



Kansas

DIVISION OF EMERGENCY MANAGEMENT

Emergency Management Performance Grant (EMPG)

Multi-Year Subrecipient Guidance



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TABLE OF CONTENT

MULTI-YEAR GRANT GUIDANCE	4
PROGRAM INFORMATION	4
PURPOSE OF THE GRANT	4
ANTICIPATED EMPG PROGRAM PRIORITIES	5
PERFORMANCE PERIOD	5
GRANT MATCH REQUIREMENTS	5-6
ELIGIBLE SUBRECIPIENTS	6
FUNDING AMOUNT/FORMULA	6-7
PENALTY FOR NON-COMPLIANCE	7
EMPG WORK PLAN REQUIREMENTS	7-9
<i>ALLOWABLE COSTS</i>	8-9
<i>INELIGIBLE COSTS</i>	9
<i>NON-SUPPLANTING</i>	9
<i>PROCUREMENT</i>	9-10
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) SUBRECIPIENT AGREEMENT/APPLICATION	10
<i>SUBGRANT AWARD PROCEDURE</i>	10
<i>SIGNATURES REQUIRED ON EMPG PROGRAM DOCUMENTS</i>	10
STATEMENT OF WORK REPORT (EMPG02)	11-18
PROGRAM ADMINISTRATION	11
PLANNING REQUIRED ACTIVITY	11
TRAINING REQUIRED ACTIVITIES	11 -13
EXERCISE REQUIRED ACTIVITIES	13-14

EXERCISE PARTICIPATION	14-15
REGIONAL OR OUT-OF-COUNTY EXERCISES	15
EXERCISE REPORTING	15-16
OTHER EXERCISE PROGRAM REQUIREMENTS	16
SUBSTITUTE EXERCISE CREDIT FOR REAL INCIDENTS	16-17
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) IMPLEMENTATION	17
REQUIRED PUBLIC EDUCATION/AWARENESS	17-18
RESPONSE & RECOVERY COORDINATION/EOC READINESS	18
FISCAL REPORT (EMPG03)	18
ANNUAL BUDGET FOR PERSONNEL & ADMINISTRATIVE EXPENSES (EMPG04)	18
EMPG SUBRECIPIENT REIMBURSEMENT REQUEST FORM (EMPG05)	18
<i>REIMBURSEMENT PROCEDURE</i>	18-19
MONITORING	19
<i>MONITORING VISITS</i>	19
<i>APPEALS</i>	19
SUBMISSION OF APPLICATION AND REPORTS	19-20
FORM SAMPLES AND INSTRUCTIONS	21
<i>EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) SUBRECIPIENT AGREEMENT/APPLICATION</i>	21-24
<i>STATEMENT OF WORK REPORT (EMPG02)</i>	25
EMERGENCY MANAGEMENT PERFORMANCE GRANT FISCAL REPORT (EMPG03)	26-27
ANNUAL BUDGET FOR PERSONNEL & ADMINISTRATIVE EXPENSES (EMPG04)	28-29
EMPG SUBRECIPIENT REIMBURSEMENT REQUEST FORM (EMPG05)	30-31
TITLE VI CIVIL RIGHTS PLAN TOOL FOR COUNTIES	32-36

MULTI-YEAR GRANT GUIDANCE

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

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

The guidance in this document is subject to change based on new laws, Executive Orders or regulations enacted after publication. This guidance is applicable only to the EMPG program. The Catalog of Federal Domestic Assistance number for the EMPG program is 97.042.

PROGRAM INFORMATION

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

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

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

PURPOSE OF THE GRANT

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

ANTICIPATED EMPG PROGRAM PRIORITIES

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

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

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

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

PERFORMANCE PERIOD

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

GRANT MATCH REQUIREMENTS

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

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

1. Must be necessary and reasonable to accomplish the project objective.
2. Cannot be from a federal source.
3. Cannot be program income.
4. Cannot be used to match another federal grant.
5. Must apply to the cost-sharing requirement of the grant.

- ii. In kind contributions must be documented and verifiable in the subrecipient records. Records must be maintained to support how the value of the in-kind contribution was determined.

ELIGIBLE SUBRECIPIENTS

Eligible county governments are those that:

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

FUNDING AMOUNT/FORMULA

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

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

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

PENALTY FOR NON-COMPLIANCE

Penalty for non-compliance of activities is:

- **Reduction of 50% of EMPG award the first year** if county does not have a County Emergency Operations Plan (CEOP) approved by KDEM within the last 5 years.
 - ***Suspension from the EMPG program the second year*** if county does not have an CEOP approved by KDEM within the last 5 years.
- **Reduction of 50% of EMPG award the first year** if the county does not meet the exercise or training requirements.
 - ***Suspension from the EMPG program the second year*** if the county does not meet the exercise/training requirements.
- **Reduction of 5% of EMPG award** if all EMPG forms are not turned in on time.
- Additional reporting requirements based on high or moderate risk assessment; possible suspension from applying for future funds and/or repayment of funds.

