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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

(203)797-4652
FAX: (203)796-1526

MEMORANDUM

TO: HON. MARK D BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWS*
SUBJECT: RESOLUTION-EMPG GRANT-EMERGENCY MANAGEMENT
DATE: 9/24/2007

Attached for your review is a resolution which would allow the City of Danbury Emergency Management Director to apply for and accept funding from the State of Connecticut, Department of Emergency Management and Homeland Security through the EMPG State and Local Assistance program. This funding covers 10/1/07-9/30/08.

The Common Council is respectfully requested to consider this resolution at its next meeting. If you have any questions or should require any additional information, please contact my office at 203-797-4652.

Attach.

cc: P. Estefan

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200_



RESOLVED by the Common Council of the City of Danbury:

WHEREAS the City of Danbury's Emergency Management Director is eligible to apply for Emergency Management Performance Grant funding through the State of Connecticut Department of Emergency Management and Homeland Security;

WHEREAS the time period covering this funding is October 1, 2007 through September 30, 2008 and is based on a percentage of expenditures; and

WHEREAS the purpose of this grant is to increase The City of Danbury's operational capability through funding of personnel and administrative expenses as they relate to emergency management.

NOW, THEREFORE, BE IT RESOLVED THAT Mayor Mark D. Boughton, or his designee, Paul D. Estefan, Emergency Management Director, is authorized to apply for said funding from the State of Connecticut, Department of Emergency Management and Homeland Security, and take all necessary actions in order to accomplish the purposes thereof.



STATE OF CONNECTICUT
DEPARTMENT OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY



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James M. Thomas
Commissioner

September 4, 2007

Mr. Paul O. Estefan
Director
Emergency Management
City of Danbury
155 Deer Hill Avenue
Danbury CT 067810

Dear Mr. Estefan:

Subject: FFY 2008 EMPG Program Application

It is now time again to prepare your budget and application for the State and Local Assistance Program (SLA) that provides funding for municipal Emergency Operations Centers (EOC), staffing and other emergency management activities.

Enclosed is your Federal Fiscal Year (FFY) 2008 (10/1/07 to 9/30/08) Emergency Management Performance Grant (EMPG) application package. This package includes all of the forms necessary to complete the application. This package must be returned by mail to this office by **October 31, 2007**. There are new guidelines for the grant that are outlined in DEMHS Advisory Bulletin 60-1 (Rev. 8/24/07) included in this package. In order to receive full funding, municipalities must complete the program requirements listed in the Advisory Bulletin.

The SLA program is funded as part of the Emergency Management Performance Grant (EMPG) in Connecticut. Several changes have been made to the SLA program resulting from changes in governing regulations at the State and Federal levels. Among the more significant changes for this year are:

1. A requirement that local Emergency Operations Plans are reviewed and/or updated annually.
2. Certain In-Kind Services can now be matched with EMPG funding.
3. Planning for evacuation of pets and service animals during emergencies.
4. The removal of population restrictions on pay for assistant Directors and their support staff.
5. A requirement that the Loyalty Oath be taken annually by all members of civil preparedness / emergency management organizations.
6. A minimum funding level of \$3,000 per municipality, with additional funding allocated based on each town or city's population.
7. Next year's EMPG application (FFY 2009) will be issued in February, 2008 to permit municipalities to better coordinate their local budgets with the EMPG.

We hope these changes will make the EMPG program more flexible for municipalities to meet the new State and Federal planning requirements for FFY 2008. I strongly recommend that your community take advantage of this valuable program to sustain and enhance your emergency management programs. If you have any questions, please feel free to contact the Region 5 Office at 1-860-567-6850.

Sincerely,

Roy A. Piper
Region 5 Coordinator

Revisions to State Statutes that significantly affect the EMPG in FY 2008

Connecticut General Statutes Section 28-7 (a) mandates that “Each town or city of the state shall establish a local organization for civil preparedness in accordance with the state civil preparedness plan and program, provided any two or more towns or cities may, with the approval of the commissioner, establish a joint organization for civil preparedness. The authority of such local or joint organization for civil preparedness shall not supersede that of any regularly organized police, or fire department. In order to be eligible for any state or federal benefits under this chapter, not later than January 1, 2008, and annually thereafter, each town or city of the state shall have a current emergency plan of operations that has been approved by the Commissioner [of DEMHS]. The plan shall be submitted to the Commissioner after it has been approved by the local director of civil preparedness and the local chief executive. Such plan may be submitted with a notice stating that the plan remains unchanged from the previous year’s version.” This language reflects the legislative revision, effective October 1, 2007, that the plan, or a notice regarding no change to the plan, must be reviewed, approved, and submitted to DEMHS annually.

