant. 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:

**FFY 2009 EPCRA Planning and Administration Grant  
Actual Expenses**

County:

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

Title: \_\_\_\_\_ Percent of Position \_\_\_\_\_

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

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.

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

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

For FY09, the EMPG financial report forms have been converted to an Excel spreadsheet format.

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.

Notice that there are two tabs on the bottom of the screen; these represent the individual pages in the report. **To print both tabs at one time, be sure to choose "Print Entire Workbook" on your print screen.** To print only the current page, choose "Active Sheet."

To create another Payroll Report for another person, right click on the Payroll Report tab. Choose "Move or Copy." A new menu will come up. Check the box "Create a Copy" and then "OK." The new tab will be named "Payroll Report (2)" and will appear as the first tab in the series. To make this tab the last in the series of tabs, click on it and hold down the mouse key while dragging to the new location. Release the mouse key at the new location.

### **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.

Put an "x" in 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. Along with the listed categories, you may include other allowable costs listed in the Federal FY09 EMPG Application, to include items from the Authorized Equipment List for FY2009. If your job position includes both ECPRA and EMPG duties, you should list your entire emergency management salary and fringe benefits.

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. As a reminder the total allowable federal share may not be matched by other federal dollars.

**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.

**PAYROLL REPORT**

Complete one form for each person claiming EMPG reimbursement.

Indicate the county, employee name, hiring date (the date when the position began doing emergency management duties) 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. If the employee is contracted whether full or part time, check the contracted box.

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

Put an "x" in the period covered (initial application, amended application, first half or second half).

The subtotal for salary and the subtotal for benefits from the payroll report should equal the actual salary and fringe benefits on the financial summary report for the half. If multiple payroll reports are submitted then those subtotals for salary and benefits should equal the actual expenses for salary and fringe benefits on the financial summary report.

**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, totals for salary, benefits, salary plus benefits, and the federal share amount will automatically be computed.

## 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 EMPG/EPCRA grant application must be submitted to the appropriate WEM Regional Office no later than October 17, 2008.**

### **I. Planning**

Wisconsin Emergency Management, in cooperation with state agencies and participating county representatives, has been developing the Wisconsin Emergency Response Plan. The emergency response plan is structured around the Basic Plan and 15 emergency support functions (ESF's), identified in the National Response Framework. The packet being provided to the county for the Wisconsin Emergency Response Plan will include a state plan, county plan template, and municipal plan template.

Wisconsin Emergency Management will provide not later than October 31, 2008:

- Basic Plan
- ESF 1 (Evacuation/Transportation)
- Mass Evacuation Annex
- ESF 2 (Communications)
- ESF 3 (Public Works/ Engineering)
- ESF 5 (Emergency Management)
- ESF 7 (Resource Support)
- ESF 15 (External Affairs).

The state and county Basic Plan, ESF 2, 5, and 15 are reissues with no change. However, municipal plans will be included with this distribution. The update or development of the county portion of the plans must be completed by the closeout of the FY09 POW. The final distribution of ESF's is scheduled to occur by January 31, 2009. They will include the state, county and municipal plans for:

- ESF 4 (Firefighting)
- ESF 6 (Human Services)
- ESF 8 (Public Health)
- ESF 9 (Urban Search & Rescue)
- ESF 10 (HAZMAT)
- ESF 11 (Agriculture)
- ESF 12 (Energy)

ESF 13 (Public Safety)  
ESF 14 (Long Term Recovery)  
Radiological Incident Annex.

The state and county ESF 10 are a reissue with no change. The development of the County portion of these plans must be completed by the closeout of the FY10 POW for full time directors and FY11 POW for part time directors.

Wisconsin Emergency Management will require conversion from the Emergency Operations Plan format to the Emergency Response Plan format. At the request of Wisconsin Emergency Management Association, the development and conversion will be conducted in the FY09 and FY10 Plan of Work for full time directors. Part-time directors will be expected to complete the development and conversion no later than the close of the FY11 Plan of Work.