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

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

EMPG WORK PLAN REQUIREMENTS

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

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

ALLOWABLE COSTS

Administration of the Program

1. As provided in law, EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should link to achieving goals outlined in the EMPG work plan.
2. Personnel Expense: Personnel costs, including gross salary, overtime, compensatory time off, and associated fringe benefits including matching expenditures. These costs must comply with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Personnel costs should link to achieving objectives outlined in the EMPG work plan.
3. Operating Expense: This includes costs to operate the county emergency management agency to include, at a minimum:
 - a. Rent for meetings and classrooms.
 - b. Information technology capabilities (servers, switches, workstation license keys in support of Comprehensive Resource Management & Credentialing System (CRMCS) Project).
 - i. Contracts cannot extend past the grant performance period.
 - c. Office supplies that directly support the local emergency management program.
 - d. Computers including laptop and desktops, printers and plotters elated to administrative purposes that directly support the local emergency management program.
 - e. Emergency Operations Center workstations.
4. Planning, Exercising, Training
 - a. EMPG funds may be used for a wide range of emergency management planning activities -- including but not limited to Emergency Operations Plans (EOPs), Continuity of Operations (COOP) Plans, recovery plans, debris management plans, Standard Operating Guidelines (SOGs), completion of Threat and Hazard Identification and Risk Assessment (THIRA), etc. (See Planning Requirements in Section Annual EMPG Requirements)
 - b. EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP) and procurement related requirements. (See procurement section below.) Exercises using EMPG funding must follow NIMS objectives and an After-Action Review (AAR)/Improvement Plan (IP) must be completed and submitted to KDEM through the online KETS system. (See Exercise Requirements in Section Annual EMPG Requirements)
 - c. EMPG funds may be used for travel costs associated with emergency management-related training activities (e.g., airfare, mileage, per diem, and hotel) for personnel.

who are on travel status for official business related to EMPG-approved training. EMPG funds may also be used to rent facilities, purchase materials and supplies, and rent equipment for training purposes.

5. Public Education and Awareness
 - a. EMPG funds may be used for a wide range of public education and awareness activities, including but not limited to, training campaigns, brochures, fairs, public service announcements, etc.
 - b. Enhancing citizen preparedness programs, teams, and the advancement of a whole community approach.

INELIGIBLE COSTS

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

1. Food (other than per diem), automobile fuel, and automobile repair and maintenance expenses are not allowable reimbursement costs.
2. Vehicle purchases are not eligible.
3. Construction is not eligible.
4. EMPG funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
5. Weapon systems and ammunition costs are not eligible.
6. Equipment purchases are NOT allowable.
7. Professional Dues
8. Radios
9. The federal government defines equipment, covered in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, as an item of non-expendable, tangible personal property, having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the recipient organization for financial statement purposes, or \$5,000.
10. Intentionally splitting procurements of entire systems of combined equipment into multiple purchases of \$5,000 or less to bypass the requirements in #6 and #7 above is against Federal Acquisition Regulations and is not allowable.

NON-SUPLANTING

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

PROCUREMENT

Subrecipients must adhere to 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*, Subpart D: Procurement when you use EMPG funds to procure a “service contract”. A “service contract” means a contract that directly engages the

time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply.

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) SUBRECIPIENT AGREEMENT/APPLICATION

SUBGRANT AWARD PROCEDURE

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

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

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

SIGNATURES REQUIRED ON EMPG PROGRAM DOCUMENTS

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

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

STATEMENT OF WORK (SOW) REPORT (EMPG02)

Each report submission will include a completed Statement of Work (Form EMPG02). This form will be used to report the work activities. Indicate any other activities that you plan to be carried out in support of your goals and objectives.

The Project Manager will provide progress quarterly in the Comment block. For subrecipients to be eligible to receive annual grant funds, they must comply with the following:

Program Administration

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

Planning Required Activity

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

Training Required Activities

1. All EMPG funded personnel are expected to be trained emergency managers. Training

activities should align to a current, multi-year integrated preparedness plan (IPP) developed through an annual Integrated Preparedness Planning Workshop (IPPW) and are built from training gaps identified during exercises and real events. Standards for local disaster agencies [K.A.R. 56-2-2] outlines the basic functions of the agency which shall include (G) the development and coordination of a local emergency preparedness training program.