Connecticut General Statutes Section 28-7 (a) was also amended in 2007 (effective October 1, 2007) to require that the emergency plans of operations described above “shall not be approved by the commissioner, unless the commissioner determines that the plan proposes strategies that address all the activities and measures of civil preparedness identified in subdivision (4) of section 28-1.” Section 28-1 (4) was further amended in 2007 to include evacuation of pets and service animals.

Finally, Connecticut General Statutes Section 28-7 (a) was amended a third time in the 2007 legislative session to require each town or city of the state to consider whether to provide for the non-military evacuation of livestock and horses in its emergency plan of operations.

Please note that, also effective October 1, 2007, the civil preparedness loyalty oath, found in Conn. Gen. Stat. section 28-12, must be administered annually (by August 15th of each year) by the local civil preparedness officer (emergency management director) to all civil preparedness force members.

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To: Emergency Management Program Grant (EMPG) Supported Local Directors

Subject: Allowable Emergency Management Performance Grant Payments to Towns and Cities

1. Purpose: The purpose of this Advisory Bulletin is to establish a uniform policy for the Emergency Management Performance Grant (EMPG) payments to towns. Each town's annual budget submission will be reviewed for compliance with this bulletin and references. Items not in compliance will be deleted. The State and Local Assistance Program (SLA) is funded by the Emergency Management Performance Grant (EMPG). The Department of Emergency Management and Homeland Security is the State Administrative Agency (SAA) for the EMPG; therefore, the Commissioner of DEMHS has sole authority to allocate funding from the EMPG and designate an eligible funding match to the EMPG.
2. Historical References:
 - a. Civil Preparedness Guide 1-3, August 1992.
 - b. Civil Preparedness Guide 1-8A, October 1985. This Guide lists most of the criteria for an eligible Civil Preparedness program.
 - c. Department of Emergency Management and Homeland Security Letter, "All EMPG Supported Emergency Management Directors," is issued annually with attachments. This letter requests each EMPG supported town to submit an annual request for EMPG funding.
3. General Considerations and Objectives of this Policy:
 - a. Federal funding constraints will determine the total annual allocation.
 - b. Town/City allocations are calculated based on their respective populations as a percentage of the total population participating in the program.
 - c. The purpose of the EMPG Program is to provide financial assistance to jurisdictions for developing and staffing a comprehensive, all-hazard Emergency Management program.
 - d. The program is performance oriented and requires participating jurisdictions to demonstrate a commitment to building and improving an ability to respond to all-hazard emergencies and coordinating a multi agency emergency response.
 - e. This program will reimburse up to 50% of eligible costs associated with building and maintaining a comprehensive all Hazard Emergency Management program.
4. Criteria Governing Allowable Costs: These criteria are imposed in order to insure equitable allocation of limited funds by restricting expenditures not essential to maintaining an Emergency Management program and to achieve economies demanded by federal budget constraints. All costs are federally reimbursable at 50% with a required 50% municipal match (cash and/or limited in-kind services).
 - a. Personnel Costs
 - 1) Full-Time or Assistant Local Directors: 50% of salary and benefits is eligible.
 - 2) Full-Time Administrative or Support Staff: 50% of salary and benefits is eligible.

