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Michigan Department of State
Police

EMERGENCY MANAGEMENT

PERFORMANCE GRANT GUIDEBOOK



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1. INTRODUCTION

The Emergency Management Performance Grant (EMPG) is under the authority of the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) Grant Programs Directorate. The EMPG is one of the grant programs that constitute DHS/FEMA's focus on all-hazards emergency preparedness. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the goals noted in the DHS Strategic Plan, the EMPG program supports the goal to Strengthen Preparedness and Resilience.

The 2018-2022 FEMA Strategic Plan creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The EMPG program aligns with the strategy by supporting the goal of Readyng the Nation for Catastrophic Disasters.

The EMPG assists with implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. Emergency Management Performance Grant allowable costs support efforts to build and sustain core capabilities across the prevention, protection, mitigation, response, and recovery mission areas. Funds granted under the EMPG must be used to support comprehensive emergency management at the state and local levels. Each state must maintain an emergency management program that includes the state and local capabilities that are essential for functioning as a part of the emergency preparedness system.

The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) strives to be a leader and a partner in protecting our homeland from all threats and hazards. Its primary mission is to prevent, mitigate, prepare for, respond to, and recover from emergencies, disasters, and threats to our homeland.

The MSP/EMHSD has been designated under the Michigan Emergency Management Act, Public Act (PA) 390 of 1976, as amended as the single state agency to coordinate all emergency management activities between municipal, county, state, and federal governments. The Michigan Department of State Police is designated by the governor to serve as the State Administrative Agency (SAA) for FEMA Preparedness Grants. The director of the department assigned the responsibility to MSP/EMHSD. Each section of the division shares in this responsibility. This includes such functions as state level administration and coordination; training and exercise; planning; and fiscal management and compliance. A portion of EMPG funding is allocated to support these activities. The primary goal is to provide leadership and direction; to coordinate emergency management activities across stakeholders; and to implement federal and state requirements. The MSP/EMHSD maintains routine contact with at federal, state, and local government officials as well as private sector representatives, to continuously improve upon the state's emergency management and homeland security posture.

Coordination between MSP/EMHSD and local emergency management programs is accomplished through an MSP/EMHSD District Coordinator (DC) assigned to each of the eight emergency management districts in the state. The DC provides day-to-day administrative and technical support to local emergency management programs. During emergencies and disasters, the DC also acts as a point of contact and liaison for local programs with the state and federal agencies.

2. EMPG PROGRAM OVERVIEW

2.1 Eligibility

To be eligible to receive EMPG funding, the local government must appoint a local Emergency Management Coordinator (EMC) and hire a local emergency manager. The local emergency manager must oversee the day-to-day operations of the emergency management program, in compliance with state and federal guidance, the annual EMPG Work Agreement/Quarterly Report, and with the

requirements outlined in this document. The EMC and local emergency manager are often the same individual.

2.2 Grant Allocation Process

The state of Michigan's EMPG award from FEMA provides funds for MSP/EMHSD programs and local emergency management programs. The amount available for local programs is contingent upon the amount of funding received from FEMA.

Local emergency management programs complete and submit the annual budget form (EMHSD-17) and EMPG Work Agreement/Quarterly Report (EMHSD-31) to MSP/EMHSD DC for initial review and signature. The EMHSD-17 form requires information about the local emergency manager's salary and fringe benefit package as well as the hours devoted to maintaining the local emergency management program.

Once signed by the DC, the EMHSD-17 and EMHSD-31 are submitted to the MSP/EMHSD Financial Administration Unit for analysis. Once all local program budgets have been received and reviewed, MSP/EMHSD compares the amount of funding received from FEMA to the total local budgets submitted to determine what percentage of the local emergency manager salaries and benefits can be covered by EMPG. The following example outlines how this percentage is determined:

EXAMPLE:

<u>Budget and Funding</u>	<u>Amount</u>
Total Salary and Fringe Benefits of Local EMPG- funded Emergency Managers	\$5,000,000
EMPG Funding Available - Local	\$2,000,000
Percentage of local salary and fringe reimbursed from EMPG	40%

In the example above, the 40% of the local salary and fringe to be reimbursed is calculated by dividing the amount available for local programs by the total amount of salary and fringe.

2.3 Period of Performance

The performance period for EMPG pass-through grants coincides with the federal and state fiscal year, October 1 through September 30. It is required and necessary that approved activities be implemented and completed within the grant performance period determined for the pass-through funding. All expenditures must have been incurred (paid or accrued) during the period of performance to be eligible for reimbursement or to be used as a match.

2.4 Matching Funds

The EMPG requires a local match of at least 50 percent of the total cost of the project. Matching funds usually come from local funds appropriated specifically for that purpose, but other contributions, cash and in-kind, may be accepted as part of the matching share. Except as allowed by federal statute, no other federal grant funds can be used as a match.

Shared costs or matching funds and contributions, including cash and third-party in-kind contributions, will be accepted as cost sharing or matching when such contributions meet all the following criteria:

- Are verifiable;
- Are not included as contributions for any other federal award;
- Are necessary and reasonable to accomplish the project or program objectives;
- Are allowable costs;
- Are not paid by the federal government under another federal award.

The following documentation is required for matching cash contributions: record of source of donor, dates, rates, amounts, and deposit slips. The following documentation is required for matching in-kind contributions: record of donor, dates, rates, and amount.

For further information on allowable sources and types of funds, timing of match contributions, and records for match, please consult 2 Code of Federal Regulations (CFR) §200.306. Documentation must be retained and available for audit.

2.5 Requesting a Change in Funding Status or Establishing a New Program

Counties that wish to:

- 1) Establish an emergency management program, or
- 2) Change the program's current part- or full-time status, or
- 3) Replace a program manager, must complete the two-step process described below¹:
 - A. The affected program must complete the EMHSD-17 form, "Local Budget for Emergency Management Performance Grant", and submit that form to the applicable MSP/EMHSD DC.
 - B. The program must complete a work agreement with the MSP/EMHSD DC for their respective district. The work agreement must be submitted on the EMHSD-31 form.

Currently funded programs that wish to apply for EMPG funds must submit their EMHSD-17 and EMHSD-31 by the deadline established by MSP/EMHSD, which will be included in the applicable fiscal year's Report Submission Schedule. Once the available funding is allocated to all local jurisdiction applicants, award amounts cannot be reallocated to jurisdictions that apply after the deadline. If there is a decrease in the local emergency manager's pay, hours of work or responsibilities during the year, or a break in service in the local emergency manager's position, MSP/EMHSD will reduce the allocation proportionately. Funds from these reductions will be forfeited to the state but may be paid out to local programs through supplemental means at the end of the grant performance period for demonstrated allowable costs.

The MSP/EMHSD reserves the right to determine the appropriateness of each new local emergency manager's hiring proposal that is submitted by a subrecipient. The proposal will be evaluated for supplanting issues and to ensure that they are "reasonable" in terms of the number of hours worked, etc. Questions concerning this application process can be directed to the MSP/EMHSD DC who has operational responsibility for the area.

Because counties are required to have an EMC per PA 390 of 1976, as amended, the MSP/EMHSD will fund new county emergency management programs upon request if the jurisdiction meets program requirements and assigns a local emergency manager to be responsible for the day-to-day operations of the emergency management program. If a county board of commissioners does not appoint an emergency manager, the chairperson of the county board becomes responsible. However, MSP/EMHSD will not provide EMPG funds if the chairperson of the county board acts as the EMC.

City and township emergency management programs that currently receive EMPG funding are considered eligible to continue receiving funding as long as all conditions for the application and use of funds exists. However, if a program opts out of EMPG funding or is discontinued and later reestablished, funding is not guaranteed in the future. To ensure funding for existing programs is not reduced, new or reestablished city or township programs will only be considered for funding if sufficient additional funding becomes available.

¹ Note: submitting an EMHSD-17 and completing a work agreement does not guarantee funding for a program.

3. LOCAL EMERGENCY MANAGER AND EMERGENCY MANAGEMENT COORDINATOR

The MSP/EMHSD provides EMPG funds to local jurisdictions to promote investing in and maintaining a robust local emergency management program. EMPG funds are made available to support personnel costs associated with a dedicated local EM or a local EM who also acts as the EMC. The local EM and the EMC is often the same individual. However, the duties may be separated so that the local EM is responsible for the day-to-day operation of the emergency management program and the EMC has the authority under PA 390 of 1976, as amended.