2. Comply with training grant requirements as set forth in FEMA’s latest EMPG Notice of Funding Opportunity (NOFO).
 - a. Complete and upload training certificates (proof of completion) for the following independent study courses within two years of employment; these Professional Development Series courses are located at, <https://training.fema.gov/is/crslst.aspx>
 - i. An Introduction to Exercises – IS 120.c
 - ii. Fundamentals of Emergency Management – IS 230.e
 - iii. Emergency Planning – IS 235.c
 - iv. Leadership and Influence – IS 240.c
 - v. Decision Making and Problem Solving – IS 241.c
 - vi. Effective Communication – IS 242.c
 - vii. Developing and Managing Volunteers – 244.b

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

These training requirements apply to the following:

- County Emergency Management Directors/Coordinator(s)
- Assistant or Alternate County Emergency Manager/Coordinator
- Staff who work directly for the County Emergency Manager and are “Paid”
(Regardless of county or EMPG funding or not)

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

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

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- v. Basic Emergency Operations Center Functions – IS-2200
- vi. Introduction to Community Lifelines – IS 2901

These training requirements apply to the following:

- County Emergency Management Directors/Coordinator(s)
- Assistant or Alternate County Emergency Manager/Coordinator

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

Note: ICS 300 (Intermediate ICS for Expanding Incidents) is not a requirement but is encouraged. ICS 400 (Advanced ICS for Complex Incidents) is only recommended for individuals having a defined role in Command and General Staff during major incidents and events within their jurisdiction. Local EM’s will be asked by the KDEM Training Office to verify an applicant’s role and responsibilities prior to giving approval to enroll.

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

c. Proof of completion of training requirements shall be maintained and available when requested by DHS/FEMA during periodic reviews.

Upon the completion of courses, **it is the responsibility of the training recipient to upload their training certificates to their KS-TRAIN** online transcript at, <https://www.train.org/ks/welcome>.

- i. Each user of KS-TRAIN has a learning management account in the system that can house all certificates of training completed.
- ii. Certificates can be uploaded by signing in and following instructions “Add an External Record” located in the Transcript tab. Training recipients may contact the KDEM Training Office for more detailed instructions.
- iii. The FEMA Independent Study system does not automatically transfer records to KS-TRAIN; therefore, users will need to upload their own certificates.

d. These training courses only must be taken once to fulfill the requirements as long as proof of completion is maintained in the user’s KS-TRAIN learning management account and is available for a DHS/FEMA periodic review.

Exercise Required Activities

Exercises conducted should test and evaluate performance towards meeting capability targets for the core capabilities needed to address the jurisdiction’s greatest risks. Exercises are to be progressive, and priorities should align to a current, Multi-Year Integrated Preparedness Plan (MYIPP) developed through an annual Integrated Preparedness Planning Workshop (IPPW). Standards for local disaster agencies [K.A.R. 56-2-2] outlines the basic

functions of the agency which shall include (F) the development and coordination of a local exercise program to test the capability of the jurisdiction to implement the emergency operations plan.

Exercise Participation:

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

1. Individual participation [credit]
2. County participation [credit]

“Individual” Exercise participation requirement applies to the following:

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

➤ Each “**Individual**” funded with EMPG must:

- Participate in a minimum of **three exercises** involving DHS/FEMA Core Capabilities in calendar year of this application (January 1 – December 31)
 - Participation includes Player, Facilitator, Controller/Simulator, or Evaluator (Observer does not meet the participation requirement).
 - e.g., Participation in your jurisdiction’s Integrated Preparedness Planning Workshop counts toward individual credit as well as county credit.

➤ Each “**County**” that receives EMPG funding must:

- Conduct a minimum of **three exercises** involving DHS/FEMA Core Capabilities in calendar year of this application (January 1 – December 31) that test their own county plans:
 1. An annual Integrated Preparedness Planning Workshop (IPPW) is **one of the three required exercises**.
 - Whole community stakeholders are invited to this workshop to create a progressive, multi-year (3 years) Integrated Preparedness Plan (IPP).
 - An annual IPP/IPPW should identify a minimum of three (3) Core Capabilities to be tested over the scheduled timeframe.
 - Involving elected and appointed officials in establishing training and exercise priorities is encouraged.
 2. The other two required exercises may be any of the seven types of exercises identified by HSEEP and are consistent with the principles set forth by HSEEP methodology. **To receive EMPG**

county credit, the exercise must be hosted within the jurisdiction requesting county credit.

Regional or Out-of-County Exercises:

The hosting county will oversee creating the exercise and adding all counties participating in the Regional Exercise, as well as adding the Sign-In Sheet, After Action Report (AAR), and Improvement Plan (IP) into KETS.

(No credit will be given until all paperwork is submitted from hosting county).

- **Individual participation credit** can be awarded for those “participating” in exercises outside of their home jurisdiction (participation is defined by player, facilitator, controller/simulator, or evaluator). Confirmation of participation is verified through sign-in sheets/participant rosters. Participants will need to accept the exercise for individual credit through the host counties created exercise.
- **Counties seeking county EMPG credit** for exercises conducted outside of their home jurisdiction must submit their own IP and a minimum of 3 to 5 individuals from their own jurisdiction that reflects how the exercise tested their jurisdiction’s plans, policies, and/or procedures. The IP will be added to the hosting counties KETS exercise.

(Do not create your own exercise on KETS for the same exercise as the hosting county).

