

# EMPG Training

KDEM

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# Purpose of the Grant

To assist counties in enhancing and sustaining an all-hazard emergency management program for the protection of life and property.

# EMPG funds should accomplish



Update of Threat and Hazard Identification and Risk Assessments (THIRA).



Planning activities, like, 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.

- ▶ All-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. *Should link to achieving goals outlined in the [EMPG work plan \(EMPG02\)](#).*
- ▶ Personnel costs, including gross salary, overtime, compensatory time off, and associated fringe benefits including matching expenditures. *Should link to achieving objectives outlined in the [EMPG work plan \(EMPG02\)](#).*

## Eligible Expenses

- ▶ Costs to operate county EM Agency: Rent for meeting/classrooms, IT capabilities, office supplies, computers, EOC workstations, etc.
- ▶ Planning, Exercising, Training
- ▶ Public Education and Awareness
- ▶ Administration of the Program
- ▶ Subscriptions for Alerts, Notifications, Business, Technical, Professional Organization, and WebEOC
- ▶ Travel Costs - Lodging and Transportation

[\\*See Sub-recipient Guidance for more details.](#)

**When in doubt, ASK!**

## Eligible Expenses

# Ineligible Costs

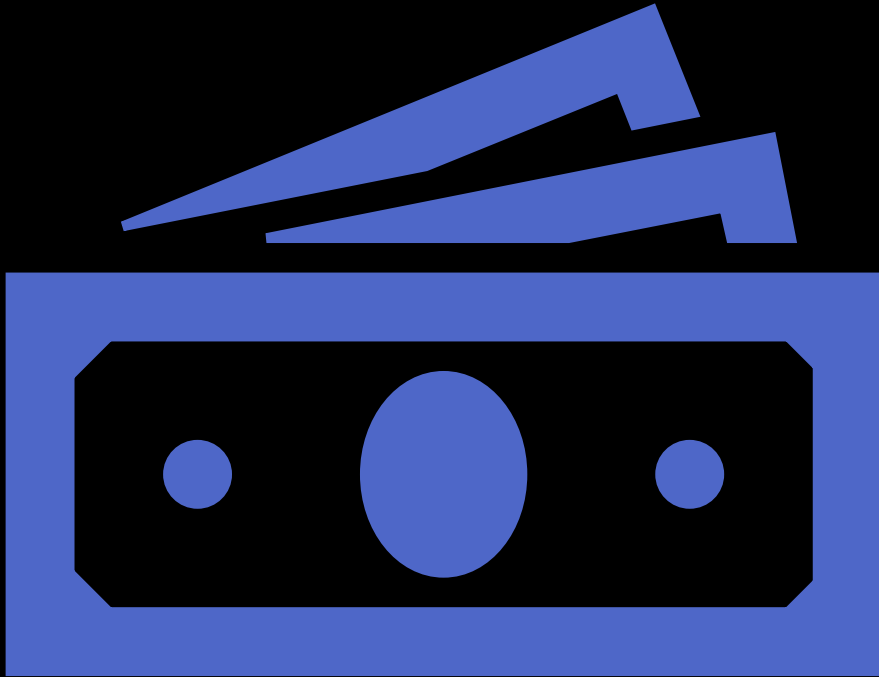
- ▶ Food
- ▶ Vehicle purchases
- ▶ Cameras
- ▶ Construction
- ▶ The hiring of sworn public safety officers
- ▶ Weapon systems and ammunition costs
- ▶ Equipment purchases (see subrecipient guidance page 9 for details)
- ▶ Salary of elected officials
- ▶ Professional Dues
- ▶ Radios
- ▶ Drones
- ▶ Medical supplies

\*See Sub-recipient Guidance  
for more details.

**When in doubt, ASK!**

# Spending EMPG Funds

- ▶ Funds should have ALREADY been spent - Reimbursement Program.
- ▶ All Funds must have been spent on eligible expenses and must coincide with the statement of work plan (EMPG02) your county has submitted.
- ▶ *Stacking of awards* from year to year to buy costly equipment, supplies, or construction is **not allowed**.



# Reimbursement Program. Why?

Fiscal Grant Performance Period - January 1 to December 31.