3.1 Local Emergency Manager

The position which is responsible for the everyday direction, supervision, and administration of a comprehensive emergency management program is considered the local emergency manager. This individual develops plans, provides training, coordinates exercises, and assesses needs of the community relative to emergency management, disaster preparedness, and recovery assistance. The local EM also plays a key coordinating role during a disaster or an emergency. However, this individual may not be vested with the same authorities outlined in PA.390 of 1976, as amended., as an EMC. In cases where the duties are separated, a local EM may be required to obtain approval from an appointed EMC when making certain decisions. The salary and fringe benefit costs for this position are used in calculating the program's annual EMPG allocation. For additional detail regarding the responsibilities of the local EM see section 4.2 of this document.

3.2 Emergency Management Coordinator

Each county must have an EMC and enabling legislation creating an emergency management program. This individual is vested with the authority articulated in PA 390 of 1976, as amended. and acts for and at the direction of the chairperson of the county board of commissioners or the chief executive official (CEO). An EMC is the individual appointed to coordinate emergency management activities within the county or municipality. However, this individual may or may not manage an emergency management program on a day-to-day basis; in some jurisdictions, this individual only engages in emergency management during times of crisis. For additional information regarding the appointment, duties, and eligibility of an EMC, reference PA 390 of 1976, as amended.

For purposes of this guidebook, the term local EM is used to reference positions eligible to receive EMPG funding and the responsibilities associated with receipt of the funds. Although often used interchangeably, the term emergency management coordinator is only used in this document to reference the statutorily required appointment, independent of the local emergency manager position, unless otherwise noted.

Statutory Requirements – Michigan Emergency Management Act, Public Act (PA) 390 of 1976, as amended

Section 9 of PA 390 of 1976, as amended, specifies that the EMC shall act for, and at the direction of, the chairperson of the county board of commissioners in coordination of all matters pertaining to emergency management in the county, including mitigation, preparedness, response, and recovery. In counties with an elected county executive, the county EMC may act for and at the direction of the county executive.

Under the Michigan Emergency Management Act, two-or-three adjoining counties may appoint an emergency management coordinator for the multi-county area through an adopted resolution. The counties should contact the appropriate MSP/EMHSD DC for assistance in creating a merged or shared program.

A municipality with a population of 25,000 or more shall either appoint a municipal EMC or appoint the county coordinator as the municipal EMC. The coordinator shall be appointed by the CEO. The EMC shall be the municipal CEO if no one is appointed. The coordinator of a municipality with a population of 25,000 or greater shall act for and at the direction of the CEO of the municipality or the official designated

in the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

Municipalities with a population of 10,000 or more, but less than 25,000, may appoint an EMC. They shall act for and at the direction of the CEO or the official designated by the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

A municipality having a population of less than 10,000 may appoint an EMC who shall serve at the direction of the county EMC.

A public college or university with a combined average population of faculty, students, and staff of 25,000 or more, including its satellite campuses within this state, shall appoint an EMC. Public colleges or universities with a combined average population of faculty, students, and staff of 10,000 or more, but less than 25,000, including its satellite campuses within this state, may appoint an EMC.

3.3 Hiring Policy and Requirements for Additional Assigned Duties

The FEMA provides funding to the state under the EMPG to support the development and maintenance of an emergency management program. The state passes through part of the EMPG funds to local emergency management programs for the improvement of mitigation, preparedness, response, and recovery capabilities for all hazards.

The primary means to encourage local emergency management programs is fiscal support for the position of local EM. The annual funding allocation is based on the salary and fringe benefits of the individual designated to hold the local emergency manager position (limited to one individual's costs). When a local EM has more than one job, the funding must be proportional to the percent of time spent on emergency management.

The position description specific to the local EMs must be provided by each EMPG subrecipient. As a condition of EMPG funding, a local EM who performs non-emergency management functions in addition to emergency management functions must provide MSP/EMHSD with a position description that specifies the percentage of time spent on each job. All jobs that the local EM performs must be included in the position description, including such other duties as fire chief or 9-1-1 administrator. The percent of time spent on each separate job title must be spelled-out in the position description.

It is the policy of MSP/EMHSD to prorate funding according to the documented, (and verified) percent of time allotted for emergency management activities. Records clearly showing the percent of time spent on each job must be retained and made available for review upon request by MSP/EMHSD. The EMC who does not have the day-to-day responsibility for the emergency management program is not eligible for EMPG funding. A person appointed as a local EM who is a full-time fire chief, 9-1-1 operator/administrator, or other non-emergency management position is also ineligible for EMPG funding.

When a new EM is hired to fill a position previously held by a local EM serving in dual roles, the most current copy of the position description must be provided to MSP/EMHSD. At that time, MSP/EMHSD will review the position description and determine the EMPG funding percent based on EMPG duties only.

When designating a new local EM, a jurisdiction may request that their full-time fire chief, 9-1-1 administrator, or other full-time employee be appointed to the position. However, the jurisdiction will have to demonstrate that the employee's normal duties have been reduced by the number of hours assigned to emergency management tasks. Anything contrary to this action would be in violation of a supplanting clause that is present in general federal grant language and specifically in the EMPG program. This clause prohibits utilizing federal grant funding to replace funding allocated from county or municipal general funds or other funding sources. The jurisdiction would be required to provide documentation justifying this arrangement in the event of a state or federal program audit. Since subrecipients certify that they have not reduced non-federal funds because of receiving federal funds, the reduction must have

occurred for reasons other than to replace a reduction in non-federal funds or solve budget shortfalls in general fund programs. That documentation should consist of the following:

- A signed statement from the CEO of the jurisdiction indicating that the fire chief or 9-1-1 administrator position was reduced to part-time status, the date this occurred, and that the subsequent remaining hours of the 40-hour week will be dedicated to emergency management duties.
- Time sheets that clearly delineate hours worked on emergency management activities and those worked on other responsibilities such as fire chief or 9-1-1 administrator duties.
- A position description that clearly outlines the duties of the non-emergency management position and those of the local EM.
- A completed EMD-21, "Emergency Management Coordinator Information".²

3.4 Part-time and Full-time Local Emergency Managers

The MSP/EMHSD strongly encourages each emergency management program to provide a full-time local EM. It is recognized that programs with very small population bases may not be able to support a full-time local EM. In instances where the position is part-time, MSP/EMHSD recommends the local EM be employed for a minimum of 20 hours per week.

3.5 Reporting Guidelines for EMPG Funded Personnel

The MSP/EMHSD does not mandate a standardized process for EMPG funded personnel time accounting. Subrecipients have the flexibility to determine the method of time accounting that best accommodates their processes. However, all EMPG-funded personnel must document activities in a manner that is in accordance with 2 CFR 200.430 and must make documentation available upon request during an audit or monitoring visit. EMPG-funded personnel who also perform non-EMPG duties must account for all hours of compensation, regardless of funding source. In such cases, the EMPG and non-EMPG hours should be identified separately and recorded with the corresponding activities. This applies to any individual who serves as a local EM and another position (i.e., 9-1-1 Director, Planner, or first responder).

2 CFR 200.430 (i) Standards for Documentation of Personnel Expenses: Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into the official records of the non-Federal entity;
- Reasonably reflect the total activity for which the employee is compensated;
- Encompass federally assisted and all other activities compensated by the non-Federal entity;
- Comply with established accounting policies and practices of the non-Federal entity;
- Support the distribution of employee's salary among specific activities if multiple funding sources are used; and
- Not be based on budget estimates alone.

EMPG-funded personnel time-accounting documentation must meet the above CFR requirements and should include the detail listed below.

² See EMD-21 form, "Emergency Management Coordinator Information", in Appendix D.

Support documentation for salaries and wages should include the following:

- Name of the EMPG funded employee being compensated
- Reporting period start and end dates
- Total hours worked per day with breakdown by funding source (including EMPG and non-EMPG activities)
- Total hours worked for the pay period with breakdown by funding source (including EMPG and non-EMPG activities)
- Signature of the EMPG funded employee
- Supervisor's approval

4. EMERGENCY MANAGEMENT PROGRAM REQUIREMENTS**4.1 Local Jurisdiction Responsibilities**

The local government must meet the following minimum program and fiscal requirements:

- A. Appoint a local EMC and hire a local EM³. The local EM must be able to assume responsibility and satisfactorily complete, as scheduled, the following functions identified in the EMPG Work Agreement/Quarterly Report⁴
 - 1) Ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies, and procedures to carry out emergency financial and administrative responsibilities. The EMPG-funded local EM shall provide a copy of their job description(s) that incorporates their emergency management activities. Emergency management activities of the local EM and other response personnel shall be identified in the emergency management ordinance, resolution, and county plans.
 - 2) Comply with PA 390 of 1976, as amended, comply with applicable laws and regulations, and have a local emergency management resolution.
 - 3) Continually identify natural, technological, and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards to consider their impact on the public, responders, continuity of operations including the delivery of services, property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction; and public confidence in the jurisdiction's governance.
 - 4) Participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive hazard mitigation funds, the local emergency manager must ensure that the jurisdiction's hazard mitigation plan is developed and updated every five years.
 - 5) Implement a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk, including procedures for exchanging information between internal and external stakeholders to prevent incidents.
 - 6) Maintain a current Emergency Operation Plan (EOP), or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a, [Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines](#). Verify that each jurisdiction whose population exceeds 10,000 also complies with PA 390 of 1976, as amended, by

³ The EMC and local emergency manager may be the same individual.

