

# **KANSAS DIVISION OF EMERGENCY MANAGEMENT**

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

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*Multi-Year Subrecipient Guidance*



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## **MULTI-YEAR GRANT GUIDANCE**

The primary intent of this multi-year program guidance is to serve as a support guide for Emergency Management Performance Grant (EMPG) Program subrecipients in Kansas to assist county emergency management programs to plan EMPG eligible program activities strategically across multiple years using the same programmatic guidance and guidelines.

Annual EMPG awards are subject to the availability of federal funding. To the extent federal funding becomes available to KDEM to make sub-awards, KDEM will email EMPG applications to subrecipients. KDEM will convey any new annual federal or state requirements to the subrecipient at the time of the annual application release.

The guidance in this document is subject to change based on new laws, Executive Orders or regulations enacted after publication. This guidance is applicable only to the EMPG program.

The Catalog of Federal Domestic Assistance number for the EMPG program is 97.042.

## **PROGRAM INFORMATION**

The Emergency Management Performance Grant (EMPG) Program provides federal funding to assist states and local governments in developing and carrying out emergency management programs. States submit annual applications that include a statement of work and proposed budget to the Federal Emergency Management Agency (FEMA) for funding to match state and local appropriations for emergency management programs. States receive EMPG funding from FEMA and, in turn, pass EMPG Program funding to local governments to reimburse them for emergency management eligible expenses.

The EMPG program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient nation.

State of Kansas leaders recognize both state and local governments must work together to protect their citizens by developing comprehensive, risk-based, all-hazard emergency management programs. Emergency management must be able to coordinate in the context of natural and man-made hazards, as well as technological events, that threaten the security of the homeland and the safety and well-being of citizens. An all-hazard approach to preparedness, including the development of a comprehensive program of planning, training, and exercises, sets the stage for an effective and consistent response to and recovery from any threats or actual disaster or emergency, regardless of the cause.

## **PURPOSE OF THE GRANT**

The EMPG Program is to assist your county government in enhancing and sustaining an all-hazard emergency management program for the protection of life and property in your communities.

## ANTICIPATED EMPG PROGRAM PRIORITIES

Should funding become available to make EMPG awards, KDEM anticipates that the EMPG program will have the following priorities in future funding cycles:

- 1) Alignment of the EMPG program to the National Preparedness System;
- 2) Reporting on the implementation of the National Preparedness System;
- 3) Building and sustaining Core Capabilities;
- 4) NIMS implementation;
- 5) Planning to deliver Core Capabilities;
- 6) Validating Core Capabilities through training and exercises;
- 7) Reviewing and updating capability levels to determine if they remain relevant; and
- 8) Strengthening governance integration.

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

- Update of Threat and Hazard Identification and Risk Assessments (THIRA);
- Planning activities, included but not limited to County Emergency Operations Plans (CEOPs), Continuity of Operations (COOP), strategic planning, mitigation planning, debris removal plans, etc.;
- Sustain critical core capabilities;
- Develop and maintain multi-year training and exercise plan;
- Target training and verify capability of personnel.

## PERFORMANCE PERIOD

The period of performance for subrecipients is January 1 through December 31 of each year.

## GRANT MATCH REQUIREMENTS

The EMPG Program requires a cost share at 50 percent federal and 50 percent non-federal share. The match can be cash or in-kind.

1. Cash Match (hard) includes non-federal cash spent for project-related costs, according to the program guidance. Allowable cash match must only include those costs which are in compliance with 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
2. In-kind Match (soft) includes, but is not limited to, the valuation of in-kind services. "In-kind" is the value of something received or provided that does not have a cost associated with it. More information can be found in 2 CFR Part 200, Subpart D, Section 200.306.
  - a. In-kind matches may consist of subrecipient contributions such as property, or third party contributions including services, equipment or property.
    - i. To qualify as in-kind the following conditions apply.
      1. Must be necessary and reasonable to accomplish the project objective.
      2. Cannot be from a federal source.

3. Cannot be program income.
  4. Cannot be used to match another federal grant.
  5. Must apply to the cost-sharing requirement of the grant.
- ii. In kind contributions must be documented and verifiable in the subrecipient records. Records must be maintained to support how the value of the in-kind contribution was determined.

## **ELIGIBLE SUBRECIPIENTS**

Eligible county governments are those that:

- 1) Submit an EMPG application;
- 2) Employ an emergency management director/coordinator as defined in KAR 56-2-2;
- 3) Successfully completed prior EMPG requirements and reports;
- 4) Are in compliance with the 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*;
- 5) Are in compliance with the Non-Construction Program Assurances and the Drug-Free Workplace Requirements;
- 6) Are in compliance with KSA 48-929 et al (which may be found at [http://www.ksrevisor.org/statutes/ksa\\_ch48.html](http://www.ksrevisor.org/statutes/ksa_ch48.html) under Article 9), and KAR 56-2-2 (which may be found at [http://www.kssos.org/pubs/pubs\\_kar.aspx](http://www.kssos.org/pubs/pubs_kar.aspx) under Agency 56, Article 2, Regulation 2) ;
- 7) Maintain a system of personnel administration in conformance with standards prescribed by the Office of Personnel Management. Reference 5 CFR, Part 900, Subpart F, "*OPM Standards for a Merit System of Personnel Administration*";
- 8) Agree to submit to KDEM reports, both the programmatic report of activities and reimbursement package, After Action /Improvement Plans, and other supporting documentation in the format as requested.

## **FUNDING AMOUNT/FORMULA**

Annual EMPG funding levels will be based on available grant funds and feasibility of the jurisdiction to expend the funding. Award amounts may be reduced due to unsuccessful completion of prior EMPG requirements and reports.

The criteria for determining awards will be the same as in previous fiscal years. The breakdown in distributions is made in the following manner:

- Population
- Vulnerable needs population
- Income and jobs/property and assessed values
- Livestock and crops
- Transportation and hazardous materials

Host counties sharing a county director/coordinator will receive an additional base award of \$5,000 per county.

## **PENALTY FOR NON-COMPLIANCE**

Penalty for non-compliance of activities is:

- Reduction of 50% of EMPG award if county does not have a County Emergency Operations Plan (CEOP) approved by KDEM within the last 5 years.