Exercise Reporting:

1. All exercises supported/funded in whole or in part by grant dollars must be entered into the online exercise data management system, Kansas Exercise Tracking System (KETS) located at, www.kdemexercises.com. Directions, user manuals, and other guides for how to use the system are located under the Help tab in KETS.
2. Within 90 days after an exercise, the County Exercise Coordinator submits the following in KETS:
 - a. After Action Report (AAR) that documents your county’s participation in the exercise.
 - b. Improvement Plan (IP) **with at least three (3) corrective action assignments** that affect your agency/jurisdictional plans; and
 - c. Sign-in sheets listing exercise participants.
3. Following the Integrated Preparedness Planning Workshop (IPPW), the County Exercise Coordinator submits the following in KETS:
 - a. A look back on what the county had accomplished and had been affected by in the previous year.
 - b. A current multi-year Integrated Preparedness Plan (IPP) outlining training and exercise priorities for a **minimum of 3 years**.
 - c. A list of the jurisdiction’s preparedness priorities and the associated DHS/FEMA

core capabilities as defined in the National Preparedness Goal www.fema.gov/core-capabilities; should list a **minimum of three (3) Core Capabilities**;

- d. A filled-out copy of the Looking Ahead (POETE) worksheet on how the county plans to fix identified issues that they have with the correlated Core Capabilities to their training and exercise priorities; and
- e. Sign-in sheets listing workshop participants.
- f. If submitting paperwork for similar exercises year to year, paperwork needs to be adjusted enough to identify changes in exercise objectives and how it challenged the plans and/or policies.

Other Exercise Program Requirements:

1. Each county must designate, [Form EMPG23](#), an Exercise Program Manager.
 - The Exercise Program Manager:
 - Will be identified as the County Exercise Coordinator (or User) in [KETS](#) for submitting your county's exercise data and reports and will serve as KDEM's exercise point of contact for the EMPG exercise program.
 - Should the county need to update the Exercise Program Manager at anytime during the grant fiscal year, a new form should be completed and returned to KDEM. Then access to [KETS](#) will be granted.
 - Must attend and complete Homeland Security Exercise and Evaluation Program (HSEEP) training; this individual is encouraged to attend other exercise development courses sponsored by KDEM.
2. All exercises funded with EMPG, HSGP, and/or HMEP funding must follow the principles outlined in the HSEEP; guidance may be located on the KDEM website, www.kansastag.gov/292/exercises.
3. If conducting Exercise Program Management for multiple jurisdictions, all the exercise paperwork (to include IPPW packets) needs to be original and specific to each jurisdiction, unless otherwise stated previously in this guidance.

Substitute Exercise Credit for Real Incidents:

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

- **Section 1: Incident Summary.** There are seven (7) critical tasks that *must* be met for the application to be considered for substitute EMPG exercise credit.
 - If the real incident being considered as a replacement for an exercise cannot justify all seven critical tasks, the application will not be considered.
 - If the real incident being considered as a replacement for an exercise has the documentation necessary to show how each of the critical tasks were

demonstrated, complete the remaining information in Section 1. Submit Section 1 with the necessary documentation to KDEM within 30 days of the conclusion of the incident.

- **Sections 2 – 6: Analysis, Evaluation, AAR/IP**

- If Section 1 of the application is approved, the remaining sections of the application must be completed and submitted to KDEM within 60 days following notice of Section 1 approval.
- a. Read the application in its entirety before submitting the request for approval.
- b. Real incidents cannot be used as exercise credit in two consecutive grant years, unless the second real incident is included in a Presidential Disaster Declaration.
- c. The expectations of using a real incident should not be placed on an approved multi-year Integrated Preparedness Plan (IPPW).
- d. A real incident cannot be substituted for an annual Integrated Preparedness Planning Workshop (IPPW) as an exercise credit.
- e. The incident must have occurred within the grant-year calendar year (January 1 – December 31).
- f. Submission of this application attests to the belief that a real incident provided an extraordinary opportunity to test local plans, policies, and procedures beyond current, existing capabilities.
- g. This application pertains to incidents that are not pre-planned and/or annual community events.
- h. Do not submit a real incident event into KETS without prior approval from the KDEM Exercise Program Manager and/or Preparedness Bureau-Director.

National Incident Management System (NIMS) Implementation

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

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

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

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

Required Public Education/Awareness

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

Report activities on Statement of Work (EMPG02)

Response & Recovery Coordination/EOC Readiness

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

EMERGENCY MANAGEMENT PERFORMANCE GRANT FISCAL REPORT (EMPG03)

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

Reports are due on the following:

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

ANNUAL BUDGET FOR PERSONNEL & ADMINISTRATIVE EXPENSES (EMPG04)

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

EMPG SUBRECIPIENT REIMBURSEMENT REQUEST FORM (EMPG05)

Reimbursement procedure

To receive reimbursement of eligible EMPG costs, subrecipients must mail the signed EMPG Subrecipient

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

Costs associated with law enforcement, fire, 911 or search and rescue cannot be included in the application budget. Although certain aspects of these activities intersect with emergency

management for coordination, they are first-responder responsibilities with different funding sources. EMPG funding is for emergency management.