⁴ See Appendix E, Sample 2018 EMPG Work Agreement/Quarterly Report.

- maintaining an emergency support plan. The jurisdiction must verify that the EOP or EAG and supplemental emergency support plans are updated every four years. The jurisdiction's current CEO must sign the updated/revise EOP, or EAG, and emergency support plans.
- 7) Comply with Homeland Security Presidential Directive -5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).
 - 8) Comply with the NIMS resource management requirements including identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The local EM should also develop Mutual Aid Agreements (MAA) and promote membership in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps.
 - 9) Communicate both internally and externally with all Emergency Management Program stakeholders and emergency personnel. The local EM shall disseminate disaster-related information and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The systems should be interoperable with other communication systems.
 - 10) Develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, restoration of essential functions, and coordination among all levels of government. Procedures shall also be developed to guide situation assessment, damage assessment (DA) situation reporting, and incident action planning. The local EM shall have a primary facility EOC capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.
 - 11) Implement a formal, documented training program composed of training needs, assessments, a curriculum, course evaluations, and records of training. Necessary training includes: the NIMS training courses and the Professional Development Series (PDS) or the Emergency Management Professionals Program Basic Academy. The completion of these courses should be tracked in the Quarterly Training Reports (QTR) and submitted to the MSP/EMHSD by the required deadlines. The local EM shall also promote available emergency management training for all personnel, including EOC staff, specific to their responsibilities.
 - 12) Implement a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP), <https://www.fema.gov/media-library/assets/documents/32326>.
 - 13) Provide preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as "Do 1 Thing."
- C. Submit the local annual EMPG Work Agreement/Quarterly Report for the current year to MSP/EMHSD for approval.⁵

⁵ See Appendix E, Sample 2018 EMPG Work Agreement/Quarterly Report.

- D. Provide to MSP/EMHSD complete official job descriptions, including both EMPG and non-EMPG duties, for all employees funded under the EMPG (at least annually and whenever a job description is revised).
- E. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
- F. Retain all financial records, supporting documents, statistical records, and all other records pertinent to the EMPG program for at least three years after the final grant report is filed with FEMA, for purposes of federal or state examination and audit.
- G. Comply with The Hatch Act, 5 U.S.C. §§ 7321-7326, The Hatch Act limits certain political activities of most federal employees, as well as some state and local government employees who work in connection with federally funded programs. For example, the law prohibits employees from engaging in political activity while on duty or in the Federal workplace. It also prohibits them from soliciting or receiving political contributions. Any specific questions about personal involvement in political activities should be directed to the Office of Special Counsel (OSC); their website is: <https://osc.gov/Services/Pages/HatchAct.aspx>. The OSC is the federal agency that is responsible for providing advisory opinions on, and enforcing, the Hatch Act. An employee's conduct is also subject to other state laws and the regulations of the employing agency.

4.2 Local Emergency Management Responsibilities

Detailed responsibilities of the local EM are listed in the EMPG Work Agreement/Quarterly Report for each year. These requirements are identified in section 4.1 (A) above. This section outlines additional information and resources for key responsibilities of the EM and emergency management program.

4.2.1 Planning

Local EM are responsible for the development and implementation of the community's EOP, a mitigation plan, and other planning documents needed to prepare the jurisdiction for its mitigation, response, and recovery functions. Planning is an extremely critical piece of emergency management, so if a program fails to complete required planning activities during a fiscal year, they may forfeit federal funding.

Local EMs are responsible for the development and implementation of the jurisdiction's EOP/EAG. The MSP/EMHSD publishes several planning documents to assist local emergency management programs in the development of this plan. These publications can be found at [MSP/EMHSD Publications](#).

EMD Pub 201: Local Emergency Planning Workbook – Promotes a common understanding of the fundamentals of planning and decision-making to help EMs examine a threat or hazard and produce integrated, coordinated, and efficient response capabilities. Planning templates are available for the MSP/EMHSD-supported EOP/EAG plan types. Templates include a traditional functions-based EOP, an agency based EOP, an Emergency Support Function (ESF) EOP, and an EAG.

EMD Pub 201a: Review Guide for Local Emergency Operation Plans and Emergency Action Guidelines – Determines whether a community's emergency management planning documents are in accordance with federal and state planning standards. The local EM is responsible for filling out Pub 201a and submitting it to the DC with each major plan update. The MSP/EMHSD planning staff will conduct a comprehensive review of the EOP/EAG and provide feedback to the local program. The EOP or EAG must meet all criteria listed in Pub 201a and be approved by the DC and planning staff to be considered adequate. Each EOP/EAG template has a corresponding section in this publication.

EMD Pub 204: Support Emergency Operations Plan Guide – Designed to assist local municipalities that have a population of 10,000 or more with developing a support plan to be incorporated into the county EOP/EAG.

EMD Pub 305: Local Emergency Planning Committee Handbook – The local EM is encouraged to support the completion of off-site response plans for hazardous materials sites in the local jurisdictions.

This support includes actively participating with or on the Local Emergency Planning Committee (LEPC) that has responsibility for the jurisdiction, including organizing and/or chairing the committee, if necessary. The local EM should also work with the local fire departments in the jurisdiction to encourage the development of fire-fighter right-to-know plans.

EMD Pub 308: Guidance for Community HAZMAT Response Plans – Intended to assist LEPCs and the local EM with completing SARA Title III Off-site Emergency Response Plans for facilities (both industrial and agricultural) that have reportable quantities of Extremely Hazardous Substances (EHS) as determined by standards set by the Environmental Protection Agency (EPA), that exceed the threshold planning quantity. The local EM may also utilize the SARA Title III off-site response template available through MSP/EMHSD. A list of EHS's and EPA Emergency Response tools may be found at <http://www.epa.gov/oem/docs/er/355table01.pdf>.

EMD Pub 207: Local Hazard Mitigation Planning Workbook – Another plan that is vitally important to the community is a hazard mitigation plan. Each local emergency management program should be actively involved in the development and implementation of a hazard mitigation plan. Local EMs can use the state's Local Hazard Mitigation Planning Workbook or the newer FEMA publications, the 2011 "Local Mitigation Plan Review Guide" and the 2013 "Local Mitigation Planning Handbook," as guidance to assist in the development of a hazard mitigation plan.

4.2.2 Training

All EMPG funded personnel are expected to be trained emergency managers. In addition to training activities aligned to and addressed in the annual Training and Exercise Plan, all EMPG-funded personnel must complete the following training requirements and record proof of completion:

1. NIMS Training, Independent Study (IS)-100, IS-200, IS-700, and IS-800; and
2. Professional Development Series (PDS) or the Emergency Management Professionals Program (EMPP) Basic Academy.

The MSP/EMHSD training staff develops, coordinates, and delivers training on a variety of emergency management topics. The [Professional Emergency Manager \(PEM\)](#) designation program is mandated by the P.A. 390 of 1976, as amended. The PEM program provides the basic overview of emergency management principles from both the national and state perspective. In addition, the [EMHS Training Center \(EMHSTC\)](#) provides specialized training for local first responders (and the private sector upon request) with a variety of hazardous material awareness/response courses, NIMS/incident command, and Chemical, biological, radiological, and nuclear defense, (CBRNE)/Weapon of mass destruction (WMD) terrorism topics.

Prior to each fiscal year, the Emergency Management and Homeland Security Training Center (EMHSTC) publishes a schedule of training course offerings in the Emergency Management and Homeland Security Course Catalog [MSP - Training & Exercise \(michigan.gov\)](#). Emergency management courses are offered to employees of local government and state agencies at no cost. Many of the courses in the FR/PS require a fee (cost subsidized with federal grants) and have course pre-requisites. Registration for EMTP and FR/PSTP courses can be found on our [Learning Management System \(LMS\)](#) also known as MI-TRAIN.

The EMHSTC staff coordinates federally funded training (both in and out of state). [Emergency Management Institute](#) course applications are submitted through the State Training Officer, and the [National Domestic Preparedness Consortium \(NDPC\)](#) courses are vetted by the State Training Point of Contact (TPOC).

4.2.3 Exercising

The purpose of exercising is to enhance the whole community's preparedness posture by using an evaluated assessment of emergency management capabilities which also identify capability gaps.

This can be accomplished by testing the plans of an individual organization, or a group of interdependent organizations that need to accomplish an identified function or task.