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- 3) Part-Time Local Director: 50% of town paid salary and benefits is eligible if individual is not otherwise employed by the town. If the Director is otherwise employed by the town, then reimbursement (at 50% of town salary and benefits) will be based upon the percentage of time actually employed in emergency management (civil preparedness) programs management.
 - 4) Part-Time Administrative or Support Staff:
 - (a) Not Otherwise Employed by the Town – Part-time administrative or support staff is eligible in the same manner as full-time staff.
 - (b) Otherwise employed by the Town – Town employees performing civil preparedness work will be reimbursed at a rate of 50% on an hourly basis for work actually performed.
 - 5) Part-Time Assistant Directors, Liaison Representatives or Similar Positions who are employed by the Town in a Non-Civil Preparedness Position: EMPG reimbursement of salaries is not authorized. An exception may be requested in cases when the assistant is temporarily performing the duties of a full-time assistant director; reimbursement will be limited to the period of substitution. An exception may be requested on a project application basis when the representative is required to work on an emergency management project; reimbursement will be limited to 10%.
 - 6) Part-Time Assistant Director Not Otherwise employed by the Town: EMPG reimbursement of salaries is not authorized. An exception may be granted on a project application basis for towns facing an unusual hazard.
 - 7) Travel Costs: Requests for reimbursement of travel costs for training and travel in direct support of the emergency management program will be approved on a case by case basis and must be submitted to DEMHS via the respective Regional Coordinator for prior approval as a separate allocation request. Reimbursements will be paid by separate check using this funding mechanism and audit quality documentation of expenditures will be required.
 - 8) EOC Communications Costs:
 - (a) A main voice phone line and 1 FAX line are allowable providing they are used for Emergency Management program support only.
 - (b) Cell phone, Blackberry or Pager service for the EMD.
 - (c) Satellite TV (preferred) or Cable TV equipment and monthly costs.
 - 9) Information Technology (IT) Equipment for EOC:
 - (a) Desktop computers (must be equipped with Web EOC provided by DEMHS at no cost).
 - (b) Networked printers, fax machines and scanners.
 - (c) Wireless networking (WI-FI) at the local EOC. (Note: Will only be considered eligible if the EOC is already equipped with a main voice phone, fax line, cell phones, pager service and a high-band radio).
 - (d) Ham radios (Go Kits).
 - (e) Internet Service Provider (ISP) costs.

- 10) All Other Expenses: Other costs that are in direct support of the local Emergency Management Program may be included in the proposed budget and must be pre approved by DEMHS on a case by case basis if funding is available.

b. In-Kind Costs:

The total aggregate of all in-kind costs claimed under this section cannot exceed \$5,000 or 25% of the total municipal EMPG budget (whichever is lesser).

The following in-kind costs are allowable under this section:

- 1) Volunteer time for local Directors and Assistant Directors (for work that would otherwise be eligible for full-time pay) will be counted as in-kind services at a rate of \$25.00 per hour up to \$200.00 per day.
- 2) Volunteer time for clerical or administrative support (for work that would otherwise be eligible for full-time pay) will be counted as in-kind services at a rate of \$20.00 per hour up to \$200.00 per day.
- 3) Maintenance of a Direction and Control communications system (batteries, repairs, repair parts, monthly telephone rent) and service charges is allowable for EOC equipment. Maintenance costs incurred from one-time procurements of communication equipment must be financed from annual allocations.
- 4) Donated equipment (new equipment only) for use in the EOC. (see page 29 for EOC configuration recommendations)

The following in-kind costs are not allowable:

- 1) Any costs counted towards other federal cost-sharing requirements cannot be claimed under this cost-sharing in-kind service.
- 2) Costs that exceed \$5,000 or 25% of the total municipal EMPG budget (whichever is lesser).

Further guidance is available in 44 CFR Section 13.24 (Google on the web).

- 5. Program Requirements: In order to participate in this program, jurisdictions must meet the following criteria. Failure to meet these minimum criteria by the end of the fiscal year (plus a 90-day grace period) will result in a funding reduction for the following fiscal year.

TASK #	Description	Reduction Percentage
1	Have an officially appointed Emergency Management Director (EMD).	100% - Community cannot participate in program.
2	Have a local Emergency Operations Plan (EOP) updated annually and signed by the EMD and Chief Executive Officer of that jurisdiction. The EOP must also be approved by the	100% - Community cannot participate in program.

	Commissioner of DEMHS.	
3	Participate in the State DEMHS High-band radio network.	100% - Community cannot participate in program.
4	EMDs must provide 24 hour contact information to their respective DEMHS Regional Coordinator to facilitate emergency situation reporting and coordination of requests for state assistance.	5% of annual budget.
5	Conduct at least 1 exercise of their EOP annually and submit after action reviews to the State DEMHS through their respective Regional coordinator. Major activations (including situation reports to substantiate the activation) also qualify.	5% of annual budget.
6	Submit an annual proposed budget to DEMHS through their respective Regional coordinator.	5% of annual budget.
7	Submit audit quality documentation of program expenses to DEMHS on a quarterly basis through their respective Regional coordinator in a timely manner.	Failure to submit audit quality document will result in non-reimbursement of expenses.
8	Year end quarterly reports must be received by December 31 st in order to receive reimbursement.	Reduced by amount of any quarterly reports that were not submitted.
10	Jurisdictions must demonstrate that their local EOPs are NIMS compliant.	5% of annual budget.

6. **Program Assistance:** Department of Emergency Management and Homeland Security (DEMHS) Regional coordinators will be available to assist jurisdictions in development of budget proposals, reimbursement requests and all associated reporting and documentation associated with this program.