Reports are due on the following:

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

MONITORING

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

Monitoring visits and appeals

Monitoring visits may consist of programmatic and financial review, or any combination thereof. The monitoring may take place by phone, review of documents submitted to KDEM and/or on-site visits. Subrecipients will receive advance notice of on-site visits by KDEM. KDEM reserves the right to conduct multiple monitoring visits if irregularities exist in management of projects. KDEM reserves the right to factor in monitoring visit discrepancies in determining whether to accept current subrecipient reimbursement requests and/or to fund future subrecipient projects.

Appeals

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

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

SUBMISSION OF APPLICATION AND REPORTS

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

The required forms currently include:

- Annual Application Form.
- Job descriptions of every EMPG funded position.

- Statement of Work Report (EMPG02).
- Fiscal Report (EMPG03) and backup documentation.
- Budget Form (EMPG04).
- Reimbursement Form (EMPG05).
- Title VI Civil Rights Form (Updated every 2 years during the odd numbered fiscal years).
- Exercise Program Manager form (EMPG23).
- 2CFR/A-133 (County Single Audit) certification form (with copy of associated audit report if your county receives \$750,000+ in annual Federal funding).
- Summary sheet for Assurances and Certifications.
- Submission of Exercise Activities in the online KETS system at:
<https://www.kdemexercises.com/login>
- Submission of all training course activities online at KS Train system at:
<https://www.train.org/ks/welcome>.

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

Mail:

Kansas Division of Emergency Management

Attn: Lupe Olaya

2800 SW Topeka Blvd

Topeka, KS 66611-1220

Scan/Email:

Lupe Olaya

lupe.e.olaya@ks.gov

The most effective way to turn in grant applications, reimbursement, and other documentation is via email.

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

KDEM EMPG FORM SAMPLES AND **INSTRUCTIONS**

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) SUBRECIPIENT AGREEMENT/APPLICATION

INSTRUCTIONS FOR COMPLETION OF EMPG Application Form

1. Enter County (ONE county).
2. Enter Current EMPG Status of County.
3. Briefly explain why the EMPG funds are needed to support the Emergency Manager/Coordinator's position or expenses.
4. Check which description best describes the status of the Emergency Manager/Coordinator.
5. List the names and position title of all Emergency Management-related Personnel whose Salary and Benefits expense will be charged to the grant project. **Be sure to attach a current Position Description for each staff member funded with EMPG funds.**
6. Briefly describe the method used to track staff time spent on emergency management activities paid with EMPG funds.
7. Enter County's Emergency Management's Point of Contact Information.
8. Enter UEI number associated with County's Emergency Management office.
9. All OTHER Emergency Management Staff that are not EMPG funded.
10. Type Emergency Manager/Coordinator's name.
11. Signature of Emergency Manager/Coordinator.
12. Type Authorized Official's name.
13. Signature of Authorized Official.
14. Enter date of submission.
15. Enter County.



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

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

#3

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

5. List the name and position title of each staff member whose position is funded through the EMPG Program:

#5 List EMPG Program Funded Staff:	Indicate Full-Time or Part-Time:	If Part-Time, indicate number of hours worked per week:
Name: _____ Position: _____		
Name: _____ Position: _____		
Name: _____ Position: _____		
Name: _____ Position: _____		
Name: _____ Position: _____		
Name: _____ Position: _____		

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

#6



7. County's Point of Contact: **#7**

Name: _____
County Emer Mgt Mailing Address: _____
Telephone Number: _____
Cellphone Number: _____
Fax Number: _____
Email: _____

8. County UEI Number (Unique Entity ID): **#8**
(Instructions for obtaining UEI will be sent in a PDF)

9. List the name and position title of each staff member who works directly for the County Emergency manager that are paid and not EMPG funded:

#9 List Emergency Management Staff: (Not EMPG funded)	
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____

10. Completed Application Packet for FY2023
- o Application 2023
 - o Job Descriptions for all EMPG funded positions.
 - o Statement of Work (EMPF02)



- o Budget Form (EMPG04)
- o Title VI Civil Rights Plan
- o County Single Audit Form
- o Summary Sheet for Assurances and Certifications
- o Exercise Program Manager form

11. Authorization to Submit Application:

By signature below, we agree to comply with the organization audit requirements of 2 C.F.R. Part 200 (formerly OMB Circular A-133), Audits of States, Local Governments, and Non-Profit Organizations. A copy of these audits must be sent to KDEM thirty (30) days upon receipt. We further agree to comply with the standards put forth in 2 C.F.R. Part 200 (formerly OMB Circular A-87), Cost Principles for State, Local, and Indian Tribal Governments. We agree to comply with the requirements set forth by State Administrative Regulation 56-2-2 and comply with financial and performance reporting for this grant period.

