



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

Brian M. Satula  
Administrator

Scott Walker  
Governor

**INFORMATION & GUIDANCE MEMO**  
**09-10-12**

**DATE:** September 10, 2012

**TO:** County Emergency Management Directors/Coordinators

**FROM:** Brian M. Satula, Administrator   
Wisconsin Emergency Management

**SUBJECT:** **FEDERAL FISCAL YEAR 2013 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 Emergency Planning and Community Right-to-Know Act/Local Emergency Planning Committee (EPCRA/LEPC) Plan of Work (POW). Also provided are the required documents for both the EMPG and EPCRA Planning and Administration Grants.

Federal Fiscal Year (FFY) 2013 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 2013.

County 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 this year's Plan of Work.

State allocations for support of county emergency management programs remains consistent with established formulas. The estimated EMPG funding formula was established and transmitted to the County Emergency Management Offices with the issuance of I & G 08-01-12 EMPG Projected Award Amount for 2013. FFY2012 funding was considered as a base for developing FFY 2013 budgets, pending approval and release of funds at the federal level. EPCRA grant allocations for the support of the County LEPC will be provided by email in

September 2012, and will be in accordance with the previously established funding formula. EPCRA grant payments will be made subject to the availability of funds.

The forms for the EMPG and EPCRA grants must be filled out electronically and the forms for Merit System Certification, Debarment, and Civil Rights Compliance have been combined with the Grant Assurances.

**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 31, 2012.** 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 IN WORD DOCUMENT:**

- EMPG/EPCRA Grant Policy Statement
- Instructions for the Plan of Work
- Instructions for Completing the EMPG Financial Reports
- 2013 EPCRA Planning and Administration Grant Procedures and Instructions

**ATTACHMENTS IN EXCEL WORKBOOK:**

- Checklist for Submission of Plan of Work Documents
- FY 2013 Plan of Work Agreement
- Summary Sheet for Assurances and Certifications
- 2013 EMPG/EPCRA Plan of Work Tracking Spreadsheet
- EMPG Financial Summary Report
- EMPG Financial Summary Report Equipment Expenditure form
- EMPG Financial Summary Report Other Authorized Expenditure form
- EMPG Payroll Report
- 2013 EPCRA Planning and Administration Grant Application
- EPCRA Assurances
- 2013 EPCRA Planning and Administration Grant Request for Reimbursement
- EPCRA Reimbursement Assurances

**DISTRIBUTION:**

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

# EMPG / EPCRA GRANT POLICY STATEMENT

Effective October 1, 2012

## A. Eligibility

1. Only County Emergency Management staff is 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 323.

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 323.60, 323.61, as well as all administrative rules pertaining to EPCRA 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 March 31 of each grant year. The Letter of Intent to participate will apply to the upcoming Federal Fiscal Year and must be filed 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 323. Wisconsin Emergency Management **encourages the establishment and/or retention of at least one full-time County Emergency Management Director/Coordinator. The designated Emergency Management Director/Coordinator must spend at least 50% of their time on emergency management duties. The County Emergency Management Director/Coordinator position can only be assigned to one individual.**
2. A current position description meeting the following requirements must be submitted annually for each employee receiving EMPG and/or EPCRA funds with the Plan of Work application for the EMPG/EPCRA grant program. If there has been no change in the position description previously submitted, a statement on County agency letterhead may be submitted instead, referencing the date the previously submitted position description was signed and verifying that it is still in effect without changes. This substitute verification statement must be dated and signed by the employee and employer or County Board Chair:
  - a) Position Descriptions for Full-time Emergency Management employees:
    - Must show 100% of their time and duties are allocated to the purpose and function of the County Emergency Management Program
    - Must set out specific duties related to Emergency Management, including the EPCRA duties
    - Must include a percentage breakdown of how the total job hours are devoted to those duties
    - Must include a statement that the position is considered full-time *(as determined by the individual County's definition of full-time or part-time for comparable positions within that County)*

- Must be dated and signed by the employee and the supervisor or County Board Chair
- b) **Position Descriptions for Part-time Emergency Management employees:**
- Must show what percentage of their time and specific duties are allocated to the purpose and function of the County Emergency Management Program
  - Must set out specific duties related to Emergency Management, including the EPCRA duties
  - Must include a percentage breakdown of how the total job hours are devoted to those duties
  - Must include a statement that the position is considered part-time (*as determined by the individual County's definition of full-time or part-time for comparable positions within that County*)
  - Must be dated and signed by the employee and the supervisor or County Board Chair