CEOP status concerning EMPG eligibility shall be determined on January 1 each calendar year. If a county is deemed eligible on January 1, they shall maintain eligibility the entire calendar year. If a county does not meet CEOP requirements on January 1, but meets CEOP requirements prior to EMPG award letters, they shall meet the CEOP EMPG requirement.

Exercise and training requirements shall be determined on January 1 each calendar year and also will be updated with any change in Federal requirements as necessary during the year.

## **EMPG WORK PLAN REQUIREMENTS**

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

- Administration of the program
- Advancing “Whole Community” Security and Emergency Management and Building and Sustaining Core Capabilities through:
  - Planning and Mitigation
  - Training and Exercising
  - Public Outreach activities/Education/Program enhancement activities
  - Emergency Operations Center (EOC) Readiness, Response and Recovery

## **ALLOWABLE COSTS**

- 1) Administration of the Program
- 2) As provided in law, EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should link to achieving goals outlined in the EMPG work plan.
- 3) Personnel Expense: Personnel costs, including gross salary, overtime, compensatory time off, and associated fringe benefits including matching expenditures. These costs must comply with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Personnel costs should link to achieving objectives outlined in the EMPG work plan.
- 4) Operating Expense: This includes costs to operate the county emergency management agency to include, at a minimum:
  - a. Rent for meetings and classrooms;
  - b. Information technology capabilities (servers, switches, workstation license keys in support of Comprehensive Resource Management & Credentialing System (CRMCS) Project);
    - i. Contracts cannot extend past the grant performance period.

- c. Office supplies that directly support the local emergency management program;
  - d. Computers including laptop and desktops, printers and plotters related to administrative purposes that directly support the local emergency management program;
  - e. Emergency Operations Center workstations;
  - f. Radios (radio purchases must be pre-approved by KDEM) and pagers for administrative purposes; emergency alert notification systems that directly support the local emergency management program;
- 5) Professional dues [i.e. Kansas Emergency Management Assn. (KEMA), International Assn. of Emergency Managers (IAEM)]. Dues must be specific to emergency management related duties.
- 6) Planning, Exercising, Training
- a. EMPG funds may be used for a wide range of emergency management planning activities -- including but not limited to Emergency Operations Plans (EOPs), Continuity of Operations (COOP) Plans, recovery plans, debris management plans, Standard Operating Guidelines (SOGs), completion of Threat and Hazard Identification and Risk Assessment (THIRA), etc. (See Planning requirements in Section Annual EMPG Requirements)
  - b. EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP) and procurement related requirements. (See procurement section below.) Exercises using EMPG funding must be NIMS compliant and an After Action Review (AAR)/Improvement Plan (IP) must be completed and submitted to KDEM through the online KETS system. (See Exercise requirements in Section Annual EMPG Requirements)
  - c. EMPG funds may be used for travel costs associated with emergency management- related training activities (e.g., airfare, mileage, per diem, and hotel) for personnel who are on travel status for official business related to EMPG-approved training. EMPG funds may also be used to rent facilities, purchase materials and supplies, and rent equipment for training purposes.
- 7) Public Education and Awareness
- a. EMPG funds may be used for a wide range of public education and awareness activities, including but not limited to: training campaigns, brochures, fairs, public service announcements, etc.
  - b. Enhancing citizen preparedness programs, teams, and the advancement of a whole community approach.

## **INELIGIBLE COSTS**

It is the responsibility of the subrecipient to determine eligibility of purchases before expending funds. The following list is designed to provide general guidance.

1. Food (other than per diem), automobile fuel, and automobile repair and maintenance expenses are not allowable reimbursement costs.
2. Vehicle purchases are not eligible.
3. Construction is not eligible.
4. EMPG funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
5. Weapon systems and ammunition costs are not eligible.



6. Equipment purchases are NOT allowable.
7. The federal government defines equipment, covered in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, as an item of non-expendable, tangible personal property, having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the recipient organization for financial statement purposes, or \$5,000.

## **NON-SUPLANTING**

EMPG funds are to be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.

## **PROCUREMENT**

Subrecipients must adhere to 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*, Subpart D: Procurement when you use EMPG funds to procure a “service contract”. A “service contract” means a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply.

# EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) SUBRECIPIENT AGREEMENT/APPLICATION

## SUBGRANT AWARD PROCEDURE

KDEM will evaluate applications and award subrecipient funds. Subrecipients will be notified by KDEM in an award letter accompanied by the signed EMPG subrecipient agreement.

Annual funding awards will be made contingent upon satisfactory completion of deliverables funded in the current and prior years, to include timely submission of reports. The KDEM Deputy Director may reduce the baseline funding award to a subrecipient that has not completed deliverables funded in the previous fiscal year(s) or suspend the subrecipient from the program until a future program year. Additionally, KDEM will continue to monitor the performance of applicants who fail to submit a report by the due date and funding may be withheld for reoccurring poor performance. Monitoring of this grant by KDEM staff may include technical assistance, site visits, and desk audits. See the Monitoring section for more information.

An Annual Budget (EMPG04) form will be submitted with the county's application, projecting all EMPG expenses to occur in that grant year. For Quarters 1-4, the Quarterly Financial Report (EMPG03), Reimbursement Request Form (EMPG05) and Statement of Work & Quarterly Performance Report (EMPG02) are to be submitted.

## SIGNATURES REQUIRED ON EMPG PROGRAM DOCUMENTS

Certain individuals, as identified on the on the EMPG Application, must sign specified EMPG obligating documents (award, amendments, etc.). These officials are:

1. Project Manager: The project manager, usually, the emergency manager/coordinator is directly responsible for carrying out tasks outlined in the Annual Work Plan and is supported by grant funds.
  - a. The project manager is the primary point of contact for KDEM.
2. Signatory Official: An individual who has been authorized by the governing body of the applicant jurisdiction or organization to apply for, accept, or decline grants on behalf of the organization. ***For county governments, this is typically the County Commissioner or County Administrator.***
3. Chief Financial Officer: This should be the chief financial officer, treasurer, or clerk of the applicant jurisdiction or organization. This is the person who will be contacted by the KDEM staff if questions arise regarding financial aspects of the grant.

## STATEMENT OF WORK (SOW) REPORT (EMPG02)

Each report submission will include a completed Statement of Work (Form EMPG02). This form will be used to report the work activities.

Indicate any other activities that you plan to be carried out in support of your goals and objectives. The Project Manager will provide progress quarterly in the Comment block.