The emergency management program shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local EM shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of State Police by Section 19 of 1976 PA 390, as amended, MCL 30.419) Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator. Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

4.2.4 Advocacy

An advocate's role may require regular involvement in various community efforts such as fire safety and prevention, school safety, exercising, training, capital improvements planning, and homeland security concerns, to name a few. The advocacy role requires local EMs to be visible in the community, and consistent in the message that emergency management is intended to help save lives, protect property and the environment, and create a higher quality of life in the community. The local EM should also be involved in Superfund Amendments and Reauthorization Act (SARA) Title III planning through the LEPC. The planning responsibility is entrusted with the LEPC; but the local EM, should be aware of what is included in each plan, since those plans are to be incorporated in the county-wide EOP. The LEPC may also choose to rely on the local EM for primary planning duties related to SARA Title III.

5. ALLOWABLE AND UNALLOWABLE COSTS

Use of the EMPG local grant is limited to reimbursement of the salary, overtime, compensating time off, and associated fringe benefits of the local EM, consistent with jurisdictional policies. Please refer to [2 CFR Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, for information on salary and fringe benefits. Proof of payment, such as approved timesheets, payroll registers, and copies of cancelled checks or employee pay stubs must be provided with the billing form before reimbursement can be processed.

Form EMHSD-007, Expenses Claimed for Local Program Contributions, serves as the billing form that is submitted to MSP/EMHSD on a quarterly basis, along with all supporting documentation, for costs incurred by the local jurisdiction for the EMPG program. The financial officer for the local jurisdiction is required to certify on the EMHSD-007 that the expenses submitted are correct and have been incurred and paid by the local jurisdiction. The jurisdiction's "financial officer" certifying the EMHSD-007 must be someone other than the local EM. Other necessary expenses such as travel, office supplies, rent and maintenance of office space, utilities, and insurance may be billed for reimbursement under the 5% organization allowance after all payroll costs for the grant award year have been reimbursed to the local program. If organization costs are claimed, a narrative must be submitted detailing the expenses that are

included in these costs. Please note that the 5% organization allowance is included as part of the local allocation, not in addition to the allocated amount. (See explanation on page 17.)

As outlined in Section 2.4, a cost-match is required under the EMPG. The federal share used towards the EMPG budget cannot exceed 50% of the total budget; the federal award must be equally matched. Federal funds cannot be used to match federal funds. The match from non-federal sources can be met through cash or "in-kind" sources. For further information on allowable sources and types of funds, timing of match contributions, and documentation for match, please consult 2 CFR Part 200 Section 306.

5.1 General Guidance Regarding Allowable Costs

Costs charged to this grant must be consistent with the Cost Principles for Federal Awards outlined in 2 C.F.R. 200, Subpart E. This guidance can also be accessed at [2 CFR Part 200](#).

Factors affecting allowability of costs under federal awards:

- A. Be allowable
 - 1) Be necessary and reasonable for the performance of the federal award and be allocable thereto under these principles.
 - 2) Conform to any limitations or exclusions set forth in these principles or in the federal award as to types or amount of cost items.
 - 3) Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-federal entity.
 - 4) Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.
 - 5) Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award, in either the current or a prior period, except as specifically provided by federal law or regulations.
 - 6) Be adequately documented.
- B. Be reasonable.
- C. Be allocable.
- D. Be net of applicable credits.
- E. Consider the total cost.

5.2 Eligible Costs Reimbursed by MSP/EMHSD

The following costs are eligible for reimbursement under the EMPG:

- A. Personnel compensation and benefits
 - 1) Personnel compensation includes gross compensation (before deductions for taxes and other purposes) for the services of employees engaged in emergency management activities.
 - 2) Fringe benefits include the applicant's share of payments for vacation, sick leave, other leave, the emergency management share of terminal leave, and as the employer's contributions for Social Security (FICA), life and health insurance plans, employment insurance coverage, worker's compensation insurance, pension plans, severance pay and similar benefit entitlements. These benefits must be granted under approved official government plans for compensating their employees and distributed equitably to grant

- programs and other activities. If an incentive award system is in effect, awards for employee suggestions and efficiency are also included.
- B. The local jurisdiction may use any allocation remaining after all payroll related costs have been reimbursed, up to 5 percent of the local EMPG allocation amount, for allowable organization activities which directly support the local emergency management program. This is part of the local allocation and is not in addition to the allocated amount. Organization activities are defined as directly relating to all-hazards emergency management operations, staffing, and other day-to-day activities, in support of emergency management. If organization costs are claimed, a narrative must be submitted detailing the expenses for which reimbursement is being sought. The organization allowance cannot be used to reimburse existing staff as this would result in supplanting.

5.3 Unauthorized EMPG Expenditures:

EMPG funds may not be used for:

- 1) Grant funds must comply with FEMA Information Bulletin 426 and may not be used for the purchase of the following equipment: firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
- 2) Expenditures for weapons systems and ammunition.
- 3) Costs to support hiring sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- 4) Activities and projects unrelated to the completion and implementation of the EMPG.

The following cost items are not allowable under federal grants in general:

- 1) Alcoholic beverages
- 2) Contributions and donations
- 3) Entertainment
- 4) Fines and penalties
- 5) General costs of government
- 6) Interest, except for building acquisition, construction or fabrication, reconstruction, or remodeling
- 7) Lobbying

5.4 Supplanting

Supplanting funds is defined as using federal grant money to “replace” or “take the place of” existing local funding. DHS grant funds may not be used to replace local funds that would, in the absence of federal aid, be available or forthcoming for programs. Instead, grant funds must be used to increase the total amount of funds. In other words, a grant recipient may not use federal grant funds to pay for programs that the recipient is already obligated to pay for or has funded.

Potential supplanting will be carefully reviewed in the application review phase, in subsequent monitoring, and in the audit phase. The subrecipient (local program) may be required to supply documentation certifying that they did not reduce non-federal funds because of receiving federal funds. These federal funds may not be used to support the hiring of sworn public safety officers or to supplant traditional public safety positions and responsibilities. Federal funds cannot be used to replace a reduction in non-federal funds or to solve budget shortfalls in general fund programs.

6. WORK AGREEMENT AND QUARTERLY REPORTING

6.1 Purpose of Annual Work Agreement

The annual work agreement is a tool to assist local emergency management programs in working toward the jurisdiction's identified goals and to satisfy the State of Michigan's need to ensure that an effective emergency management system exists throughout the State. An acceptable and approved work agreement is required for a local jurisdiction to be eligible for Emergency Management Performance Grants funds.

6.2 Work Agreement Workgroup

An EMPG work agreement workgroup will meet each year to discuss and update the upcoming EMPG work agreement. The workgroup consists of representatives from each emergency management region, and MSP/EMHSD subject matter experts. The work group makes final recommendations to the MSP/EMHSD Commander regarding the work agreement before it is distributed to each region through a scheduled EMPG roll-out, which may be subject to change.

6.3 Work Agreement Items

The EMHSD-31 contains program objectives, planned activities, and actions taken.

Objectives: The objectives listed in the EMPG work agreement are based on the standards listed in EMHSD Pub 206: Local Emergency Management Standards. A general description of the objective is provided in the EMPG work agreement and listed in Section 4.1 (A) (1-13) of this document.

Planned Activities: Planned activities are identified for each objective listed in the EMPG work agreement. The planned activities are measurable tasks that help the local emergency management program meet the objective.

Actions Taken: Each program will indicate whether they have completed the planned activity, under the "Actions Taken" section, in each quarter of the work agreement.

6.4 Quarterly Reporting

The EMHSD-31 EMPG Work Agreement/Quarterly Report functions as both the work agreement and quarterly progress report. The quarterly report must be submitted to the DC each quarter through the completion of an online survey. Each quarter, a unique survey link will be sent to each emergency management program; once the survey is completed, it must be submitted through the state of Michigan system. The DC will review the survey results, add comments, and if progress is adequate, will approve the EMHSD-31.

Local grant funding is dependent upon timely completion of work items. Failure to complete work items may result in the delay of that quarter's funding until the work item is completed. The inability to complete a work item should be discussed with the DC as soon as possible to resolve any potential funding delays.

Local program reimbursement involves submitting billing information on the "Expenses Claimed for Local Program," (EMHSD form EMHSD-007⁶) along with the EMHSD-31, at the end of each quarter. All eligible salary and fringe costs of the local emergency manager for the program should be included on the quarterly billing forms.

⁶ See Appendix B for a copy of EMHSD-007. This is also known as the quarterly billing form, (see section 4). [MSP/EMHSD Grant Forms](#)

6.5 Procedure for Quarterly Reporting of Local Program Performance

Each DC is responsible for reviewing quarterly work activity reports received from each of the programs within their district to determine if a program qualifies for expense reimbursement for the quarter. This will be done through the online survey. After a local program completes the report, the DC will be able to access the online survey, provide comments, and sign off on the survey.