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. This addendum will include:

- The percentages of time designated for major duties
- A statement which indicates that the addendum is true and correct
- The date and signatures of the Emergency Management Director/Coordinator and his/her supervisor

The WEM Administrator or designee reviews and approves all position descriptions submitted. Position descriptions described as full-time or part-time (*as determined by the individual County's definition of full-time or part-time for comparable positions within that County*) may be subject to verification through the County Human Resources Dept.

3. All counties must develop the annual Plan of Work to reflect the minimum program requirements for full or part-time EM Directors/Coordinators 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 as part-time for EMPG purposes will devote 100% of that time to the Emergency Management Program, or closely related duties.
4. A County Director/Coordinator position must be at least half time to receive EMPG funding. A County Director/Coordinator position less than half time will not receive EMPG funding without the express written approval of the WEM Administrator or the designee. EMPG funding is allowable for EM staff that is less than a half time position as long as all of their designated time is devoted to the Emergency Management Program.
5. EMPG funds are provided only for the reimbursement of salary and fringe benefits for the Emergency Management Director/Coordinator or other EM staff who work in direct support of the County Plan of Work requirements and the Emergency Management Program, and other allowable costs as stated in the FY 2013 EMPG Federal Guidance. EPCRA funds can be used as the county match to support Emergency Management activities and/or Emergency Management positions that comply with the requirements of Wisconsin State Statutes Chapter 323.60, 323.61 and the Federal Act.
6. When changes in duties and responsibilities occur, a revised position description must be submitted for review and approval by 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/Coordinator 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/Coordinator, 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) or Emergency Response Plan (ERP) 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/ERP must conform to all applicable State requirements as set out in Wisconsin Statutes Chapter 323, as well as the County EOP/ERP standards and review criteria as provided by Wisconsin Emergency Management. The EOP Annexes/ERP Emergency Support Functions also need to reflect the Hazardous Materials requirements as noted in federal EPCRA guidance, and support implementation of the EPCRA Countywide HazMat/Strategic Plan.

All county plans should align with FEMA Comprehensive Preparedness Guide (CPG) 101, Version 2.0. WEM has recently partnered with WEMA to review and revise the county EOP/ERP standards and review criteria that will be required as part of the FY2013 POW. These review criteria are expected to include 1) a streamlined plan review checklist and 2) narrative guidance for the semi-annual Progress Report. The plan review criteria will be released in a separate document by November 15.

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, those that are developing a County All Hazards Mitigation Plan or those that have applied for a planning grant to develop that plan are not required to update their County Hazard Analysis. The counties who have not yet applied for the All Hazards Mitigation Planning Grant are strongly encouraged to apply.
4. The continued transformation of the County EOP to the County Emergency Response Plan (ERP) with Emergency Support Functions (ESF) is a part of the 2013 EMPG grant for those counties that chose to transition. The ERP and ESFs will remain in draft form until the entire plan is completely developed and promulgated. In the interim, County Directors/Coordinators will need to maintain, at a minimum, current contacts and phone numbers in the county Emergency Operations Plan. For 2013, full time County Directors/Coordinators will be required to update the entire County EOP and part time County Directors/Coordinators will be required to do a comprehensive update of half of the County EOP.

If in a future year, a county elects to transition from one plan type to another, they would be allowed two years for a full time director/coordinator or three years for a part-time director/coordinator to complete the transition. During the transition, they would be required to maintain their current plan. This transition would be negotiated with the Regional Director prior to the start of the Plan of Work year.

5. All counties will be required to update at least 25% of their EPCRA facility plans and develop a plan for each new planning facility as identified on the Wisconsin Hazmat Online Planning & Reporting System (WHOPRS) Planning Database. Starting in 2013 Counties will be required to begin migrating all of their county specific EPCRA planning, both the Countywide/Strategic Plan and facility plans, to the appropriate planning section of the WHOPRS program. Plans developed or updated in the first half of the grant year are to be developed in the existing hard copy format. The enhanced plan review module changes will be deployed during the first half of the grant year and additional training will be provided once the response plan module changes are deployed. After the enhanced plan review module changes are deployed plans can be developed and updated in either hard copy format or in WHOPRS during the remainder of the first half of the grant year. All plans developed or updated during the second half of the grant year are required to be developed or updated in WHOPRS.