In order for subrecipients to be eligible to receive annual grant funds, they must comply with the following:

### Program Administration

1. Complete and submit **signed** Statement of Work and accompanying documents, to be included with Application (proposed activities for the year) and with the progress reports (actual activities completed for the cumulative time reported).
2. Complete and submit quarterly EMPG performance reports to KDEM. EMPG02 (Statement of Work), EMPG03 (Fiscal Report), and EMPG05 (Reimbursement Request) Reports are due no later than January 30<sup>th</sup> for Quarters 1-4 (January-December of the preceding year)[may be combined]
3. Submit Annual Budget (EMPG04), to be included with Application
4. Submit annually a current Position Description for each individual who is funded with EMPG dollars in your emergency management program, to be included with Application.
5. Submit county 2CFR/A-133 (Single Audit) certification form (and associated copy of audit if county receives \$750,000+ in annual Federal funding).
6. Submit annual Summary Sheet for Assurances and Certifications.

### Planning Required Activity

1. EMPG funds can be used to develop and/or update your County Emergency Operations Plans (CEOPs) and, if necessary, these funds may be used to secure a contractor to meet these efforts. The following are requirements:
  - a. County shall meet KDEM Policy Directive # 2002- "County Emergency Operations Plans (CEOPs) and Emergency Management Performance Grant (EMPG) Eligibility". County shall provide a digital copy of CEOP to KDEM for eligibility determination.
  - b. Counties shall demonstrate an inclusive planning process. Examples of acceptable documentation could include: meeting minutes, sign-in sheets, email correspondence, etc.
  - c. Counties shall write to the current Kansas Planning Standards (KPS).
  - d. When using contractor(s):
    - i. Counties shall have one deliverable be "an approved plan", not just submission to the state.
    - ii. KDEM Planning Branch must approve the scope of work for plan revision.

### Training Required Activities

- 1) All EMPG funded personnel are expected to be trained emergency managers. Training activities should align to a current, multi-year training and exercise plan (TEP) developed through an annual Training and Exercise Planning Workshop (TEPW) and are built from training gaps identified during exercises and real events.

Standards for local disaster agencies [K.A.R. 56-2-2] outlines the basic functions of the agency which shall include (G) the development and coordination of a local emergency preparedness training program.

- 2) Comply with training grant requirements as set forth in FEMA's latest EMPG Notice of Funding Opportunity (NOFO).

- a. Complete and submit training certificates (proof of completion) for the following independent study courses within two years of employment; these Professional Development Series courses are located at, <https://training.fema.gov/is/crslist.aspx>
- i. An Introduction to Exercises – IS 120.c
  - ii. Fundamentals of Emergency Management – IS 230.d
  - iii. Emergency Planning – IS 235.c
  - iv. Leadership and Influence – IS 240.b
  - v. Decision Making and Problem Solving – IS 241.b
  - vi. Effective Communication – IS 242.b
  - vii. Developing and Managing Volunteers – 244.b

Note: Completion certificates from the Emergency Management Professionals Program (EMPP) Basic Academy can be substituted for the above Professional Development Series Independent Study (IS) courses.

These training requirements apply to the following:

- County Emergency Management Directors/Coordinator(s)
- Assistant or Alternate County Emergency Manager/Coordinator
- Staff who work directly for the County Emergency Manager and are “Paid” (Regardless of county or EMPG funding)

- b. National Incident Management System (NIMS) Training requirements include:

- i. Introduction to The Incident Command System (ICS) – IS 100.c
- ii. ICS for Single Resources and Initial Action Incidents – IS 200.b
- iii. An Introduction to The National Incident Management System (NIMS) – IS 700.b
- iv. An Introduction to The National Response Framework – IS 800.c

These training requirements apply to the following:

- County Emergency Management Directors/Coordinator(s)
- Assistant or Alternate County Emergency Manager/Coordinator
- Staff who work directly for the County Emergency Manager and are “Paid” (Regardless of county or EMPG funding)
  
- Elected officials are exempt, however, county emergency management staff is encouraged to make available the G402 course “*ICS Overview for Executives/Senior Officials*” for their elected officials, to their Board of County Commissioners, and other key officials within the jurisdiction. (Contact the KDEM Training Office for more details)

Note: ICS 300 is not a requirement but is encouraged. If training recipients are going to take ICS 300, it is the recommendation of FEMA to take the ICS 200 in a classroom setting versus taking it as an independent study course. ICS 400 is only going to be offered to individuals that will fill a Command role during an expanding incident. Any local application to attend an ICS 400 course will be vetted through the respective County Manager by the KDEM Training Office.

As new ICS courses are developed and released, it is recommended, but not required, to hold certification in the most current version available. KDEM training cadre members are required to certify in the most current version of all courses they teach.

- c. Proof of completion of training requirements shall be maintained and available when requested by DHS/FEMA during periodic reviews. Upon the completion of these above independent study courses, it is the responsibility of the training recipient to upload their training certificates to their KS-TRAIN online transcript at, [www.train.org/main/welcome](http://www.train.org/main/welcome).
  - i. Each user of KS-TRAIN has a learning management account in the system that can house all certificates of training completed.
  - ii. Certificates can be uploaded by signing-in and following instructions "Add an External Record" located in the Transcript tab. Training recipients may contact the KDEM Training Office for more detailed instructions.
  - iii. The FEMA Independent Study system does not automatically transfer records to KS-TRAIN, therefore, users will need to upload their own certificates.
- d. These training courses only have to be taken once to fulfill the requirements as long as proof of completion is maintained in the user's KS-TRAIN learning management account and is available for a DHS/FEMA periodic review.

### Exercise Required Activities

Exercises conducted should test and evaluate performance towards meeting capability targets for the core capabilities needed to address the jurisdiction's greatest risks. Exercises are to be progressive, and priorities should align to a current, Multi-Year Training and Exercise Plan (MYTEP) developed through an annual Training and Exercise Planning Workshop (TEPW).

Standards for local disaster agencies [K.A.R. 56-2-2] outlines the basic functions of the agency which shall include (F) the development and coordination of a local exercise program to test the capability of the jurisdiction to implement the emergency operations plan.