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

Typed or Printed Name of Emergency Manager/Coordinator	Typed or Printed Name of Authorized Official
#10	#12
Signature of Emergency Manager/Coordinator	Signature of Authorized Official
#11	#13
Typed Name of KDEM Deputy Director	Date Application Submitted to KDEM (MM/DD/YYYY)
Angee Morgan	#14
Signature of KDEM Deputy Director	County
	#15

NOTE: Please complete and attach the Proposed Annual Work Plan (Statement of Work), Annual Budget form, Single Audit certification form, Summary Sheet for Certifications and Assurances, and also a current Position Description and updated Training report form (for newly completed FEMA-mandated courses only) for any EMPG-funded personnel listed above. Obtain the signatures of the Emergency Management Director & Authorized official for the signature blocks in the above certification. The Authorized Official is an individual who has been authorized by the governing body of the jurisdiction to apply for, accept, or decline grants on behalf of the jurisdiction or organization.

Please contact Lupe Olaya (lupe.e.olaya@ks.gov) at (785) 207-9066 if you have any questions regarding this application.



STATEMENT OF WORK & QUARTERLY PERFORMANCE REPORT (EMPG02)

INSTRUCTIONS FOR COMPLETION OF FORM EMPG02

1. Enter County (ONE county)
2. Check mark the quarters that align with plan.
3. Check mark either Initial or Final.
4. Type Emergency Manager/Coordinator’s name
5. Signature of Emergency Manager/Coordinator
6. Performance Report Comments for Completion and Submission
7. Performance Report Comments for Submittal of Reimbursement form
8. Select the appropriate “area” pertaining to the assigned activity.
9. List the Core Capability associated with the assigned activity.
10. Include any progress and performance comments pertaining to the activity.

EMPG02

2023 EMERGENCY MANAGEMENT PERFORMANCE GRANT			
STATEMENT OF WORK REPORT (SOW)			
COUNTY	QUARTER # #2 <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4		
#1	#3	<input type="checkbox"/> Initial	<input type="checkbox"/> Final
COUNTY COORDINATOR’S NAME		COUNTY COORDINATOR’S SIGNATURE	
#4	#5		
ACTIVITY: PROGRAM ADMINISTRATION		PERFORMANCE REPORT COMMENTS	
Complete and submit quarterly EMPG performance report		#6	
Submit Reimbursement form to KDEM.		#7	
ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Conduct planning workshops on County Emergency Operations Plans (CEOP)	#8	#9	#10
Develop/enhance Continuity of Operations (COOP)/Continuity of Government (COG) plans			

Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

1 FY23

ANNUAL BUDGET FOR PERSONNEL & ADMINISTRATIVE EXPENSES (EMPG04)

INSTRUCTIONS FOR COMPLETION OF FORM EMPG04

Fill in the gray blanks on the form. Calculations will be automatically calculated.

1. Enter the name of the County (One only)
2. Enter the name of the County Emergency Management Coordinator.

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

3. POSITION TITLE: Enter the work title of the employee.
4. EMPLOYEE NAME: Enter the name of the employee.
5. BASE SALARY: Enter the amount being requested for the employee.
6. FRINGE BENEFITS: Enter the amount of the expense used towards benefits.
7. TRAVEL: Enter the projected travel expenses.
8. SUPPLES: Enter the projected supplies expenses being claimed for this period.
9. SUBSCRIPTIONS: Enter the projected subscriptions being claimed for this period.
10. OTHER COSTS: Other proposed EMPG-eligible costs (other than salary/benefits/travel expenses) to be pre-approved (must attach details)

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

11. POSITION TITLE: Enter the work title of the employee.
12. EMPLOYEE NAME: Enter the name of the employee.
13. BASE SALARY: Enter the non-EMPG amount being requested for the employee.
14. FRINGE BENEFITS: Enter the amount of the non-EMPG expense used towards benefits.
15. TRAVEL: Enter the projected non-EMPG travel expenses.
16. SUPPLES: Enter the projected non-EMPG supplies expenses being claimed for this period.
17. SUBSCRIPTIONS: Enter the projected non-EMPG subscriptions being claimed for this period
18. OTHER COSTS: Other estimated Emergency Management costs (other than salary/benefits/travel expenses) (must attach details)
19. SIGNED: Enter the signature of the person authorized to submit the reimbursement form.
20. TITLE: Enter the title of the person signing the form.
21. DATE: Enter the date the form was signed.



Annual Budget for Personnel & Administrative Expenses				
Fiscal Year 2023				
Please list below your county's annual emergency management budget and submit to KDEM				
COUNTY: #1				COORDINATOR: #2
GRANT DOLLARS (PROJECTED EMPG EXPENDITURES)				
PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	ANNUAL COMPENSATION
#3	#4	#5	#6	
PAYROLL TOTAL				
NON-PAYROLL				
	Travel	#7		\$0
	Supplies	#8		\$0
	Subscriptions	#9		\$0
	Other	#10		\$0
EMPG TOTAL				\$0
COUNTY DOLLARS (PROJECTED NON-EMPG EMERGENCY MANAGEMENT EXPENDITURES)				
NON-EMPG-PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	ANNUAL COMPENSATION
#11	#12	#13	#14	\$0
				\$0
				\$0
				\$0
				\$0
NON-EMPG PAYROLL TOTAL				\$0
NON-EMPG-PAYROLL				
	Travel	#15		\$0
	Supplies	#16		\$0
	Subscriptions	#17		\$0
	Other	#18		\$0
NON-EMPG TOTAL				
TOTAL COUNTY EMERGENCY MANAGEMENT ANNUAL BUDGET:				\$0

I certify that the information contained herein is true and accurate, and that supporting documentation is on file for review. I further certify that non-EMPG expenditures in excess of county received EMPG Grant dollars are not being used to match any other Federal or State grant and are available for use as soft match by Kansas Division of Emergency Management.