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

In order to be eligible for funding, each county must submit an approved annual Plan of Work Tracking Spreadsheet as negotiated between each County and Wisconsin Emergency Management as part of their application. Any County that submits an application after the due date without an approved extension will cause the Regional Director to notify the County Board Chair in writing and may jeopardize the county's funding. **Any significant proposed changes in the approved work items on the Plan of Work Tracking Spreadsheet 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. The approved changes must be noted on the POW Tracking Spreadsheet and explained in the narrative submitted with the Progress Report.**

1. A County must submit a written Progress Report with required documentation semi-annually detailing accomplishments toward the completion of the approved annual Plan of Work. **Failure to do so will result in notification sent to the County Board Chair and may subject the County to withholding or loss of a portion or all of EMPG and/or EPCRA funds for that reporting period.**

The work items listed on the Plan of Work Tracking Spreadsheet (EOP/ERP updates, EPCRA Off Site Plans, Exercise HSEEP reports, etc) are required to be submitted to the Regional Director by the end of each half (March 31 and September 30). **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.

2. Changes in completion of required Plan of Work activities that go beyond a specific Plan of Work year must receive the written 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.
3. Extension requests may only be granted due to extenuating circumstances (i.e. emergency/disaster, lengthy illness, military duty, etc.) Lack of pre-planning to get grant activities and paperwork completed is not considered a valid reason for an extension.
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. Late submission of the mid-year report without an approved extension may disqualify the county from participating in any year end redistribution of funds. Late submission of the year end close out report without an approved extension will result in no redistribution payment and may result in no second half payment. Extensions cannot be longer than 10 business days beyond the original due date for that particular half (April 30 and October 31, 2013).

#### **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. Along with the listed categories, you may include other allowable costs listed in the current Fiscal Year Federal EMPG Application, including Contractual Services.

- Budgeted Funds for Equipment Purchases
  - List the applicable Authorized Equipment Code (AEL/SEL) on the EMPG Financial Summary Report
  - Complete the Equipment Expenditure form, with more detail than listed on the EMPG Financial Summary Report and including AEL/SEL codes

- In accordance with Assurances 2013, attach the vendor invoices for AEL/SEL purchases and attach a screen print from <https://www.epls.gov> showing the vendors were not on the Excluded Parties List System debarment list as of the purchase date
  - Submit Environmental & Historic Preservation paperwork for designated items on the AEL/SEL prior to initiating installation
- Budgeted Funds for Other Authorized Line Items (including Contractual Services)
- List the items on the Financial Summary Report in separate categories
  - Complete the Other Authorized Expenditure Form, using more detail than listed on the Financial Summary Report
  - If you have Contractual Services, attach a copy of the signed contract
  - If you have Contractual Services, In accordance with Assurances 2013, attach a screen print from <https://www.epls.gov> showing the contractor was not on the Excluded Parties List System debarment list as of the contract date

Both the Equipment Expenditure form and the Other Authorized Expenditure form are submitted with the application and also with the progress report for the period in which the expenditure is made.

#### **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. Any grant overpayment will be resolved in accordance with the provision of Chapter 323.61(5) (c), Wisconsin Statutes.

#### **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) business days from the date of submission of the County's approved semi-annual progress report by the appropriate Regional Director to WEM Headquarters or forty-five (45) business day from the receipt of funds from FEMA, whichever is later. In recent years, the federal budget has been approved as late as the 3<sup>rd</sup> quarter of the Federal Fiscal Year. This delays approval of WEM's EMPG Application and receipt of funds to reimburse counties.

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

##### **EMPG**

In the event that, based upon the semi-annual 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.

An LEPC can file an appeal request with the Circuit Court of Appeals.