**Section A – County Emergency Operations Plan and Emergency Response Plan**  
Transformation of the County EOP to the County Emergency Response Plan (ERP) with Emergency Support Functions (ESF) is a part of the 2009 EMPG grant. The ERP and ESF's will remain in draft form until the entire plan is completely developed. In the interim, County Directors will need to maintain, at a minimum, contacts and phone numbers in the 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 and ERP 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 the County Board Chair/Executive and/or the appropriate department head for that Annex or Emergency Support Function Lead.

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 Planning**  
The regional planning emphasis for FY09 will be the development of the Mass Evacuation Annex to the Emergency Response Plan for all counties. Additionally, Mass Evacuation Planning for the 12 largest cities in Wisconsin (Appleton, Eau Claire, Green Bay, Janesville, Kenosha, La Crosse, Madison, Milwaukee, Oshkosh, Racine, Waukesha, and West Allis) will continue. WEM has coordinated with DOT for their contractors, HNTB, to provide assistance on development of DOT products (maps, ramp data, primary/secondary routes) to support the planning, similar to what was done for Milwaukee. The priority for HNTB will be to complete work with West Allis, Waukesha, Appleton, Green Bay, Oshkosh, and Madison in FY09.

**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 with the following exceptions. Counties that have an approved County All Hazards Mitigation Plan, are developing a County All Hazards Mitigation Plan or have applied for a planning grant to develop that plan (see Section E) are not required to update their County Hazard Analysis.

**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 so as to coincide with the EPCRA Computer and

Hazmat Equipment Grant Application. 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 develop new off-site facility plans per the list of Planning Facilities Without Off-Site 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. County Directors will be provided with a list of Planning Facilities Without Off-Site Plan Records and a list of Planning Facilities With Off-Site Plan Records by EPCRA staff in order to ensure that new plan development and updates are scheduled on the Plan of Work. The forms are to be completed and submitted with the Plan of Work application. The list of Planning Facilities with Off-Site Plans form will be updated to show when plans are submitted to Regional Offices and a copy will be submitted with the first half progress report. It will be further updated and submitted with the second half progress report. 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 List of Planning Facilities With Off-Site Plans. This list will be provided by WEM with the Plan of Work application materials. If a county has fewer than 10 plans, all off-site plans should be updated annually. All new plan submissions and plan updates shall include a properly executed Plan Transmittal Sheet and Plan Review Guide. For a final plan update, include the plan transmittal sheet and either the original letter (on company letterhead) signed and stating there are no longer any EHS at or above threshold planning quantities at the location or a copy of a submitted Amended Emergency Planning Notification Fee Statement. The plan transmittal sheet does not need to be signed by the facility and a plan review guide is not required to be attached to it.

### **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.

### **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. FEMA now supports an open enrollment period with the following conditions:

- Applications for course vacancies must be received at least 6 weeks before the course start date for the applicant to be considered for the course.
- Vacancies within 6 weeks of the course start date shall only be filled from the established wait list, so it is important to apply early.

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>. Additional training may be offered by WEM as new courses are developed, made available, or requested.

All county directors, deputy directors, and key staff are encouraged to take classes to meet the WEM/WEMA Emergency Manager Certification program.

### **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 2009 Conference will be held in Madison on at the Marriott Hotel - Middleton on March 24-26, 2009.

The Counties Meeting will be October 30, 2008 in Madison at WEM headquarters. County directors are strongly urged to attend.

The Wisconsin Emergency Management Association (WEMA) holds an annual conference in the fall of the year. This year's conference will be held in Madison at the Sheraton Hotel, October 29, 2008. County directors are encouraged to become an active member of WEMA and attend the annual conference.