### Exercise Participation:

Local EMPG exercise funding compliance requires two levels of participation for any exercise:

- 1) Individual participation [credit]
- 2) County participation [credit]

"Individual" Exercise participation requirement applies to the following:

- a) County Emergency Manager/Coordinator(s);
- b) Assistant or Alternate County Emergency Manager/Coordinator; and
- c) Staff who work directly for the County Emergency Manager that are paid any amount from EMPG funding.
- d) Elected officials are exempt, however, encouraged to be engaged to ensure the exercise program has the support necessary for success.

- Each “**Individual**” funded with EMPG must:
  - Participate in a minimum of three exercises involving DHS/FEMA Core Capabilities in a calendar year (January 1 – December 31)
    - Participation includes Player, Facilitator, Controller/Simulator, or Evaluator (Observer does not meet the participation requirement).
      - e.g. Participation in your jurisdiction’s Training and Exercise Planning Workshop counts toward individual credit as well as county credit.
  
- Each “**County**” that receives EMPG funding must:
  - Conduct a minimum of three exercises involving DHS/FEMA Core Capabilities in a calendar year (January 1 – December 31) that test their own county plans:
    1. An annual Training and Exercise Planning Workshop (TEPW) is one of the three required exercises.
      - Whole community stakeholders are invited to this workshop to create a progressive, multi-year (3 years) Training and Exercise Plan (TEP).
      - Involving elected and appointed officials in establishing training and exercise priorities is encouraged.
    2. The two other required exercises may be any of the seven types of exercises identified by HSEEP and are consistent with the principles set forth by HSEEP methodology. To receive EMPG county credit, the exercise must be hosted within the jurisdiction requesting county credit.

Regional or Out-of-County Exercises:

- **Individual participation credit** can be awarded for those “participating” in exercises outside of their home jurisdiction (participation is defined by player, facilitator, controller/simulator, or evaluator). Confirmation of participation is verified through sign-in sheets/participant rosters.
  
- **Counties seeking county EMPG credit** for exercises conducted outside of their home jurisdiction must submit a Regional Exercise Application that includes information such as county stakeholders attending the exercise, specific county plans and capabilities tested, etc. The regional exercise application can be found on the KETS website, [www.kdemexercises.com](http://www.kdemexercises.com) under the Help tab and must be submitted and recognized prior to the exercise date.

Exercise Reporting:

- 1) All exercises supported/funded in whole or in part by grant dollars must be entered into the online exercise data management system, Kansas Exercise Tracking System (KETS) located at, [www.kdemexercises.com](http://www.kdemexercises.com). Directions, user manuals, and other guides for how to use the system are located under the Help tab in KETS.
  
- 2) Within 90 days after an exercise, the County Exercise Coordinator submits the following in KETS:
  - i. After Action Report (AAR) that documents your county’s participation in the exercise;

- ii. Improvement Plan (IP) **with at least three (3) corrective action assignments** that affect your agency/jurisdictional plans; and
  - iii. Sign-in sheets listing exercise participants.
- 3) Following the Training and Exercise Planning Workshop (TEPW), the County Exercise Coordinator submits the following in KETS:
- a. A current multi-year Training and Exercise Plan (TEP) outlining training and exercise priorities for a minimum of 3 years;
  - b. A list of the jurisdiction's priority DHS/FEMA core capabilities as defined in the National Preparedness Goal [www.fema.gov/core-capabilities](http://www.fema.gov/core-capabilities); and
  - c. Sign-in sheets listing workshop participants.

#### Other Exercise Program Requirements:

- 1) Each county must designate, in writing, an Exercise Program Manager.
  - a) The Exercise Program Manager:
    - a. Will be identified as the County Exercise Coordinator (or User) in KETS for submitting your county's exercise data and reports, and will serve as KDEM's exercise point of contact for the EMPG exercise program.
    - b. Must attend and complete Homeland Security Exercise and Evaluation Program (HSEEP) training; this individual is encouraged to attend other exercise development courses sponsored by KDEM.
- 2) All exercises funded with EMPG, HSGP, and/or HMEP funding must follow the principles outlined in the HSEEP; guidance may be located on the KDEM website, [www.kansastag.gov/KDEM.asp?PageID=193](http://www.kansastag.gov/KDEM.asp?PageID=193).

#### Substitute Exercise Credit for Real Incidents:

Real incidents may be considered for substitute exercise credit if specific criteria are met. In order to use a real incident for EMPG exercise credit, there is a specific application request form located on the KETS website at, [www.kdemexercises.com](http://www.kdemexercises.com). This application form outlines the criteria used to determine the eligibility requirement and is separated into two primary steps:

- Section 1: Incident Summary. There are seven (7) critical tasks that *must* be met for the application to be considered for substitute EMPG exercise credit.
  - If the real incident being considered as a replacement for an exercise cannot justify all seven critical tasks, the application will not be considered.
  - If the real incident being considered as a replacement for an exercise has the documentation necessary to show how each of the critical tasks were demonstrated, complete the remaining information in Section 1. Submit Section 1 with the necessary documentation to KDEM within 30 days of the conclusion of the incident.
- Sections 2 – 6: Analysis, Evaluation, AAR/IP
  - If Section 1 of the application is approved, the remaining sections of the application must be completed and submitted to KDEM within 60 days following notice of Section 1 approval.
    - a. Read the application in its entirety before submitting the request for approval.

- b. Real incidents cannot be used as exercise credit in two consecutive grant years, unless the second real incident is included in a Presidential Disaster Declaration.
- c. The expectations of using a real incident should not be placed on an approved multi-year Training and Exercise Plan (TEP).
- d. A real incident cannot be substituted for an annual Training and Exercise Plan Workshop (TEPW) as an exercise credit.
- e. The incident must have occurred within the grant-year calendar year (January 1 – December 31).
- f. Submission of this application attests to the belief that a real incident provided an extraordinary opportunity to test local plans, policies, and procedures beyond current, existing capabilities.
- g. This application pertains to incidents that are not pre-planned and/or annual community events.
- h. Do not submit a real incident event into KETS without prior approval from the KDEM Exercise Officer and/or Preparedness Branch Director.

### **National Incident Management System (NIMS) Implementation**

Prior to allocation of any Federal Preparedness Grant Awards, recipients must ensure and maintain adoption and implementation of NIMS. State of Kansas Executive Order 05-03 establishes the National Incident Management System (NIMS) as the state standard for incident management.