## **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 in the Plan of Work Tracking Spreadsheet and referenced in the grant policy. The work activities (EOP/ERP updates, EPCRA Off Site Plans, Exercise HSEEP reports, etc) from the Plan of Work Tracking Spreadsheet must be submitted to the Regional Director by the end of each period (March 31 and September 30). Progress reports will be on a six-month basis and are due in the Regional Office within one month after the close of each six month reporting period (first half ends March 31 and second half ends September 30). Use the Checklist for Submission of Plan of Work Documents to determine which forms and other supporting documents need to be submitted as part of the Progress Reports.

At the time of application, work activities for the fiscal year are to be listed under each of seven functional areas on the Plan of Work Tracking Spreadsheet. POW activities should be divided equally between the two reporting periods for the applicant to receive equal first half and second half payments. The period of the fiscal year in which the work activity will be carried out must be listed in the column "Period Scheduled" (1 for first half or 2 for second half). The column "Date Submitted" should be completed with the date when the project was completed and submitted to the Regional Office. When the Plan of Work progress report is submitted at the end of the first period and the second period, it should be accompanied with a narrative statement of one to two pages which highlights accomplishments in measurable terms (numbers, amounts, times, dates). Status notes on work activities **not** completed should be included in the narrative.

**The EMPG/EPCRA grant application must be submitted to the appropriate WEM Regional Office no later than October 31, 2012**

### **I. Planning**

Wisconsin Emergency Management will continue to allow counties to select whether they would operate under an Emergency Response Plan (ERP) or an Emergency Operations Plan (EOP). In 2009, the counties were provided the Wisconsin Emergency Response Plan which included a state plan, county plan template, and municipal plan template for the Basic Plan and 15 Emergency Support Functions (ESF). For Full-time Directors/Coordinators, the ERP must be promulgated by county resolution in the first half of FY-2013; for Part-time Directors/Coordinators that chose to switch to an ERP, they have one more year to finish the conversion and must be promulgated by county resolution in the first half of FY-2014.

All county plans should align with FEMA Comprehensive Preparedness Guide (CPG) 101, Version 2.0. WEM has recently partnered with WEMA to review and revise the county EOP/ERP standards and review criteria that will be required as part of the FY2013 POW. These review criteria are expected to include 1) a streamlined plan review checklist and 2) narrative guidance for the semi-annual Progress Report. The plan review criteria will be released in a separate document by November 15.

Our goal remains for a complete plan that encompasses all citizens and provides for their safety and the protection of all property. It is important that all facets of government and the whole community are brought into the planning process to insure the resiliency of the community

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

Continued transformation of the County EOP to the County Emergency Response Plan (ERP) with Emergency Support Functions (ESF) for some counties is a part of the FY2013 EMPG grant. For full-time County Directors/Coordinators, the ERP and ESFs will remain in draft form until the entire plan is completely developed and promulgated. In the interim, part-time County Directors/Coordinators will need to maintain, at a minimum, contacts and phone numbers in the county Emergency Operations

Plan. For this fiscal year, part-time directors/coordinators 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/Coordinator. At a minimum, the update signature page that is part of the plan must include the signatures of the County Emergency Management Director/Coordinator and the County Board Chair/Executive/Administrator as appropriate by county ordinance. A sample signature page for both plans will be distributed with the EOP templates. A county may elect to retain signature pages for each annex signed by the appropriated department head.

Risk counties who are required to participate in Radiological Emergency Preparedness (REP) Planning will revise and update Annex I annually as per NUREG criterion rather than on a quarterly basis.

## **Section B – Regional Planning**

The regional planning emphasis for FY-13 continues to be the development and operation of the Regional Interoperability Councils. Counties should document their involvement in this process in their narrative. 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) need to update their plans.

### Resource Catalogue

The county resource lists that are uploaded in E•SPONDER® need to be reviewed, revalidated, and updated regularly to maintain currency. All counties must have an up-to-date resource list on E•SPONDER®. Counties that have previously uploaded spreadsheets should update their information. A blank spreadsheet, instructions on how to complete the spreadsheet, and the documents that contain information on kinding and typing information is kept on the front Wisconsin E•SPONDER® page.

## **Section C – County Hazard Analysis (Select Counties)**

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. Note this status on the Plan of Work Spreadsheet and in the narrative. Those counties who have not applied for a planning grant are strongly encouraged to complete the application.