The DC must provide a narrative explanation following review of the EMPG quarterly report, explaining any recommended delay or forfeiture actions and notify the Grants and Financial Management Section. The State and Local Support Section Commander will provide additional comments and may contact the DC if additional information is necessary to make a just determination regarding any sanctions or corrective actions that the DC requests.

If appropriate justification exists, the DC will work directly with the local program to provide the necessary justification or supporting documentation and will provide comments/narrative to the State and Local Support Section Commander and the Grants and Financial Management Section.

- 1) Report a qualified recommendation to proceed with the current quarterly reimbursement payment.
- 2) Follow-up during the next quarter to determine if the situation has been satisfactorily rectified.

6.6 Local Budget for EMPG, EMHSD-17

Each fiscal year, the applicant must also complete the EMHSD-17 form, "Local Budget for Emergency Management Performance Grant,"⁷ and submit that form to the MSP/EMHSD DC for their respective district. The form requires information about the local emergency manager's salary and fringe benefits package. Local budget information can be found above in 2.1.

7. DELAY AND FORFEITURE POLICY

7.1 Forfeiture Policy

The MSP/EMHSD has the responsibility and the authority to ensure that federal funds are effectively utilized to provide comprehensive and functioning emergency management programs throughout the state. If a local program fails to meet program requirements, MSP/EMHSD has the authority to delay and/or forfeit the federal program payments that the state passes through to the local program.

7.2 Programs Meriting Sanctions

If any of the following categories of program noncompliance or unsatisfactory performance or conduct occur, MSP/EMHSD may impose sanctions on the program.

- A. A program that lacks an appointed local EM for more than three consecutive months.
- B. A program that does not complete annual qualifying and required exercises within the grant period.
- C. A program that has not completed required planning activities.
- D. A program that fails to complete planned activities outlined in the first, second, third, and fourth quarters of the EMHSD-31 EMPG Work Agreement/Quarterly Report.
- E. A program that fails to complete and submit quarterly reporting requirements.
- F. A program that fails to complete other work items over a long-term or on a continuing basis.
- G. A program that fails to maintain a current and adequate EOP.

⁷ See Appendix C for a copy of "Local Budget for Emergency Management Performance Grant", EMHSD-17 form.

7.3 Sanctions That May Be Imposed

The following measures are actions that may be taken in response to program noncompliance or unsatisfactory performance or conduct:

- A. Granting an extension of time to complete work items, if appropriate justification exists and it is recommended by the DC.
- B. Granting an extension of time to complete work items of high-level importance (planning and exercising), if approved by the MSP/EMHSD Commander. The DC's are responsible for recommending the length of such an extension.
- C. Withholding payments until each quarter's work items have been satisfactorily completed. The length of payment delay would be recommended by the DC and approved by the MSP/EMHSD Commander.
- D. Forfeiting payment if mandatory work items that affect the basic functioning of the program have not been completed within two quarters, or by the end of the fiscal year, depending on which occurs first, and decided by the MSP/EMHSD Commander.
- E. Forfeiting payment if a qualifying exercise has not been completed within the scheduled quarter and the DC recommends this penalty. Payment would be forfeited for the quarter in which the exercise was scheduled, and all subsequent quarters, until the quarter during which a qualifying exercise is completed.

8. APPEALS PROCESS

8.1 State Appeals Process

A subrecipient that questions the appropriateness of state actions on its subgrant award, based upon state and federal regulations and guidance, may submit an appeal, together with all available and pertinent documentation, through the MSP/EMHSD Commander to the Director of the MSP within thirty days of receiving a notification of action. Upon receipt of such an appeal, the MSP/EMHSD Commander shall forward the appeal and any accompanying documentation to the MSP Director for review and determination. The appeal shall contain all exceptions being taken by the subrecipient; no partial exceptions will be reviewed.

The subrecipient will be notified in writing of the Director's decision, including a statement of the reasons for the determination. This decision shall be final at the state level. No portion of the appellant subrecipient's allocation shall be reallocated by the state, pending determination of its appeal to the Director.

9. RECORDS RETENTION AND AVAILABILITY

All EMPG records must be retained for three years after the date the final federal grant report is filed, for purposes of federal or state examination and audit. Each local emergency management program must retain all financial records, supporting documents, statistical records, and all other records pertinent to the EMPG program.

10. SINGLE AUDIT RESPONSIBILITIES

10.1 Single Audit Requirements

In accordance with the Single Audit Act of 1984, as amended, a non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in all federal awards combined shall have a single or program-specific audit conducted for that year, in compliance with 2 CFR 200, Subpart F. Non-federal entity means a state, local government, or non-profit organization. The non-federal entity is considered the entire government of the county, city, or township, not just the emergency management program.

State and local jurisdictions that receive EMPG funds must complete the required financial and compliance audits.

Each subrecipient that receives pass-through EMPG funds shall annually submit the “Audit Certification” form with its signed grant agreement, to notify MSP/EMHSD whether it expects to be required to have a single audit for the next grant period. If an audit is required, the subrecipient is required to submit a copy of the annual audit report to: Michigan State Police, Grants and Community Services Division, P.O. Box 30634, Lansing, Michigan 48909.

10.2 Follow-up to Single Audit Findings

An important part of a single audit is the auditor's “Schedule of Findings and Questioned Costs.” This report provides information found during the audit about noncompliance, reportable conditions, findings and questioned costs, related to federal programs.

The subrecipient must follow up on these findings to develop and implement a corrective action plan. Corrective action plans lay out the activities the subrecipient must take to correct financial, accounting, administrative and other deficiencies identified during the audit.

11. ON-SITE PROGRAM REVIEWS

11.1 Purpose of On-Site Program Reviews

The purpose of an on-site program review is to ensure that local programs are compliant with federal and state requirements and grant guidance. The on-site review focuses on monitoring and helping the local EM understand and comply with all requirements of the grant and work agreements. The on-site review is not intended to duplicate the activities performed by a single audit.

12. Appendix Section

1. Appendix A: EMPG Grant Process Cycle
2. Appendix B: EMHSD-007 EMPG Quarterly Billing
3. Appendix C: EMHSD-17 Local Budget for EMPG
4. Appendix D: EMD-021 Emergency Management Coordinator Information
5. Appendix E: EMHSD-031 EMPG Work Agreement/Quarterly Report

EMPG Grant Timeline

Application		
Timeframe	Responsible Party	Action
July through August, before the fiscal year begins.	MSP/EMHSD District Coordinators (DC), MSP/EMHSD planning, training, and financial staff.	Distribute relevant grant forms for current fiscal year. Communicate any significant changes.
July through September, before the fiscal year begins.	Local Emergency Management Programs	Submit application documents for each federally funded employee to the MSP/EMHSD DCs. <ul style="list-style-type: none"> • EMHSD-31. • EMHSD-17. • Current job description.
September, before the fiscal year begins.	MSP/EMHSD DCs	Review applications and send to MSP/EMHSD Grants and Financial Management Section.
September, before the fiscal year begins.	MSP/EMHSD Grants and Financial Management Section	Review applications.

Awards		
Timeframe	Responsible Party	Action
October 1.	MSP/EMHSD Grants and Financial Management Section	State fiscal year begins. EMPG subrecipient performance period begins.
Date is dependent on federal budget approval.	Department of Homeland Security, Federal Emergency Management Agency	Award EMPG grant funding to the SAA.
Within 30 days of federal award notice.	MSP/EMHSD Grants and Financial Management Section	Determine local allocations.
Within 60 days of federal award notice.	MSP/EMHSD Grants and Financial Management Section	Prepare EMPG grant agreements and cover letters.
Within 60 days of federal award notice.	MSP/EMHSD Division Commander	Sign grant agreements.
Within 60 days of federal award notice.	MSP/EMHSD Grants and Financial Management Section	Send local emergency management programs the grant agreement packages.
Within 60 days of receipt of subrecipient grant agreement package.	Local Emergency Management Programs	Return signed grant agreements, assurances, and audit forms to MSP/EMHSD Grants and Financial Management Section.

EMPG Grant Timeline

Reporting		
Timeframe	Responsible Party	Action
Within 20 days following the end of each quarter.	Local Emergency Management Programs	Submit quarterly work reports and billing forms to MSP/EMHSD DCs: <ul style="list-style-type: none"> • EMHSD-31 • EMHSD-007
Last 10 days of the month following the end of each quarter.	MSP/EMHSD DCs	Review reports, make recommendations regarding deficiencies, and report any deficiencies.
Review upon receipt of submission.	MSP/EMHSD DCs and the Grants and Financial Management Section	Review reimbursement submissions.