DHS/FEMA describes the specific activities involved in NIMS implementation and is a fundamental part of building national preparedness. NIMS Implementation Objectives for Local, State, Tribal, and Territorial Jurisdiction was released in 2018 and aims to promote consistency in NIMS implementation across the Nation. Objectives may be located at, [www.fema.gov/media-library/assets/documents/130743](http://www.fema.gov/media-library/assets/documents/130743).

Jurisdictions and organizations must achieve, or be actively working to achieve, all of the NIMS Implementation Objectives.

- The County Emergency Manager shall serve as the primary point of contact (POC) and principal coordinator for the implementation of NIMS.

### **Required Public Education/Awareness**

Conduct and participate in activities that increase citizen preparedness for disaster and emergencies based on current risks and threats. Sustain and enhance community resilience.

Report activities on Statement of Work (EMPG02)

### **Response & Recovery Coordination/EOC Readiness**

Establish, sustain, and/or enhance mechanisms in place for maintaining situational awareness with emergency management stakeholders; coordinate response and recover activities in support of incident management. Report on Statement of Work (EMPG02)

### **All EMPG02 Reports are due on the following:**

- No later than January 30th for Quarters 1-4 (January-December of the preceding year)[may be combined]



## **EMERGENCY MANAGEMENT PERFORMANCE GRANT FISCAL REPORT (EMPG03)**

Each subrecipient is required to submit a **signed** EMPG Fiscal Report (EMPG03) with their progress reports. The purpose of this form is to report emergency management dollars supported by the Emergency Management Performance Grant (EMPG). After the end of the year, the subrecipient should submit a copy of their year-to-date county expense report for the grant year, as backup verification for the amounts reported on the EMPG03 forms.

Reports are due on the following:

- No later than January 30th for Quarters 1-4 (January-December of the preceding year)[may be combined]

## **ANNUAL BUDGET FOR PERSONNEL & ADMINISTRATIVE EXPENSES (EMPG04)**

Each subrecipient is required to submit a **signed** Annual Budget for Personnel and Administrative Expenses. The purpose of the report is to document your County's annual EMPG and county expenditures.

## **EMPG SUBRECIPIENT REIMBURSEMENT REQUEST FORM (EMPG05)**

### Reimbursement procedure

To receive reimbursement of eligible EMPG costs, subrecipients must mail the **signed** EMPG Subrecipient Reimbursement Request Form(s) (EMPG04) along with necessary source documentation to KDEM. Reimbursement of Subrecipient expenditures requires determination of allowable cost and acceptable source documentation. The purpose of source documentation is to document what the expenditure was for and that expenditure did occur. Source documentation includes submission of copies of the original invoice to determine allowable cost and either a copy of payment record or pay stub.

Costs associated with law enforcement, fire, 911 or search and rescue cannot be included in the application budget. Although certain aspects of these activities intersect with emergency management for coordination, they are first-responder responsibilities with different funding sources. EMPG funding is for emergency management.

Reports are due on the following:

- No later than January 30th for Quarters 1-4 (January-December of the preceding year)[may be combined]

## MONITORING

The Kansas Division of Emergency Management (KDEM) will perform EMPG grant monitoring. EMPG grant monitoring is designed to provide assistance to the Subrecipients both from a technical and programmatic standpoint, as well as to assist KDEM in identifying areas of need for subrecipient support. Monitoring also is used to ensure the subrecipient is complying with state and federal guidelines.

### Monitoring visits

Monitoring visits may consist of programmatic and financial review, or any combination thereof. The monitoring may take place by phone, review of documents submitted to KDEM and/or on-site visits. Subrecipients will receive advance notice of on-site visits by KDEM. KDEM reserves the right to conduct multiple monitoring visits if irregularities exist in management of projects.

KDEM reserves the right to factor in monitoring visit discrepancies in determining whether or not to accept current subrecipient reimbursement requests and/or to fund future subrecipient projects.

## APPEALS

Should a subrecipient appeal an unfavorable action written by KDEM, the following procedure will be used:

- Within 30 working days of the receipt of the notice of the action, the subrecipient will submit to the KDEM Deputy Director a written notice of appeal. The notice of appeal should clearly identify the exact action that is being appealed and contain the relevant facts and explanations upon which the appeal is based.
- The KDEM Deputy Director will provide the subrecipient with a written response within 30 working days of receipt of the notice of appeal. The determination by the Deputy Director is final.

## SUBMISSION OF APPLICATION AND REPORTS

To reiterate, the Kansas EMPG program requires submission of an annual Grant Application Package and subsequent Report forms. The application packages and other updated forms will be sent to each county emergency manager annually after KDEM applies to FEMA for the EMPG grant. The associated checklists, forms, and program details are also posted on the KDEM EMPG website at:

<http://www.kansastag.gov/KDEM.asp?PageID=411>.

The required forms currently include:

- Annual Application Form
- Statement of Work Report (EMPG02)
- Fiscal Report (EMPG03) and backup documentation
- Budget Form (EMPG04)
- Reimbursement Form (EMPG05)

- Submission of Exercise Activities in the online KETS system at:  
<https://www.kdemexercises.com/login>
- 2CFR/A-133 (County Single Audit) certification form (with copy of associated audit report if your county receives \$750,000+ in annual Federal funding).
- Summary sheet for Assurances and Certifications

All **SIGNED** forms may be mailed, faxed, or scanned/emailed:

Mail:

Kansas Division of Emergency Management

Attn: Bret Rowe

2800 SW Topeka Blvd

Topeka, KS 66611-1220

Fax:

(785) 646-2001

Attn: Bret Rowe, EMPG Coordinator

Scan/Email:

[bret.a.rowe.nfg@mail.mil](mailto:bret.a.rowe.nfg@mail.mil)

**Unsigned reports are considered incomplete.** Sending duplicate reports (mailing/faxing/e-mailing the same report by more than one method) and sending reports via Registered Mail are not necessary and will result in a delay in processing your reports. Sending reports via Overnight Mail (such as FedEx) is not necessary.