## **Section D – LEPC Plans**

**The following requirements in WHOPRS are predicated on the successful completion of the counties review of their changes in WHOPRS. A separate document will be provided notifying you of that and when to continue use of WHOPRS.** 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 must be migrated to the new WHOPRS system in 2013.

All county LEPC's are required to develop new off-site facility plans per the list of Planning Facilities listed in the WHOPRS database. All certified planning facilities on the WHOPRS database that do not have an off-site plan at the time the grant formula was determined must have a plan scheduled for completion in the 2013 plan of work. County Directors/Coordinators will find a list of Planning Facilities without Off-Site Plan Records and a list of Planning Facilities with Off-Site Plan Records in

the WHOPRS program and County Directors/Coordinators must ensure that new plan development and updates are scheduled on the Plan of Work and must be properly reflected in WHOPRS. The list of Planning Facilities with Off-Site Plans in the WHOPRS program will be updated to show when plans are submitted to Regional Offices. All county LEPC's 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/coordinator. County directors/coordinators are required, at a minimum, to update at least 25% of their current EPCRA facility plans and develop a plan for each new planning facility as identified on the Wisconsin Hazmat Online Planning & Reporting System (WHOPRS) Planning Database during this Plan of Work year. If a county has fewer than 10 plans, all off-site plans should be updated annually. Starting in 2013, counties will be required to begin migrating all of their county specific EPCRA planning, both the Countywide/Strategic Plan and facility plans, to the appropriate planning section of the WHOPRS program. Plans developed or updated in the first half of the grant year are to be developed in the existing hard copy format. The enhanced plan review module changes will be deployed during the first half of the grant year and additional training will be provided once the response plan module changes are deployed. After the enhanced plan review module changes are deployed plans can be developed and updated in either hard copy format or in WHOPRS during the remainder of the first half of the grant year. All plans developed or updated during the second half of the grant year are required to be developed or updated in WHOPRS.

For a final plan update within the WHOPRS program, 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 the Amended Emergency Planning Notification Fee Statement.

### **Section E – Mitigation Plans**

Those counties who have not applied for a county mitigation planning grant are strongly encouraged to complete the application. 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 before 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, businesses, schools or the plans for the development of local Hazmat Response Teams.

## **II. Training**

It is required that every EMPG-supported employee completes the training requirements that are listed in Information and Guidance Memo 08-10-11. The courses that will be taken to meet these requirements must be listed in the POW document and will be negotiated with the Regional Director when the POW is negotiated. Those individuals who were holding the position of county emergency management director/coordinator prior to the 1999 implementation of the New Directors Series are not required to take the four modules that make up the series. However, it is strongly recommended that persons who have not attended these courses previously should consider attending. With the ongoing changes to the curriculum, it is beneficial to attend.

### **Section A – New Directors**

New County Emergency Management Directors/Coordinators 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. Quarterly, two modules are presented in successive days, allowing the student to complete the series in 90 days.

### **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 their training related to the response roles listed in NUREG-0654:

- Directors of coordinators of the response organization
- Law enforcement, security, and firefighting personnel
- First aid and rescue personnel
- Local support services personnel
- Medical support personnel
- Personnel responsible for transmission of emergency information and instructions

In addition to the NUREG-0654 requirements, the following county and local personnel are required to attend annual training related to their response roles:

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

Attendance records of these training sessions will be submitted annually through the WEM Regional Director to the WEM REP staff for inclusion in the Annual Letter of Certification

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

Anticipated attendance at EMI courses by Emergency Management Directors/Coordinators, as well as by local officials, should also be noted in your Plan of Work. Application form FEMA 119-25-1 (Aug 2010), should be submitted directly to the Wisconsin Emergency Management – Training Section and the attention of David Nunley. FEMA now supports an open enrollment period with the following conditions:

- 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**

Training courses that WEM will offer during the fiscal year will be listed on the WEM Training Portal at [www.trainingwisconsin.gov](http://www.trainingwisconsin.gov). Additional training may be offered by WEM as new courses are developed, made available, or requested. All County Directors/Coordinators, 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**

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 17, 2012. County directors/coordinators are encouraged to become an active member of WEMA and attend the annual conference.

The All County and Tribal Directors Meeting will be October 18, 2012 in Madison at the Sheraton Hotel. County Directors/Coordinators are strongly urged to attend.