FEMA gives grant to KDEM LATE - August-September  
(most of the year passed)

Applications sent to Counties in July/August

Awards calculated for counties who applied

Reimbursement packet sent out in December  
(reimburse eligible expenses up to the award amount)



# Penalty for Non- Compliance

- ▶ 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.**

# Application Process



Annual Application Form



Job Descriptions (if applicable)



Statement of Work Report (EMPG02)



Budget Form (EMPG04)



2CFR/A-133 (County Single Audit).



Summary sheet for Assurances and Certifications

***All documentation MUST be received to be considered a submitted application.***

# Title VI Civil Rights Tool Form

Complete every  
2 years (Odd  
number fiscal  
years)



If county is new  
will fill out the  
form in the year  
that they apply.



[Civil Rights Form](#)



7 pages - Turn in  
pages 1-4;7.

# Reimbursement Process

Reimbursement Form EMPG05

Financial documentation  
(payroll, invoices, receipts, etc.)

Statement of Work FINAL EMPG02

Final Fiscal Report Form EMPG03

*All documentation MUST be received to  
receive grant award.*

# Required Training Activities

*All certifications from training should  
be uploaded to KS-TRAIN*

- ❑ An Introduction to Exercises - IS 120.c
- ❑ Fundamentals of Emergency Management - IS 230.d
- ❑ Emergency Planning - IS 235.c
- ❑ Leadership and Influence - IS 240.c
- ❑ Decision Making and Problem Solving - IS 241.c
- ❑ Effective Communication - IS 242.c
- ❑ Developing and Managing Volunteers - 244.b
- ❑ Introduction to The Incident Command System (ICS) - IS 100.c
- ❑ ICS for Single Resources and Initial Action Incidents - IS 200.c
- ❑ An Introduction to The National Incident Management System (NIMS) - IS 700.b
- ❑ An Introduction to The National Response Framework - IS 800.d

## **\*NEW\***

- ❑ Introduction to Community Lifelines - IS 2901
- ❑ Basic Emergency Operations Center Functions - IS-2200

**To be completed ONCE in a lifetime.**

# Required Training Activities

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).

*Specific questions about training can be directed to Mark Willis [mark.c.willis9@ks.gov](mailto:mark.c.willis9@ks.gov)*

# Exercise Participation

- ▶ Individual participation
- ▶ County participation
- ▶ KETs
  - ▶ Designate Exercise Program Manager Form EPM23
  - ▶ Submitted into KETs within 90days.
  - ▶ Need access to KETs? - [Ask Lupe Olaya.](#)

*Specific questions about exercises  
can be directed to Robert Wintle  
[Robert.Wintle@ks.gov](mailto:Robert.Wintle@ks.gov)*

## Required Exercise Activities

# Individual Participation

- ▶ County EM's/Coordinators And all EMPG funded staff.
- ▶ Participate in a minimum of three exercises involving DHS/FEMA Core Capabilities in calendar year of this application (January 1 - December 31)

*Specific questions about exercises  
can be directed to Robert Wintle  
[Robert.Wintle@ks.gov](mailto:Robert.Wintle@ks.gov)*

## Required Exercise Activities

*\*\*Detailed list of required training activity  
information on pages 13-17 in subrecipient guidance*



# County Participation

- ▶ 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:
  - ▶ An annual Integrated Preparedness Planning Workshop (IPPW) is one of the three required exercises
  - ▶ The other two required exercises may be any of the seven types of exercises identified by HSEEP

*\*\*Detailed list of required exercise activity information in subrecipient guidance.*

# Required Exercise Activities

# Final Reminders

TURN IN YOUR APPLICATION ON TIME!

TURN REIMBURSEMENT IN ON TIME!

SUBRECIPIENT GUIDANCE IS YOUR BEST FRIEND!

RETAIN YOUR DOCUMENTATION FOR THREE YEARS

EXERCISE ACTIVITIES ARE REGISTERED IN KETS

LEOP MUST BE CURRENT BY DECEMBER 31

YOU CANNOT STACK YOUR GRANT AWARDS OVER THE YEARS