# KDEM EMPG FORM SAMPLES AND INSTRUCTIONS

## EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) SUBRECIPIENT AGREEMENT/APPLICATION

### INSTRUCTIONS FOR COMPLETION OF EMPG Application Form

- FIELD 1: Enter County
- FIELD 2: Enter Current EMPG Status of County
- FIELD 3: Briefly explain why the EMPG funds are needed to support the Emergency Manager/Coordinator's position or expenses
- FIELD 4: Check which description best describes the status of the Emergency Manager/Coordinator
- FIELD 5: List the names and position title of all Emergency Management-related Personnel whose Salary and Benefits expense will be charged to the grant project. DO NOT list all of your other EM-related personnel unless you will charge other general Emergency Management expenses (supplies, travel, other) to your EMPG grant project. Be sure to attach a current Position Description for each staff member funded with EMPG funds.
- FIELD 6: Briefly describe the method used to track staff time spent on emergency management activities paid with EMPG funds
- FIELD 7: Enter County's Emergency Management's Point of Contact Information. Also, Enter DUNS number associated with County's Emergency Management office. Information on DUNS numbers can be found at:  
[https://www.whitehouse.gov/sites/default/files/omb/grants/duns\\_num\\_guide.pdf](https://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf)
- FIELD 8: Type or print Emergency Manager/Coordinator's name
- FIELD 9: Signature of Emergency Manager/Coordinator
- FIELD 10: Type or print Authorized Official's name
- FIELD 11: Signature of Authorized Official
- FIELD 12: Enter date of submission



2012

APPLICATION FOR  
EMERGENCY MANAGEMENT  
PERFORMANCE GRANT (EMPG) FUNDS  
Kansas Division of Emergency Management

Please contact Mark Hunsford ([mark.h.gunnell@ks.arkema.com](mailto:mark.h.gunnell@ks.arkema.com)) at (785) 274-1405 if you have any questions regarding this application.

1. County:	<b>Field #1</b>			
2. EMPG Status:	<input type="checkbox"/>	<b>Field #2</b> Current EMPG Program Participant	<input type="checkbox"/>	New EMPG Program Participant

3. Briefly explain why these funds are needed to support the emergency manager/coordinator position:

**Field #3**

4. Select which description best describes the status of the emergency manager/coordinator: **Field #4**
- Full-time, permanent staff whose primary responsibility is as the emergency manager/coordinator
  - Emergency manager/coordinator duties are assigned to full-time staff with other significant duties
  - Emergency manager/coordinator is a part-time, or seasonal position, or contracted
  - Emergency manager/coordinator duties are assumed as needed by other staff or elected officials

5. List the name and position title of each staff member whose position is funded through the EMPG Program, used as an EMPG Match, or supports the Emergency Management Program:

List EMPG Program Funded Staff/Support Staff:	Indicate full-time or Part-time:	If Part-time, indicate number of hours worked per week:
Name: <b>Field #5</b>	Select one	
Position:	Select one	
Name:	Select one	
Position:	Select one	
Name:	Select one	
Position:	Select one	
Name:	Select one	
Position:	Select one	
Name:	Select one	
Position:	Select one	
Name:	Select one	
Position:	Select one	
Name:	Select one	
Position:	Select one	
Name:	Select one	
Position:	Select one	
Name:	Select one	
Position:	Select one	



**2012**

**APPLICATION FOR  
EMERGENCY MANAGEMENT  
PERFORMANCE GRANT (EMPG) FUNDS  
Kansas Division of Emergency Management**

6. Briefly describe the method used to code or track billed staff time spent on emergency management activities charged to the grant and/or used to meet local match requirements:

**Field #6**

- 7. Complete the EMPG Annual Work Plan and attach to application.
- 8. County's Point of Contact
  - Name:
  - Address: **Field #7**
  - Telephone Number:
  - Cell phone Number:
  - Fax Number:
  - Email Address:

9. Authorization to Submit Application:

By signature below, We agree to comply with the organization audit requirements of OMB Circular A-93, Audited State, Local Governments, and Non-Profit Organizations. A copy of these audits must be sent to EDEM thirty (30) days upon receipt. We further agree to comply with the standards put forth in OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments. We agree to comply with the requirements set forth by State Administrative Regulation 56-2-2 and comply with financial and performance reporting for this grant period.

We certify that we will accomplish the projected programs to the best of our ability, will provide the necessary support to accomplish completion and understand and agree that completion of, or progress toward, said projected programs is a condition for participation in the Emergency Management Performance Grant Program and/or other federally assisted programs.

Typed or Printed Name of Emergency Manager/Coordinator: <b>Field #8</b>	Typed or Printed Name of Authorized Official: <b>Field #10</b>
Signature of Emergency Manager/Coordinator: <b>Field #9</b>	Signature of Authorized Official: <b>Field #11</b>
(DEM Deputy Director)	Date Submitted (MM/DD/YY) <b>Field #12</b>
Signature of KDEM Deputy Director:	

NOTE: Please complete and attach the Annual Work Plan & Budget and obtain the signatures of the Emergency Management Director & Authorized official for the above certification. The Authorized Official is an individual who has been authorized by the governing body of the jurisdiction to apply for, accept, or decline grants on behalf of the jurisdiction or organization.

# STATEMENT OF WORK & QUARTERLY PERFORMANCE REPORT (EMPG02)

## INSTRUCTIONS FOR COMPLETION OF FORM EMPG02

- FIELD 1: Enter the EMPG County
- FIELD 2: Enter the quarter(s) for which you are reporting
- FIELD 3: Type or print Emergency Manager/Coordinator's name
- FIELD 4: Signature of Emergency Manager/Coordinator
- FIELD 5: Performance Report Comments for Completion and Submission
- FIELD 6: Performance Report Comments for Submittal of Reimbursement form
- FIELD 7: Select the appropriate "area" pertaining to the assigned activity
- FIELD 8: List the Core Capability associated with the assigned activity
- FIELD 9: Include any progress and performance comments pertaining to the activity

EMPG 2012 EMERGENCY MANAGEMENT PERFORMANCE GRANT			
STATEMENT OF WORK AND QUARTERLY PERFORMANCE REPORT			
COUNTY	QUARTER #		
<b>Field #1</b>	<b>Field #2</b>		
COUNTY COORDINATOR'S NAME	PROJECT MANAGER SIGNATURE		
<b>Field #3</b>	<b>Field #4</b>		
ACTIVITY: PROGRAM ADMINISTRATION	PERFORMANCE REPORT COMMENTS		
Complete and submit quarterly EMPG performance report	<b>Field #5</b>		
Submit Reimbursement form to KDEM	<b>Field #6</b>		
ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Attend one KDEM sponsored planning workshop	<b>Field #7</b>	<b>Field #8</b>	<b>Field #9</b>
Conduct workshops on County Emergency Operations (CEOP)			
Develop/enhance Continuity of Operations (COOP)/Continuity of Government (COG) plans			