Payment		
Timeframe	Responsible Party	Action
First two weeks of February, May, and August following the end of the first three quarters, and the first two weeks of December for the fourth quarter.	MSP/EMHSD Grants and Financial Management Section	Determine payment amounts.
First two weeks of February, May, and August following the end of the first three quarters, and the first two weeks of December for the fourth quarter	MSP/EMHSD State and Local Support Section, and the Grants and Financial Management Section	Recommend payments, approval of delays, withholding funding, and forfeitures to the MSP/EMHSD's Assistant Division Commander.
First two weeks of February, May, and August following the end of the first three quarters, and the first two weeks of December for the fourth quarter	MSP/EMHSD Grants and Financial Management Section	Prepare letters regarding withholding funds or forfeitures.
Second two weeks of the second month, following the quarter's end for first three quarters	MSP/EMHSD Grants and Financial Management Section	Make payments to eligible local programs, pending appropriate documentation.
September 30	MSP/EMHSD Grants and Financial Management Section	Fiscal year ends
After MSP/EMHSD reconciliation of EMPG funds at year end	MSP/EMHSD Grants and Financial Management Section	Make fourth quarter and any outstanding quarter final payments.

EMPG Grant Timeline

Audit and Close-out		
Timeframe	Responsible Party	Action
Within (3) three years of the date final payment is sent to the local emergency management program.	MSP/EMHSD Audit Unit	On-site review of programs based upon risk assessment.
As soon as Single Audit information has been completed by independent auditing firm.	Local Emergency Management Programs	Submit copies of Single Audit to Michigan State Police (MSP), Grants and Community Services Division.
90 days after the end of the fourth quarter.	MSP/EMHSD Grants and Financial Management Section	Prepare final reports to Department of Homeland Security (DHS).
For three (3) years after the final report is submitted to Department of Homeland Security.	MSP/EMHSD Grants and Financial Management Section, and the Local Emergency Management Programs	Retain EMPG documentation.

EMHSD-017 (6/2021)
 MICHIGAN STATE POLICE
 Emergency Management and Homeland Security Division

LOCAL BUDGET FOR EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

AUTHORITY: 1976 PA 390, as amended, MCL 30.407a; COMPLIANCE: Voluntary.

Emergency Manager Annual Salary/Fringes: October 1, [redacted] through September 30, [redacted]

This request is for participation in the matching funds EMPG Program for projected expenses for emergency management. Submit electronically to the appropriate Michigan State Police, Emergency Management and Homeland Security Division district coordinator. Retain a copy for your records.

Jurisdiction [redacted]		District [redacted]	
I. Personnel Costs			
Emergency Program Manager's Full Name [redacted]		Gross Annual Salary (GS) [redacted]	Portion of GS Dedicated to EMPG Program [redacted]
Total Hours Worked per Week [redacted]	Gross Annual Fringe Benefits (GFB) [redacted]	Portion of GFB Dedicated to EMPG Program [redacted]	
Total Hours per Week Dedicated to EMPG Program [redacted]		* Total Salary/Fringes Dedicated to EMPG Program [redacted]	
<p><small>* Note: Salary and fringes are only allowable for one emergency manager/program manager under the EMPG Program. Fringe benefits are limited to holiday pay, vacation leave, sick leave, Social Security, Medicare, unemployment, workers compensation, retirement, and health and life insurance benefits.</small></p>			
II. Certification			
<input type="checkbox"/> I hereby certify that the salary and fringe benefits reported on this document represent an accurate budget for the EMPG Program.			
Signature of Emergency Program Manager		Title [redacted]	Date [redacted]
Signature of Financial Officer		Title [redacted]	Date [redacted]
Review Completed by District Coordinator		Title [redacted]	Date [redacted]

EMD-021 (01/2019)
 Michigan State Police
 Emergency Management and Homeland Security Division

EMERGENCY MANAGEMENT COORDINATOR INFORMATION

AUTHORITY: MCL 30.407a, MCL 30.409 COMPLIANCE: Voluntary

Use this form to notify district and state offices of changes in Coordinator, Deputy Coordinator, address, telephone number, etc. Send completed form to Michigan Department of State Police, Emergency Management District Coordinator.

(HIGHLIGHT NEW INFORMATION)

District Number: Date:

I. Jurisdiction		
1. County/Municipality		2. Email Address
3. Program Title		4. Phone Number of Local Emergency Operations Center (EOC)
5. Office Address (Number and Street)		
6. City	7. State	8. Zip Code
9. Office Telephone Number (Include Area Code)		10. Fax Number (Include Area Code)
11. Federal I.D. Number	12. Originating Agency ID (ORI)	13. Jurisdiction Chief Executive
II. Coordinator		
1. Name (Last, First)		2. Title
3. Email Address		4. Daytime Telephone (Include Area Code)
5. Residence Telephone (Include Area Code)		6. Cellular Telephone (Include Area Code)
7. Pager Number and Paging Procedures		
III. Deputy Coordinator		
1. Name (Last, First)		2. Title
3. Email Address		4. Daytime Telephone (Include Area Code)
5. Residence Telephone (Include Area Code)		6. Cellular Telephone (Include Area Code)
7. Pager Number and Paging Procedures		
IV. Remarks		

EMD-021 (01/2019)
Michigan State Police
Emergency Management and Homeland Security Division

**CERTIFICATION OF APPOINTMENT OF LOCAL
EMERGENCY MANAGEMENT COORDINATOR**

City or County

Pursuant to the authority of Public Act 390 of 1976, as amended, _____
Name of Coordinator

has been appointed the Emergency Management Coordinator for

_____ on _____
City or County Date

I _____ certify this appointment.
Name/Title

Signature _____ Date _____

**This form is to be certified ONLY by an appropriate local official such as
a City or County Clerk, Mayor, or Chairperson of the Board.**

EMHSD-31 Michigan State Police Emergency Management and Homeland Security Division	(Enter Jurisdiction Name) Emergency Management Fiscal Year 20XX Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report		<input type="checkbox"/> Initial Work Agreement
<input type="checkbox"/> 1 st Quarter	<input type="checkbox"/> 2 nd Quarter	<input type="checkbox"/> 3 rd Quarter	<input type="checkbox"/> 4 th Quarter
SIGNATURE OF CHIEF ELECTED OFFICIAL		DATE	
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER		DATE	

Purpose

This survey functions as the 20XX EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

(1) ADMINISTRATION AND FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies, and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> ▪ Verify that the jurisdiction submitted the previous quarter’s EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 1/10/XX. ▪ Verify that the jurisdiction submitted the previous quarter’s EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 1/20/XX. ▪ Submit documents for 20XX EMPG work agreement to EMHSD financial staff by 10/1/XX. 	<p>EMPG work agreement/quarterly report was submitted: Yes/No</p> <p>EMPG quarterly expense report was submitted: Yes/No</p> <p>Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No</p>
2 nd	<ul style="list-style-type: none"> ▪ Verify that the jurisdiction submitted the previous quarter’s EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 4/10/XX. ▪ Verify that the jurisdiction submitted the previous quarter’s EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 4/20/XX. 	<p>EMPG work agreement/quarterly report was submitted: Yes/No</p> <p>EMPG quarterly expense report was submitted: Yes/No</p>
3 rd	<ul style="list-style-type: none"> ▪ Verify that the jurisdiction submitted the previous quarter’s EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work 	<p>EMPG work agreement/quarterly report was submitted: Yes/No</p>

	<p>agreement/report, with signatures, will be submitted by 7/10/XX.</p> <ul style="list-style-type: none"> Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted by 7/20/XX. 	<p>EMPG quarterly expense report was submitted: Yes/No</p>
<p>4th</p>	<ul style="list-style-type: none"> Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 10/10/XX. Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current quarterly EMPG quarterly expense report, with signatures, will be submitted 10/20/XX. Submit documents for 2023 EMPG work agreement to EMHSD financial staff by 10/1/XX. 	<p>EMPG work agreement/quarterly report was submitted: Yes/No</p> <p>EMPG quarterly expense report was submitted: Yes/No</p> <p>Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No</p>

(2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations and have a local Emergency Management (EM) resolution.