#19

#20

#21

Emergency Manager Signature or Authorized Designee

Title

Date

EMPG04

*Please fill in form electronically, not by hand. Fill in gray blanks.

FY2023

QUARTERLY EMPG FISCAL REPORT (EMPG03)

INSTRUCTIONS FOR COMPLETION OF FORM EMPG03

Fill in the gray blanks on the form. Calculations will be automatically calculated. The EMPG total expenses this period (#12) should match the reimbursement number being requested.

1. Enter the quarter(s) for which you are requesting funds.
2. Select County from Drop-down list. (Select only one county)
3. Enter the name of the County Emergency Management Coordinator.

***The fields listed below are EMPG Grant Dollars Spent for the time period reported (Expenditures being claimed on your EMPG grant allocation) **EMPG Total Expenses this Period should match the amount of dollars you are requesting to be reimbursed.** This amount should NOT exceed your award for that year.

4. POSITION TITLE: Enter the County Position Title
5. EMPLOYEE NAME: Enter the County Employee who supports Emergency Management.
6. BASE SALARY: Enter the amount of salary expense being claimed for the employee.
7. FRINGE BENEFITS: Enter the amount of fringe benefits expense being claimed for the employee.
8. TRAVEL: EMPG-eligible travel expenses being claimed for this period.
9. SUPPLES: EMPG-eligible supplies expenses being claimed for this period.
10. SUBSCRIPTIONS: EMPG-eligible subscriptions being claimed for this period.
11. OTHER COSTS: EMPG-eligible project costs being claimed for this period, as explained in EMPG Work Plan. You must include a separate detailed explanation of what those costs are, along with documentation to verify the expense.
12. **EMPG TOTAL EXPENSES THIS PERIOD.**
(Calculated automatically, this amount should match the reimbursement amount being requested. Amount should not be over EMPG award for that year.)



2023 QUARTERLY EMERGENCY MANAGEMENT #1 PERFORMANCE GRANT FISCAL REPORT

Period(s) being reported: 1st (ending Mar. 31) 2nd (ending June 30) 3rd (ending Sept. 30) 4th (ending Dec. 31)

List your county's emergency management actual expenditures and return to KDEM. Remember the expenditures listed on the first top half of this form (orange part) should reflect the same numbers/expenditures on the reimbursement form. KDEM is required by FEMA to show matching funds for EMPG grant dollars. The information you provide below will help facilitate this requirement. Thank you for your assistance.

COUNTY: #2 COORDINATOR: #3

EMPG GRANT DOLLARS EXPENDED THIS REPORT PERIOD:				
EMPG PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	ANNUAL COMPENSATION
#4	#5	#6	#7	
			EMPG PAYROLL TOTAL THIS PERIOD	\$0
OTHER EMPG EXPENSES				
			#8	
			#9	
			#10	
			#11	
			EMPG TOTAL EXPENSES THIS PERIOD	#12 \$0

The fields listed below are County Dollars Spent for the period being reported for **NON-EMPG expenditures**. These are County Emergency Management dollars spent that are over the EMPG allocation amount that you are requesting/awarded.

COUNTY EM DOLLARS SPENT THIS REPORT PERIOD (NON-EMPG EXPENDITURES):				
NON-EMPG PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	ANNUAL COMPENSATION
			NON-EMPG PAYROLL TOTAL THIS PERIOD	\$0
OTHER NON-EMPG EXPENSES				
				\$0
				\$0
				\$0
				\$0
			NON-EMPG EXPENSES THIS PERIOD	\$0
REPORTING PERIOD COUNTY EMERGENCY MANAGEMENT TOTAL EXPENSES				\$0

I certify that the information contained herein is true and accurate, and that supporting documentation is on file for review. I further certify that non-EMPG expenditures in excess of county received EMPG Grant dollars are not being used to match any other Federal or State grant and are available for use as soft match by Kansas Division of Emergency Management.

Emergency Manager Signature or Authorized Designee	Title	Date
EMPG03		FY2023

*Please fill in the form electronically, not by hand. Fill in the gray blanks.

EMPG SUBRECIPIENT REIMBURSEMENT REQUEST FORM (EMPG05)

INSTRUCTIONS FOR COMPLETION OF FORM EMPG05

Fill in the gray blanks on the form. Calculations will be automatically calculated. The EMPG REIMBURSEMENT REQUEST TOTAL FOR THIS PERIOD (#8) should match the EMPG total expenses this period (#12) on form (EMPG03).

1. Enter the date for which you are requesting reimbursement.
2. Select County from the Drop-Down list.
3. Enter the name of the County Emergency Management Coordinator.