EMPG02

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## QUARTERLY EMPG FISCAL REPORT (EMPG03)

### INSTRUCTIONS FOR COMPLETION OF FORM EMPG03

- FIELD 1: Enter the quarter(s) for which you are requesting funds.  
FIELD 2: Enter the EMPG County.  
FIELD 3: Enter the name of the County Emergency Management Coordinator.  
FIELD 4: Enter the amount your County is receiving from KDEM

The fields listed below are EMPG Grant Dollars Spent for the time period reported (Expenditures being claimed on your EMPG grant allocation)

- FIELD 5: POSITION TITLE: Enter the County Position Title  
FIELD 6: EMPLOYEE NAME: Enter the County Employee who supports Emergency Management.  
FIELD 7: BASE SALARY: Enter the amount of salary expense being claimed for the employee.  
FIELD 8: FRINGE BENEFITS: Enter the amount of fringe benefits expense being claimed for the employee.  
FIELD 9: PERIOD COMPENSATION: Total costs being claimed for employee's Base Salary and Fringe Benefits expense.  
FIELD 10: TRAVEL: EMPG-eligible travel expenses being claimed for this period.  
FIELD 11: OTHER COSTS: Pre-approved EMPG-eligible project costs being claimed for this period, as explained in EMPG Work Plan. You must include a separate detailed explanation of what those costs are, along with documentation to verify the expense.

The fields listed below are County Dollars Spent for the period being reported (Non-EMPG expenditures) [these are County Emergency Management dollars spent over and above what you are claiming on your EMPG grant allocation]

- FIELD 12: POSITION TITLE: Enter the County Position Title  
FIELD 13: EMPLOYEE NAME: Enter the County Employee who supports Emergency Management.  
FIELD 14: BASE SALARY: Enter the amount of salary expense in excess of any being claimed on your EMPG grant allocation.  
FIELD 15: FRINGE BENEFITS: Enter the amount of fringe benefits expense in excess of any being claimed on your EMPG grant allocation.  
FIELD 16: PERIOD COMPENSATION: Total non-EMPG county expenses for listed employee's Base Salary and Fringe Benefits.  
FIELD 17: TRAVEL: County Emergency Management travel expenses in excess of any being claimed on your EMPG grant allocation.  
FIELD 18: OTHER COSTS: County Emergency Management expenses (other than salary/fringe benefits/travel) in excess of any being claimed on your EMPG grant allocation. You must include a separate detailed explanation of what those costs are, along with documentation to verify the expense.  
FIELD 19: SIGNED: Enter the signature of the person authorized to submit the reimbursement form.  
FIELD 20: TITLE: Enter the title of the person signing the form.  
FIELD 21: DATE: Enter the date the form was signed.





## QUARTERLY EMERGENCY MANAGEMENT PERFORMANCE GRANT REPORT

**Field #1**

Year:  Quarter:  1st (ending Mar. 31)  2nd (ending June 30)  3rd (ending Sept. 30)  4th (ending Dec. 31)

Please list below your county's emergency management expenditures and return by the 35th day after close of quarter. KDEM is required by FEMA to show matching funds for EMPG grant dollars every quarter. The information you provide below will help facilitate this requirement. Thank you for your assistance.

COUNTY: **Field #2** COORDINATOR: **Field #3**

GRANT AMOUNT COUNTY RECEIVED FROM KDEM IN 2012 <b>Field #4</b>				
GRANT DOLLARS SPENT (EMPG EXPENDITURES)				
PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	QUARTERLY COMPENSATION
<b>Field #5</b>	<b>Field #6</b>	<b>Field #7</b>	<b>Field #8</b>	<b>Field #9</b>
EMPG PAYROLL TOTAL				
NON-PAYROLL				
TRAVEL (must provide documentation and include with reimbursement form; i.e. hotel receipt)				<b>Field #10</b>
OTHER COSTS (must provide documentation and include with reimbursement form; i.e. receipts)				<b>Field #11</b>
EMPG TOTAL				N/A!!!
REMAINING GRANT FUNDS				N/A!!!
COUNTY FUNDERS SPENT (NON-EMPG EXPENDITURES)				
PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	QUARTERLY COMPENSATION
<b>Field #12</b>	<b>Field #13</b>	<b>Field #14</b>	<b>Field #15</b>	<b>Field #16</b>
NON-EMPG PAYROLL TOTAL				
NON-PAYROLL				
TRAVEL				<b>Field #17</b>
OTHER COSTS				<b>Field #18</b>
NON-EMPG TOTAL				N/A!!!
QUARTERLY EMERGENCY MANAGEMENT TOTAL				N/A!!!

I certify that the information contained herein is true and accurate, and that supporting documentation is on file for review. I further certify that non-EMPG expenditures in excess of county received EMPG Grant dollars are available for use as such match by Kansas Division of Emergency Management.

**Field #19** **Field #20** **Field #21**  
 Emergency Manager/Signatory or Authorized Designee Title Date

# **ANNUAL BUDGET FOR PERSONNEL & ADMINISTRATIVE EXPENSES (EMPG04)**

## **INSTRUCTIONS FOR COMPLETION OF FORM EMPG04**

- FIELD 1: Enter the grant year.  
FIELD 2 : Enter the EMPG County.  
FIELD 3: Enter the name of the County Emergency Management Coordinator.

The fields listed below are Proposed Grant Dollars to be Spent (Expenditures to be claimed on your EMPG grant allocation)

- FIELD 4: POSITION TITLE: Enter the work title of the employee.  
FIELD 5: EMPLOYEE NAME: Enter the name of the employee.  
FIELD 6 : BASE SALARY: Enter the amount being requested for the employee.  
FIELD 7: FRINGE BENEFITS: Enter the amount of the expense used towards benefits.  
FIELD 8: ANNUAL COMPENSATION: Total up Base Salary and Fringe Benefits.  
FIELD 9: EMPG PAYROLL TOTAL: An total of the EMPG Annual Compensation  
FIELD 10: TRAVEL: Enter the projected travel expenses.  
FIELD 11: OTHER COSTS: Other proposed EMPG-eligible costs (other than salary/benefits/travel expenses) to be pre-approved (must attach details)  
FIELD 12: EMPG TOTAL: Total of EMPG Payroll Total (Field #9), Travel (Field #10), and Other Costs (Field #11).