### **III. Exercising**

In FY09, counties will be required to plan and conduct a multi-agency or multi-jurisdictional recovery tabletop exercise. All exercises must follow the Homeland Security Exercise Evaluation Program (HSEEP) exercise methodology.

FY09 is also the second year of the four year EPCRA exercise cycle. Two exercises that meet EPCRA exercise requirements: a table top and either a functional or full scale exercise, are required to be conducted during the four year period.

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

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.

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, including exercise of the County-Wide Hazardous Materials/Strategic Plan and off-site facility plans.

In order to receive Plan of Work credit the following documentation must be submitted; 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 in accordance with I&G Memo 08-03-05.

### **IV. Outreach**

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.

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

**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 – 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 C – Additional Outreach Campaign**

All EMPG supported counties with a full time director shall identify and conduct one additional public education public outreach campaign. The topic for this campaign will be determined by the individual county based upon local needs. This campaign shall include at a minimum three (3) of the six (6) types of activities noted in Section IV.A.

**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 a memorandum that certifies that the following items have been reviewed and are current or copies of items with modifications have been submitted 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. POW and Disaster Grant Administration**

All directors must attend scheduled regional meetings unless specifically excused.

The semi-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 semi-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 unless an extension has been formally requested by the county emergency management director and the extension request has been approved by the Regional Director.

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 US Dept. of Homeland Security Office of Domestic Preparedness, must ensure that the county is NIMS compliant.

#### **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.

FY09 Plan of Work for \_\_\_\_ County

I. PLANNING		
<b>Section A - County Emergency Operations Plan</b>	<b>Period Scheduled</b>	<b>Date 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 (Law Enforcement)		
Update of Annex E (Evacuation and Sheltering)		
Update of Annex F (Human Services)		
Update of Annex G (Public Works and Engineering)		
Update of Annex H (Health and Medical)		
Update of Annex I (Radiological)		
Update of Annex J (Public Information)		
Update of Annex K (Fire and Rescue)		
Update of Annex L (Damage Assessment)		
Update of Table of Contents		
Update of Acronyms		
Update of Legal Basis		
Update of Phone List		
<b>County Emergency Response Plan</b>		
Update Basic Plan		
Update ESF 1 (Evacuation/Transportation)		
Develop Mass Evacuation Annex		
Update ESF 2 (Communications)		
Develop ESF 3 (Public Works/Engineering)		
Update ESF 5 (Emergency Management)		
Update ESF 7 (Resource Support)		
Update ESF 15 (External Affairs)		
<b>Section B - Regional Planning</b>	<b>Period Scheduled</b>	<b>Date Submitted</b>
Mass Evacuation Planning		
<b>Section C - County Hazard Analysis</b>	<b>Period Scheduled</b>	<b>Date Submitted</b>
Update of County Hazard Analysis		
<b>Section D - LEPC Plans</b>	<b>Period Scheduled</b>	<b>Date Submitted</b>
Update of EPCRA County-Wide/Strategic Plan	1	
<i>Attach EPCRA Plan Lists as provided by WEM</i>	<b>Number of Plans</b>	
1st Half Update of Off-Site Plans		
2nd Half Update of Off-Site Plans		
1st Half Development of New Off-Site Plan(s)		
2nd Half Development of New Off-Site Plan(s)		