County Directors/Coordinators are strongly encouraged to attend the annual Governor's Conference on Emergency Management and Homeland Security. The 2013 Conference will be held March 4-7 at Chula Vista in Wisconsin Dells.

## **III. Exercising**

In FY13, counties will be required to plan and conduct one exercise. The exercises must follow the Homeland Security Exercise Evaluation Program (HSEEP) exercise methodology and must include the submission of the AAR / IP in order to receive Plan of Work Credit. Counties are to follow Information and Guidance (I&G) Memo 09-06-2011 for the development and execution of exercises.

FY13 is the second year of the four year EPCRA exercise cycle. A series of 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 exercise cycle.

In addition to the single county exercise that is required for the Plan or Work, all personnel (state and county) who receive any EMPG funding are required to participate in no less than three exercises in the 12 month Plan of Work period. These exercise requirements may include games, drills, workshops, seminars, tabletops, functional and full scale. Documentation of these requirements must be done by submitting a completed "Exercise Credit for EMPG Grant" form for each of the three individual exercises to your Regional Director during the Plan of Work year in which the exercise was completed.

For full-scale exercise credit, the full-scale exercise must be based on the themes established by a jurisdiction in previous tabletops and functional exercises and include activation of an Incident Command Post and/or Emergency Operations Center (EOC). Counties are strongly encouraged to exercise their EOC in functional exercises or as part of a full scale exercise. Prior to a follow-up functional or full-scale exercise, the Regional Director will meet with the County Emergency Management Director/Coordinator and make sure that the items identified in the previous tabletop or functional exercise improvement matrix have been incorporated into the follow-up exercise.

The Regional Directors as well as the Exercise Training Officer and other central office 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 Exercise credit the following documentation must be submitted electronically to the Regional Office:

- WEM Exercise Notification Memo, at least 30 days prior to the date of the exercise
- HSEEP-compliant After Action Report (AAR), within 60 days after completion of the exercise. AAR should include:
  - WEM After Action Information Form
  - Improvement Plan Matrix
  - Exercise Sign-in sheets

The Regional Director will forward electronic copies of the AAR and all supporting documentation to the Exercise Training Officer.

Counties seeking exercise credit for an actual occurrence must submit an After Action Report and Improvement Matrix to the Regional Office, including supporting documentation, within 90 days of the conclusion of the emergency response effort in accordance with I&G Memo 12-01-09. It should be noted that participation in an actual occurrence by EMPG funded staff will not be allowed for credit for one of the three EMPG required exercises for state and county personnel who receive any EMPG funding.

#### **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 and Severe Weather Awareness Campaign**

All EMPG supported counties will develop a comprehensive Tornado and Severe Weather 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
- Booths at Fairs or Special Events
- Business or Facility Site Visits

##### **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 eight (8) types of activities as noted in Section IV.A above.

##### **Section C – Additional Outreach Campaign**

All EMPG supported counties with a full time director/coordinator 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 eight (8) types of activities noted in Section IV.A above.

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

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

## **V. LEPC Administrative Requirements**

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

As part of the annual Plan of Work, counties are required to certify LEPC Administrative Requirements. This includes 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 Compliance 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 LEPC's are required to review and submit corrections to the WHOPRS database. Database review should include chemical information for both planning and reporting facilities.

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 EM Directors/Coordinators must attend scheduled regional meetings unless specifically excused. To facilitate sharing of information during a disaster, all County Directors/Coordinators must be registered with E-sponder and capable of logging on to the site.

The work activities (EOP/ERP updates, EPCRA Off Site Plans, Exercise HSEEP reports, etc) from the Plan of Work must be submitted to the Regional Director by the end of each half (March 31 and September 30). 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. Use the Checklist for Submission of Plan of Work Documents to determine which forms and other documents

need to be submitted. Failure to submit the semi-annual Progress Report within one month 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/coordinator **in writing** and the extension request has been **approved** by the Regional Director. Extension requests may only be granted due to extenuating circumstances such as, but not limited to an emergency/disaster, lengthy illness, or military duty. Lack of preplanning to obtain signed grant documents within the allowable timeframe is not considered a valid reason for an extension.