	Planned Activities	Action Taken (Local EMC Status Report)
<p>1st</p>		

	<ul style="list-style-type: none"> ▪ Attend quarterly district EM meetings held between 10/1/XX-12/31/XX. ▪ Report attendance at other EM related meetings held between 10/1/XX-12/31/XX. 	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 - Cross-Sector Business and Infrastructure #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal #_____</p>
<p>2nd</p>	<ul style="list-style-type: none"> ▪ Attend quarterly district EM meetings held between 1/1/XX-3/31/XX. ▪ Report attendance at other EM related meetings held between 1/1/XX-3/31/XX. 	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p>

		<p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 - Cross-Sector Business and Infrastructure #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal #_____</p>
<p>3rd</p>	<ul style="list-style-type: none"> ▪ Attend quarterly district EM meetings held between 4/1/XX-6/30/XX. ▪ Report attendance at other EM related meetings held between 4/1/XX-6/30/XX. 	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p>

		<p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 - Cross-Sector Business and Infrastructure #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal #_____</p>
<p>4th</p>	<ul style="list-style-type: none"> ▪ Attend quarterly district EM meetings held between 7/1/XX-9/30/XX. ▪ Report attendance at other EM related meetings held between 7/1/XX-9/30/XX. 	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p>

		ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 - Cross-Sector Business and Infrastructure #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ Regional #_____ State #_____ Federal #_____
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(3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdiction’s governance.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> ▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/XX-12/31/XX. ▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, 	<p><i>Type of Risk Assessment/Number Completed:</i> County: #_____ Municipal: #_____ Facilities: #_____ Special Events: #_____ I.P. Gateway tool utilized: Yes/No</p>

	<p>or consequence analysis activities performed between 10/1/XX-12/31/XX?</p>	
<p>2nd</p>	<ul style="list-style-type: none"> ▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/XX-3/31/XX. ▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 1/1/XX-3/31/XX? 	<p><i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
<p>3rd</p>	<ul style="list-style-type: none"> ▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/XX-6/30/XX. ▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/XX-6/30/XX? 	<p><i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
<p>4th</p>	<ul style="list-style-type: none"> ▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/XX-9/30/XX. 	<p><i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____</p>

	<ul style="list-style-type: none"> Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/XX-9/30/XX? 	<p>Special Events: #_____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
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(4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction’s hazard mitigation (HM) plan is developed and updated every five years.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Document whether your community has developed a hazard mitigation plan. Confirm the date of the jurisdiction’s hazard mitigation plan. Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/XX-12/31/XX. 	<p>HM plan: Yes/No/Adopted County Plan</p> <p>Plan is expired: Yes/No Expiration Date: ___/___/___</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder and public review

	<ul style="list-style-type: none"> ▪ Report how many action items listed in the hazard mitigation plan have been completed between 10/1/XX-12/31/XX. 	<ul style="list-style-type: none"> <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions <p>Total action items: # _____ Action items completed: # _____</p>
<p>2nd</p>	<ul style="list-style-type: none"> ▪ Report how many action items listed in the hazard mitigation plan have been completed between 1/1/XX-3/31/XX. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/XX-3/31/XX. 	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder or public review <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions
<p>3rd</p>	<ul style="list-style-type: none"> ▪ Report how many action items listed in the hazard mitigation plan have been completed between 4/1/XX-6/30/XX. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/XX-6/30/XX. 	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts

		<ul style="list-style-type: none"> <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder and public review <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions
<p>4th</p>	<ul style="list-style-type: none"> ▪ Report how many action items listed in the hazard mitigation plan have been completed between 7/1/XX-9/30/XX. ▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/XX-9/30/XX. ▪ Disseminate EMHSD hazard mitigation information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP. 	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble a local planning team <input type="checkbox"/> Collect information about local hazard impacts <input type="checkbox"/> Identify vulnerabilities <input type="checkbox"/> Edit the document <input type="checkbox"/> Offer the document for stakeholder and public review <input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions <input type="checkbox"/> Describe the details of action item implementation <input type="checkbox"/> Official plan adoption by participating jurisdictions <p>Information Was Disseminated: Yes/No Does not apply: _____</p>

(5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Planned Activities	Action Taken (Local EM Status Report)
<ul style="list-style-type: none"> ▪ Identify prevention activities that the jurisdiction participated in between 10/1/XX-9/30/XX. 	<p><i>Check all that apply</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Assigning prevention activities to each agency identified in the jurisdiction’s basic plan portion of the emergency plan. <input type="checkbox"/> Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities. <input type="checkbox"/> Participating in the Homeland Security Information Network (HSIN). <input type="checkbox"/> Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities. <input type="checkbox"/> Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC. <input type="checkbox"/> Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC. <input type="checkbox"/> Conducting information sharing procedures. <input type="checkbox"/> Other: _____

(6) OPERATIONAL PLANNING

The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction’s current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> ▪ Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/XX-12/31/XX. ▪ Host four LEPC meetings by 9/30/XX. ▪ Confirm the date of the jurisdiction’s EOP/EAG and verify if the plan will expire between 10/1/XX - 9/30/XX. ▪ Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/XX - 12/31/XX. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Report participation in EM activities with school officials that took place between 10/1/XX-12/31/XX. 	<p>Attended/Hosted # _____ LPT meetings.</p> <p>Hosted # _____ LEPC meetings.</p> <p>EOP/EAG is current: Yes/No Expiration Date: ___/___/___</p> <p>Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i> Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____</p> <p>Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____</p>

	<ul style="list-style-type: none"> Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/XX-12/31/XX. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator (DC). 	
<p>2nd</p>	<ul style="list-style-type: none"> Report the number of Local Planning Team (LPT) meetings that occurred between 1/1/XX-3/31/XX. Host four LEPC meetings by 9/30/XX. Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC. Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/XX - 3/31/XX. Ensure that any section/annex updates are still in compliance with Pub 201a. Report participation in EM activities with school officials that took place between 1/1/XX-3/31/XX. Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 1/1/XX-3/31/XX. Ensure that the plan is signed by the current CEO. Emergency 	<p>Attended/Hosted # _____ LPT meetings.</p> <p>Hosted # _____ LEPC meetings.</p> <p>EOP/EAG CEO signature is current: Yes/No Current CEO contact information was sent to DC: Yes/No Does not apply _____</p> <p>Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i> Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____</p> <p>Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____</p>

	<p>Management programs are encouraged to submit new or updated support plans to the DC.</p>	
<p>3rd</p>	<ul style="list-style-type: none"> ▪ Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/XX-6/30/XX. ▪ Host four LEPC meetings by 9/30/XX. ▪ Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/XX - 6/30/XX. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Report participation in EM activities with school officials that took place between 4/1/XX-6/30/XX. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 4/1/XX-6/30/XX. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. ▪ Report the status of SARA Title III plans and report any problem areas. 	<p>Attended/Hosted #_____ LPT meetings.</p> <p>Hosted #_____ LEPC meetings.</p> <p>Reviewed Annexes: # _____ Total Annexes: # _____ Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i> Planning: # _____ Seminars: # _____ Outreach: # _____ Special Events: # _____</p> <p>Total Support Plans: # _____ Current plans: # _____ Does Not Apply: _____</p> <p>Total Sites: # _____ Total Plans: # _____ Problem Areas: _____ Does not apply: _____</p>

<p>4th</p>	<ul style="list-style-type: none"> ▪ Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/XX-9/30/XX. ▪ Host four LEPC meetings by 9/30/XX. ▪ Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/XX - 9/30/XX. Ensure that any section/annex updates are still in compliance with Pub 201a. ▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 7/1/XX-9/30/XX. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. ▪ Report participation in EM activities with school officials that took place between 7/1/XX-9/30/XX and supply any planning guidance/templates that are available. ▪ Verify receipt by 9/15/XX and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 20XX-20XX school year. 	<p>Attended/Hosted #____LPT meetings</p> <p>Hosted #_____ LEPC meetings.</p> <p>Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: # _____</p> <p>Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____</p> <p><i>School Activities/Number of Activities:</i> Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____</p> <p>Drill distribution was received: Yes/No Drill distribution was distributed: Yes/No</p>
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(7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction’s Emergency Operations Center (EOC).

	Planned Activities	Action Taken (Local EM Status Report)
1st	<ul style="list-style-type: none"> Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/XX. 	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
2nd	<ul style="list-style-type: none"> Update EOC call list and submit a copy to the DC by 3/31/XX, only if changes have been made. 	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
3rd	<ul style="list-style-type: none"> Update EOC call list and submit a copy to the DC by 6/30/XX, only if changes have been made. 	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
4th	<ul style="list-style-type: none"> Perform an EOC call-out for a drill or an actual event between 10/1/XX and 9/30/XX. Update EOC call list and submit a copy to the DC by 9/30/XX, only if changes have been made. Conduct EOC orientation session between 10/1/XX and 9/30/XX. Submit the EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/XX. 	EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No Changes have been made: Yes/No Changes have been sent to the DC: Yes/No EOC orientation was conducted: Yes/No EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/XX: Yes/No

(8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

	Planned Activities	Action Taken (Local EM Status Report)
1 st		
2 nd		
3 rd		
4 th	<ul style="list-style-type: none"> ▪ Report new, updated, or current MAA/MOUs within the emergency management program. ▪ Report any MEMAC membership additions that occurred between 10/1/XX and 9/30/XX. ▪ Verify that the jurisdiction’s NIMS-typed resources are current in the MI CIMS Resource Inventory Board and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/XX. 	<p>New MAA/MOUs: # _____ Updated MAA/MOUs: # _____ Current MAA/MOUs: # _____</p> <p>MEMAC Member Name:</p> <p>EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification Report submitted: Yes/No</p>