Regional coordinators will review all budget submissions and make recommendations on EMPG program eligibility, and make submissions along with recommendations to DEMHS HQ for final approval.

James M. Thomas
Commissioner

Supersedes edition of August 1, 2006



EMPG STATE AND LOCAL ASSISTANCE (SLA) PROGRAM

**ACCEPTANCE OF EMPG PROGRAM CONDITIONS OF ELIGIBILITY
& BUDGET ESTIMATE FOR FFY 2008 (10/1/07 – 9/30/08)**

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The (Town or City) accepts these conditions of eligibility to apply for Emergency Management Performance Grant (EMPG) program funding support for Federal Fiscal Year (FFY) 2008 which begins on October 1st, 2007. (See DEMHS Advisory Bulletin 60-1 Revised on 8/24/07 for additional guidance).

1. The receipt of EMPG funding brings with it a commitment on the part of the municipality to increase operational capability through the funding of personnel and administrative expenses.
2. The municipality will keep records of expenditures in accordance with the State Single Audit Act and will make records available to representatives of the Federal Emergency Management Agency (FEMA) and the Department of Emergency Management and Homeland Security (DEMHS) during regular business hours. All Federal Emergency Management Agency EMPG guidelines also shall apply.
3. Any individual whose salary is paid on a part-time or full-time basis under the EMPG program will be placed under the merit system personnel procedures promulgated by and meeting the standards of the State Office of Policy and Management.
4. The Connecticut Loyalty Oath for Civil Preparedness (C.G.S. Section 28-12) will be taken annually by all local personnel orally before a local civil preparedness officer or officers (emergency management director) empowered by the DEMHS Commissioner. The oath must also be taken orally by all volunteers entering on-duty with DEMHS, regardless of whether or not they are being reimbursed from EMPG funds.
5. Acceptance of an award under this program constitutes a legally binding agreement to comply with all relevant and applicable Federal and State regulations and conditions.
6. The municipality will submit promptly to the DEMHS excerpts of all audit reports prepared in accordance with the Single Audit Act (P.L. 98-502) and/or State statute, sufficient to identify the jurisdiction, the auditor(s) and the period audited, to include all references to funds received from DEMHS or the Federal Emergency Management Agency.

Signature of Chief Executive Officer indicates acceptance of these six conditions.

Signed: _____
Typed Name: _____ Title: _____

Date: _____

Acknowledged By: _____
Emergency Management Director

Date: _____

Federal Fiscal Year 2008
(10/1/2007 – 9/30/2008)

On the following page please provide a fiscal estimate of federal funds required to operate your emergency management program on a day to day basis. This request should be based on anticipated funding at the local level. Remember that your request covers the period from October 1, 2007 through September 30, 2008 (Federal Fiscal Year 2008).

Costs should be divided into the following categories:

1. **Personnel Compensation** – Includes salary, payments for vacation, sick leave, terminal leave, employer's contribution for Social Security, employee's life and health insurance, un-employment compensation contributions, worker's compensation insurance and pension plans.
2. **In-Kind Costs** - The total aggregate of all in-kind costs cannot exceed \$5,000 or 25% of the total municipal EMPG budget (whichever is lesser). In-kind costs may include; 1) Volunteer time for local Directors and Assistant Directors at a rate of \$25.00 per hour, 2) Volunteer time for clerical or administrative support at a rate of \$20.00 per hour, 3) Maintenance and/or Operations costs of EOC equipment, and 4) Donated equipment (new equipment only) for use in the EOC.
3. **Communications Costs** - A main voice phone line and 1 FAX line are allowable providing they are used for emergency management program support only. Cell phone, Blackberry or Pager service for the EMD is also allowable and Satellite TV (preferred) or Cable TV equipment and monthly costs are allowable along with other (pre-approved) communications equipment for the EOC.
4. **Information Technology (IT) Equipment for EOC** - Desktop computers (must be equipped with Web EOC provided by DEMHS), networked printers, fax machines and scanners, wireless networking (WI-FI) at the local EOC will only be considered eligible if the EOC is already equipped with a main voice phone, fax line, cell phones, pager service and a high-band radio.
5. **All Other Expenses** - Other costs that are in direct support of the local emergency management program may be included in the proposed budget and may be approved on a case by case basis if funding is available. Priority for funding will be given to personnel costs. Basic communications as outlined above will be given second priority.

Please Note:

1. See DEMHS Advisory Bulletin 60-1 (Rev. 8/24/07) for additional guidance.
2. Enter the total cost. The amount of the Federal share requested (50% of total cost) will be calculated automatically.