In disaster situations, county directors/coordinators 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 have adopted National Incident Management Systems (NIMS). In accordance with I&G 4-1-09, each County is required to update NIMSCAST prior to September 30, 2013. Successful submission of the update information in the NIMS Compliance Assistance Tool will generate a roll up of the report for the State Training Officer.

Other grant requirements that will be provided in separate Information and Guidance Memorandums include:

- Automated Critical Asset Management System (ACAMS) training for selected counties.
- Reporting of Critical Infrastructure/Key Resources (CI/KR) additions, deletions and modifications.  
DHS may conduct a data call for critical infrastructure/ key resources facilities.
- Special Events Data Call.  
DHS conducts an annual data call for special events. County submissions for this list can be submitted any time during the year. A spreadsheet for submitting special events is posted on the Wisconsin E•SPONDER® home page in a document library named 'Special Events'.

## **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 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) grant should list it under this section. Grant application information will be made available through WEM.

## INSTRUCTIONS FOR COMPLETING THE EMPG FINANCIAL REPORTS

### NOTE ON USE OF ELECTRONIC FORMS:

For FY13, the EMPG financial report forms are using 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 multiple tabs on the bottom of the bottom of the 2013 POW Excel Workbook screen; these represent the individual reports. Select the report you want to work on. **To print all 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 FY13EMPG Application, including Contractual Services and items from the Authorized Equipment List for FY2013. If your job position includes both ECPRA and EMPG duties, you should list your entire emergency management salary and fringe benefits.

- **For all budgeted funds for Equipment Expenditures funded through EMPG:**
  - List the applicable Authorized Equipment Code (AEL/SEL) on the EMPG Financial Summary Report
  - Complete the Other Authorized Equipment Expenditure form, with more detail than listed on the EMPG Financial Summary Report and including AEL/SEL codes
  - In accordance with Assurances 2013, attach the vendor invoices for AEL/SEL purchases for the reporting period in which the purchase is made
  - In accordance with Assurances 2013, attach a screen print from <https://www.epls.gov> showing the vendors were not on the Excluded Parties List System debarment list as of the purchase date
  
- **For all budgeted funds for Other Authorized Line Items (including Contractual Services) funded through EMPG:**
  - List the items on the Financial Summary Report in separate categories
  - Complete the Other Authorized form, using more detail than listed on the Financial Summary Report
  - If you have Contractual Services, attach a copy of the signed contract

- If you have Contractual Services, in accordance with Assurances 2013, attach a screen print from <https://www.epls.gov> showing the contractor was not on the Excluded Parties List System debarment list as of the contract date

Both the Equipment Expenditure form and the Other Authorized Expenditure form are submitted with the application and also with the progress report for the period in which the expenditure is made.

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 represents 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. If pen and ink changes are made on the form by the county, initial all changes and check correctness of the totals. If changes are made outside the county, initial and attach the email showing the county concurs with the change. Again, check the correctness of the totals.

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/Coordinator 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. Listed pay periods must cover dates as close to the grant and or reporting period as possible. This means the starting pay period should include October 1 in the two week period.

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 hours 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.

## **FFY 2013 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 2013 will be from October 1, 2012 to September 30, 2013.

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

- a. The EPCRA Planning and Administration Grant Application and annual Plan of Work Agreement for FFY 2013 shall be received by the appropriate Regional Office no later than **October 31, 2012**.
- b. WEM approved grant amounts will be based upon either the designated grant formula, as determined for each county, or the budgeted LEPC grant request, which ever 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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 31, 2013**.
- g. 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.
- h. Any grant overpayment will be resolved in accordance with the provision of Chapter 323.61(5)(c), Wisconsin Statutes.

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

- a. 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.
- b. 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.
- c. 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/Coordinator, their 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 them when printing.**
- d. LEPC Emergency Planning Grant Budget Sheet
- 1) Fill in the name of the county where indicated.
  - 2) Put an "x" in the appropriate box if the budget sheet is for an initial application or is part of an amended grant application.
  - 3) 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:**

### **a. 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.

### **b. 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 /Coordinator, their 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.**
- c. LEPC Emergency Planning Grant Actual Expenses Sheet
- 1) Fill in the name of the county where indicated.
  - 2) 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.
  - 3) Re-enter the Budget column figures from your original application.
  - 4) 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.**