The fields listed below are Estimated County Dollars to be Spent (Non-EMPG Expenditures)[these are County Emergency Management dollars spent over and above what is to be claimed on your EMPG grant allocation]

- FIELD 13: POSITION TITLE: Enter the work title of the employee.  
FIELD 14: EMPLOYEE NAME: Enter the name of the employee.  
FIELD 15: BASE SALARY: Enter the amount being requested for the employee.  
FIELD 16: FRINGE BENEFITS: Enter the amount of the expense used towards benefits.  
FIELD 17: ANNUAL COMPENSATION: Total up Base Salary and Fringe Benefits.  
FIELD 18: NON-EMPG PAYROLL TOTAL: A NON-EMPG total of Annual Compensation  
FIELD 19: TRAVEL: Enter the projected travel expenses.  
FIELD 20: OTHER COSTS: Other estimated Emergency Management costs (other than salary/benefits/travel expenses) (must attach details)  
FIELD 21: NON-EMPG TOTAL: Total of NON-EMPG Payroll Total (Field #18), Travel (Field #19), and Other Costs (Field #21).  
FIELD 22: EMERGENCY MANAGEMENT TOTAL ANNUAL BUDGET: This is to include the EMPG Total (Field #12) and NON-EMPG Total (Field #21). This amount should meet or exceed the total of your county Emergency Management budget for the calendar year.  
FIELD 23: SIGNED: Enter the signature of the person authorized to submit the reimbursement form.  
FIELD 24: TITLE: Enter the title of the person signing the form.  
FIELD 25: DATE: Enter the date the form was signed.

Upon completing full reimbursement of your allocation, or at the end of the program period, KDEM will send out a close-out notification advising of the closure of the Sub-grant.



## Annual Budget for Personnel & Administrative Expenses

Year: **FIELD #1**

Please list below your county's annual emergency management budget and submit to KDEM

COUNTY: **FIELD #2** COORDINATOR: **FIELD #3**

GRANT DOLLARS (PROJECTED EMPG EXPENDITURES)				
PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	ANNUAL COMPENSATION
<b>FIELD #4</b>	<b>FIELD #5</b>	<b>FIELD #6</b>	<b>FIELD #7</b>	<b>FIELD #8</b>
EMPG PAYROLL TOTAL				<b>FIELD #9</b>
NON-PAYROLL				
			TRAVEL	<b>FIELD #10</b>
			OTHER COSTS	<b>FIELD #11</b>
EMPG TOTAL				<b>FIELD #12</b>
COUNTY DOLLARS (PROJECTED NON-EMPG EXPENDITURES)				
PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	ANNUAL COMPENSATION
<b>FIELD #13</b>	<b>FIELD #14</b>	<b>FIELD #15</b>	<b>FIELD #16</b>	<b>FIELD #17</b>
NON-EMPG PAYROLL TOTAL				<b>FIELD #18</b>
NON-PAYROLL				
			TRAVEL	<b>FIELD #19</b>
			OTHER COSTS	<b>FIELD #20</b>
NON-EMPG TOTAL				<b>FIELD #21</b>
<b>EMERGENCY MANAGEMENT TOTAL ANNUAL BUDGET</b>				
				<b>FIELD #22</b>

I certify that the information contained herein is true and accurate, and that supporting documentation is on file for review.

**FIELD #23**                                  **FIELD #24**                                  **FIELD #25**

Emergency Manager Signature or Authorized Designee                  Title                                  Date

EMPG04

## **EMPG SUBRECIPIENT REIMBURSEMENT REQUEST FORM (EMPG05)**

### **INSTRUCTIONS FOR COMPLETION OF FORM EMPG05**

- FIELD 1: Enter the time period for which you are requesting reimbursement.  
FIELD 2: Enter the EMPG County.  
FIELD 3: Enter the name of the County Emergency Management Coordinator.

The fields listed below are Grant Dollars Spent (Expenditures being claimed on your EMPG grant allocation)

- FIELD 4: DATE PURCHASED: Enter the date the EMPG item was purchased/expense occurred.  
FIELD 5: ITEM DESCRIPTION: Enter a few words that describe the expense.  
FIELD 6: PAYROLL: Enter the amount of the salary/benefit expense that is defined as personnel cost, as explained in the EMPG Work Plan section of this handbook.  
FIELD 7: TRAVEL: Travel costs are allowable as expenses by employees who are on travel status for official business related to prior-approved training.  
FIELD 8: OTHER: Other costs must be pre-approved by KDEM.  
FIELD 9: TOTAL: An EMPG line total of Payroll, Travel, and Other.  
FIELD 10: SIGNED: Enter the signature of the person authorized to submit the reimbursement form.  
FIELD 11: TITLE: Enter the title of the person signing the form.  
FIELD 12: DATE: Enter the date the form was signed.

Please note that subrecipient payments can only be disbursed once the state receives the entire annual EMPG grant award from FEMA and subsequent accounting with the Kansas Department of Administration is completed.



## Subgrantee Reimbursement Request Form

### Field #1

2017  1st (ending Mar. 31)  2nd (ending June 30)  3rd (ending Sept. 30)  4th (ending Dec. 31)

Please list below your county's emergency management expenditures, sign, and return by the 15th day after close of the quarter to Kansas Division of Emergency Management.

Kansas Division of Emergency Management is required by FEMA to show matching funds for EMPG grant dollars every quarter. The information you provide helps facilitate this requirement. Thank you for your assistance!

COUNTY: **Field #2** COORDINATOR: **Field #3**

GRANT DOLLARS SPENT (EMPG EXPENDITURES)					
Date Paid/Incurred	Item Description	Personnel / Salary	Operations	Travel	TOTAL
<b>Field #4</b>	<b>Field #5</b>	<b>Field #6</b>	<b>Field #7</b>	<b>Field #8</b>	<b>Field #9</b>
					<b>QUARTERLY EMERGENCY MANAGEMENT REIMBURSEMENT TOTAL</b>

I certify that the information contained herein is true and accurate and supporting documentation is included (e.g. receipts, pay stubs). I further certify that non-EMPG expenditures in excess of county received EMPG Grant dollars are available for use as soft match by Kansas Division of Emergency Management.

**Field #10**

**Field #11**

**Field #12**

Emergency Manager, Supervisor, Authorized Designee \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

EMPG/2017