(9) COMMUNICATIONS AND WARNING

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> ▪ Identify the primary and backup public alerting system used in the jurisdiction. (i.e., Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), sirens, weather radio, etc.). ▪ Identify the primary and backup public opt-in mass notification systems used in the jurisdiction. ▪ Verify if the jurisdiction is an Integrated Public Alert and Warning System (IPAWS) alerting authority. ▪ If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming an IPAWS alerting authority. ▪ If jurisdiction is not working towards becoming an IPAWS alerting authority; indicate reason. ▪ Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 10/1/XX-12-31-XX. 	<p>Primary Public Alerting System: _____ Backup Public Alerting System: _____</p> <p>Primary Mass Notification System: _____ Backup Mass Notification System: _____</p> <p>Jurisdiction is an IPAWS alerting authority: Yes/No/IPAWS alerting authority is at the County Level.</p> <p>Jurisdiction is in the process of becoming an IPAWS alerting authority: Yes/No/IPAWS alerting authority is at the County level.</p> <p>Reason why jurisdiction is not working towards becoming an IPAWS alerting authority: _____</p> <p>IPAWS Proficiency Demonstrations Completed: # _____</p> <p><i>Radio Test Type/Number:</i> District: # _____</p>

	<ul style="list-style-type: none"> ▪ Participated in district and/or statewide radio testing between 10/1/XX-12/31/XX. ▪ Participated in district and/or statewide MI CIMS drills/exercises between 10/1/XX-12/31/XX. ▪ Document the jurisdiction’s participation in any additional communication tests between 10/1/XX-12/31/XX. 	<p>State: # _____ Other: # _____</p> <p><i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____</p> <p><i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____</p>
<p>2nd</p>	<ul style="list-style-type: none"> ▪ Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 1/1/XX-3/31/XX. ▪ Participated in district and/or statewide radio testing between 1/1/XX-3/31/XX. ▪ Participated in district and/or statewide MI CIMS drills/exercises between 1/1/XX-3/31/XX. ▪ Document the jurisdiction’s participation in any additional communication tests between 1/1/XX-3/31/XX. 	<p><i>IPAWS Proficiency Demonstrations Completed:</i> # _____</p> <p><i>Radio Test Type/Number:</i> District: # _____ State: # _____ Other: # _____</p> <p><i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____</p> <p><i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____</p>
<p>3rd</p>	<ul style="list-style-type: none"> ▪ Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 4/1/XX-6/30/XX. 	<p><i>IPAWS Proficiency Demonstrations Completed:</i> # _____</p> <p><i>Radio Test Type/Number:</i> District: # _____</p>

	<ul style="list-style-type: none"> ▪ Participated in district and/or statewide radio testing between 4/1/XX-6/30/XX. ▪ Participated in district and/or statewide MI CIMS drills/exercises between 4/1/XX-6/30/XX. ▪ Document the jurisdiction’s participation in any additional communication tests between 4/1/XX-6/30/XX. 	<p>State: # _____ Other: # _____</p> <p><i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____</p> <p><i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____</p>
<p>4th</p>	<ul style="list-style-type: none"> ▪ Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 7/1/XX-9/30/XX. ▪ Participated in district and/or statewide radio testing between 7/1/XX-9/30/XX. ▪ Participated in district and/or statewide MI CIMS drills/exercises between 7/1/XX-9/30/XX. ▪ Document the jurisdiction’s participation in any additional communication tests between 7/1/XX-9/30/XX. ▪ Meet with Local Emergency Communications Committee (LECC)/Michigan Association of Broadcasters (MAB) area representatives between 10/1/XX-9/30/XX. 	<p><i>IPAWS Proficiency Demonstrations Completed:</i> # _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____</p> <p><i>MI CIMS Drill/Exercise Type/Number:</i> District: # _____ State: # _____</p> <p><i>Communication Tests Type/Number:</i> Communication Tests: _____, # _____</p> <p>LECC/MAB regional meetings were held – Yes/No</p> <p>Attended: # _____ Regional LECC/MAB Meeting.</p> <p>Jurisdiction has an alert and warning plan: Yes/No</p>

<ul style="list-style-type: none"> Review and compare your jurisdiction’s alert and warning plan for compliancy with regional EAS plan by 9/30/XX. 	Jurisdiction’s plan was compared with regional LECC/MAB Plan: Yes/No
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(10) OPERATIONS, PROCEDURES, AND FACILITIES

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Verify that the procedures for Requesting a Governor’s Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction’s plans or procedures by 12/31/XX. Report updates to EOC activation procedures for the jurisdiction’s EOC, provide a copy to the DC by 12/31/XX. Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans. 	Procedures are up to date in plans or procedures: Yes/No EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
2 nd	<ul style="list-style-type: none"> Ensure that procedures for declaring a local “State of Emergency” and requesting a Governor’s Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction’s public officials by 3/31/XX. 	Procedures have been reviewed with public officials: Yes/No Major updates have been made: Yes/No

	<ul style="list-style-type: none"> ▪ Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/XX and 3/31/XX. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans. 	<p>Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
<p>3rd</p>	<ul style="list-style-type: none"> ▪ Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/XX and 6/30/XX. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans. 	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
<p>4th</p>	<ul style="list-style-type: none"> ▪ Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/XX and 9/30/XX. ▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans. 	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>

(11) TRAINING

The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, Damage Assessment, and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> Promote emergency management courses between 10/1/XX-12/31/XX. 	Emergency management course schedule has been promoted: Yes/No
2 nd	<ul style="list-style-type: none"> Promote emergency management courses between 1/1/XX-3/31/XX. 	Emergency management course schedule has been promoted: Yes/No
3 rd	<ul style="list-style-type: none"> Promote emergency management courses between 4/1/XX-6/30/XX. 	Emergency management course schedule has been promoted: Yes/No
4 th	<ul style="list-style-type: none"> Promote emergency management courses between 7/1/XX-9/30/XX. 	Emergency management course schedule has been promoted: Yes/No

(12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP).

By authority conferred on the director of the department of state police by section 19 of 1976 PA 390, as amended, MCL 30.419)

Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> ▪ Submit EMD-065 – Quarter Training and Exercise Report by 1/10/XX. 	EMD-065 has been submitted: Yes/No
2 nd	<ul style="list-style-type: none"> ▪ Submit EMD-065 – Quarter Training and Exercise Report by 4/10/XX. 	EMD-065 has been submitted: Yes/No

	▪	
3 rd	▪ Submit EMD-065 – Quarter Training and Exercise Report by 7/10/XX.	EMD-065 has been submitted: Yes/No
4 th	<ul style="list-style-type: none"> ▪ Submit EMD-065 – Quarter Training and Exercise Report by 10/10/XX. ▪ Develop and submit multi-year training and exercise plan for FY20XX – FY20XX by 9/30/XX. 	<p>EMD-065 has been submitted: Yes/No</p> <p>Multi-year training and exercise plan has been submitted: Yes/No</p>

(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as “Do 1 Thing.”

	Planned Activities	Action Taken (Local EM Status Report)
1 st	<ul style="list-style-type: none"> ▪ Document efforts to educate the public about preparedness activities occurring between 10/1/XX-12/31/XX. Report the data presented and the media by which this was accomplished. ▪ Document any Citizen Corps activity that occurred between 10/1/XX-12/31/XX. 	<p><i>Data Presented/Type of Media:</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No: Media: _____ Signs of terrorism: Yes/No: Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>

<p>2nd</p>	<ul style="list-style-type: none"> ▪ Document efforts to educate the public about preparedness activities occurring between 1/1/XX-3/31/XX. Report the data presented and the media by which this was accomplished. ▪ Document any Citizen Corps activity that occurred between 1/1/XX-3/31/XX. 	<p><i>Data Presented/Type of Media:</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>
<p>3rd</p>	<ul style="list-style-type: none"> ▪ Document efforts to educate the public about preparedness activities occurring between 4/1/XX-6/30/XX. Report the data presented and the media by which this was accomplished. ▪ Document any Citizen Corps activity that occurred between 4/1/XX-6/30/XX. 	<p><i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____</p>
<p>4th</p>	<ul style="list-style-type: none"> ▪ Document efforts to educate the public about preparedness activities occurring between 7/1/XX-9/30/XX. Report the data presented and the media by which this was accomplished. 	<p><i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____</p>

	<ul style="list-style-type: none"> Document any Citizen Corps activity that occurred between 7/1/XX-9/30/XX. 	Other: _____, Media: _____ <i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: #_____ Deployment/Activation: #_____
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(14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the preceding 13 EM Objectives.

	Activities	Action Taken
1 st		
2 nd		
3 rd		
4 th		