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

4. DATE PURCHASED: Enter the date the EMPG item was purchased/expense occurred.
5. ITEM DESCRIPTION: Enter a few words that describe the expense.
6. DOLLAR SPENT: Enter the amount of the expense that is a qualified EMPG expense.
7. TYPE OF PURCHASE: Select the type of purchase that was made from the drop-down list below. Select Payroll, Travel, Supplies, Subscriptions, or Other. (Fringe benefits are considered payroll/salary)
8. **EMPG REIMBURSEMENT REQUEST TOTAL FOR THIS PERIOD.** (Calculated automatically, dollar amount should not exceed reward for the corresponding year.)
[Dollar amount should match the EMPG total expenses on the EMPG03 form #12]
9. SIGNED: Enter the signature of the person authorized to submit the reimbursement form.
10. TITLE: Enter the title of the person signing the form.
11. DATE: Enter the date the form was signed.

The EMPG Reimbursement request total for this period should **NOT** exceed the amount of the allocation granted for the current fiscal year.

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

TITLE VI CIVIL RIGHT PLAN FOR KANSAS ADJUTANT GENERAL'S DEPARTEMENT FEDERAL GRANT SUBRECIPIENTS

Instruction for filling out form.

This form only needs to be completed every two years, on the odd number years starting FY2023. If you are new to the program starting in FY2024 you will be required to fill out this form before the next odd year. This form is seven pages long, please fill out all sections and return all seven pages.

Page 1.

1. COUNTY NAME. (Only one county)
2. UEI number. *If you do not have a UEI number, please reach out to Lupe Olaya for instructions on how to obtain your UEI number.*
3. Address.
4. Contact person and Title.
5. Email.
6. Telephone.
7. Signature of contact person.

Page 2.

8. Top Agency/Department Official Signature.
9. Date.

Page 3-4.

10. Name of Department. (County office name)
11. Address.
12. Phone.
13. Email.

Page 5-6.

This is the Title VI complaint form should your county office have any complaints. Please use this form and submit to the agencies on page 4.

Page 7.

14. Name of Department. (County office name)
15. Address.
16. Phone/Fax.
17. Email.



Title VI Civil Rights Plan for Kansas Adjutant General's Department Federal Grant Subrecipients

County Name:	Unique Entity Identifier (UEI):
#1	#2
Address (Street, City, State, Zip Code):	
#3	
Contact Person and Title:	
#4	
Email:	Telephone:
#5	#6
Signature of Contact Person:	
#7	

1. Non-Discrimination Policy Statement

It is the policy of Subrecipient Counties Emergency Management that no person shall on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of Subrecipient Counties Emergency Management as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of Subrecipient Counties Emergency Management, including its contractors and anyone who acts on behalf of Subrecipient Counties Emergency Management. This policy also applies to the operations of any department or agency to which Subrecipient Counties Emergency Management extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification

are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 U.S.C § 2000d and related statutes, and the requirements of 6 C.F.R. parts 15, 17, 19, and 21, and 44 C.F.R. parts 16 and 19.

#8	#9
Top Agency/Department Official Signature	Date

2. Organization, Staffing, and Structure

Director of Subrecipient Counties Emergency Management is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 6 C.F.R. parts 15, 17, 19, and 21, and 44 C.F.R. parts 16 and 19.

Subrecipient Counties Emergency Management has created the position of Director to perform the duties of the Title VI Coordinator and ensure implementation of agency's Title VI program. The position of Director of Emergency Management is located within Subrecipient Counties Emergency Management office.

The Title VI Coordinator is responsible for:

- Submitting a Title VI plan and annual reports on the agency's behalf;
- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, compiling a complaint log, and reporting to the Kansas Adjutant General's Department (KDEM).
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination;
- Ensuring staff are trained in Civil Rights laws and policies prohibiting discrimination.

3. Title VI Complaint Procedures

2

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Subrecipient Counties Emergency Management program or activity because of their race, color, national origin, age, sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

How do you file a complaint?

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. However, contact the Director of Subrecipient Counties Emergency Management if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact the Director of Emergency Management

Complaints may be submitted via mail, email, fax or in person to:

(County Information)

Name of Department: #10
Address: #11

3



Phone/Fax: #12
Email: #13

Complaints may also be filed directly with the following agencies:

State of Kansas
Adjutant General's Department
Kansas Division of Emergency Management
Title VI Nondiscrimination Coordinator

4. Notice of Rights

NOTICE OF NONDISCRIMINATION

Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964

Subrecipient Counties Emergency Management operates its programs and services without regard to race, color, national origin, sex, age, and disability.

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on race, color, or national origin (including limited English proficiency).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on disability.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on sex in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on age.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on religion in social service programs.

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Subrecipient Counties Emergency Management program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with Subrecipient Counties Emergency Management.

To file a Title VI discrimination complaint, contact:

(County Information)

Name of Department:	#14
Address:	#15
Phone/Fax:	#16
Email:	#17