<b>Section E - Mitigation Plans</b>	<b>Period Scheduled</b>	<b>Date Submitted</b>
Development of County Mitigation Plan		
Update County Mitigation Plan		
<b>Section F - Municipal and Other Plans</b>	<b>Period Scheduled</b>	<b>Date 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>Period Scheduled</b>	<b>Date Submitted</b>
Attend New Directors Educational Series Module A (Disaster Response and Recovery) [June 17, 2009]		
Attend New Directors Educational Series Module B (EPCRA) [Sept. 16, 2009]		
Attend New Directors Educational Series Module C (Training & Exercising) [Dec. 17, 2008]		
Attend New Directors Educational Series Module D (Planning) [Mar. 18, 2009]		
<b>Section B - Hazard Mitigation</b>	<b>Period Scheduled</b>	<b>Date Submitted</b>
Attend Hazard Mitigation Planning Workshop		
<b>Section C - Radiological Emergency Planning (Selected Counties)</b>	<b>Period Scheduled</b>	<b>Date 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>Period Scheduled</b>	<b>Date Submitted</b>
Complete Independent Study Course (IS-_____)		
Attend EMI Course		
<b>Section E - State-Sponsored Courses</b>	<b>Period Scheduled</b>	<b>Date Submitted</b>
<i>See <a href="http://emergencymanagement.wi.gov/sublink.asp?linksubcatid=25&amp;linksubcatid=53&amp;linkcatid=79&amp;linkid=30&amp;locid=18">http://emergencymanagement.wi.gov/sublink.asp?linksubcatid=25&amp;linksubcatid=53&amp;linkcatid=79&amp;linkid=30&amp;locid=18</a> for a list of course offerings. Indicate which course(s) you plan to attend.</i>		

Section F - Local and Other Training	Period Scheduled	Date Submitted
Section G - Conferences	Period Scheduled	Date Submitted
Attend Governor's Conference [March 24-26, 2009]		
Attend WEMA Conference [Oct. 29, 2009]		
Attend Counties Meeting [Oct. 30, 2009]		
III. EXERCISING		
	Period Scheduled	Date Submitted
Conduct Tabletop Exercise		
Conduct Functional Exercise		
Conduct Fullscale Exercise		
IV. OUTREACH		
Section A - Tornado Awareness Campaign	Period Scheduled	Date Submitted
<i>Indicate 3 or more activities comprising the campaign:</i>		
Section B - EPCRA Outreach Campaign	Period Scheduled	Date Submitted
<i>Indicate 3 or more activities comprising the campaign:</i>		
Section C - Additional Outreach Campaign	Period Scheduled	Date Submitted
<i>Indicate 3 or more activities comprising the campaign:</i>		
Section D - Media Information Days (Selected Counties)	Period Scheduled	Date Submitted
Hold Media Information Days		
V. LEPC ADMINISTRATIVE REQUIREMENTS		
	Period Scheduled	Date Submitted
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. POW AND DISASTER GRANT ADMINISTRATION</b>		
<b>Section A</b>	<b>Period Scheduled</b>	<b>Date 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		
<b>Section B- Disaster Activity</b>	<b>Period Scheduled</b>	<b>Date Submitted</b>
Submit damage assessment reports and request appropriate assistance.		
Perform tasks associated with administration of the Wisconsin Disaster		
Perform tasks associated with administration of the Public Assistance		
Perform tasks associated with administration of the Hazard Mitigation		
<b>VII. LOCAL INITIATIVES</b>		
	<b>Period Scheduled</b>	<b>Date 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		

**FFY-2009 PLAN OF WORK AGREEMENT  
for the  
Emergency Management Performance Grant  
and  
EPCRA Planning and Administration Grant**

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

**Award Amount Eligible For Under EMPG:** \$ \_\_\_\_\_ (estimated)

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

**Application** (due October 17, 2008):

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, 2009):

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, 2009):

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

## SUMMARY SHEET FOR ASSURANCES & CERTIFICATIONS

### **PART 1 - EMERGENCY MANAGEMENT PERFORMANCE GRANT for FY 09**

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

---

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 possess 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. Sections 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. Section 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, as amended (P.L. Law 92-255) which prohibits discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcohol Prevention Treatment and Rehabilitation Act of 1970, as amended (P.L. Law 91-616) 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. Section 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 are 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. Section 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 (P.L. 91-190) 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. Section 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. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-5230; and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
8. It will comply with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333) regarding labor standards for federally assisted construction 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 (P. L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all 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. Sections 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.
14. It is compliant with requirements established for the National Incident Management System (NIMS).