



**State of Colorado  
Department of Public Safety  
Division of Homeland Security and  
Emergency Management**

**2020**

**Emergency Management Performance Grant (EMPG)  
Local Emergency Management Support (LEMS)**

**Program Guidance  
and  
Application Kit**

## **Foreword: Message from the Division and EM Directors**

County, Tribal and Municipal Partners,

Enclosed please find guidance and the application kit for the 2020 Emergency Management Performance Grant (EMPG), Local Emergency Management Support (LEMS) program. The deadline for returning completed applications to your Colorado Division of Homeland Security and Emergency Management (DHSEM) Regional Field Manager (RFM) with signatures is **January 15, 2020**.

EMPG is the primary source of federal funding directed to state, local and tribal governments to support all-hazards emergency management programs through personnel, planning, training and exercises. Program objectives for each applicant jurisdiction include the capability to perform crisis and consequence management tasks as indicated in the Emergency Management Functions at the Type IV level for 24 to 72 hours. Nationally, approximately half of EMPG funding to states is passed through to local and tribal jurisdictions. EMPG funds retained at the state level are also used to support local and tribal programs through activities including state-sponsored training and conferences, maintenance of field offices and staff, provision of tools such as WebEOC, and staff that provide technical assistance focused on planning, resource management, alert and warning, response coordination, hazard mitigation, public education, community recovery, interoperable communications and exercises.

For calendar year 2020, each jurisdiction should plan to receive a Small Dollar Grant Agreement (SDGA) for approximately the same amount as their 2019 awarded amount, barring any unforeseen changes in funding at the Federal level. In order to be eligible to receive reimbursement for the full award, each jurisdiction must perform the base program requirements and items in the work plan selected from Table 2. Requirements are listed on Table 1. Office of Emergency Management (OEM) RFMs will meet with you during the 2020 application process and discuss your program for the 2020 grant year.

Please note, a percentage of your total grant award is available for completing the base requirements, reference Table 1 or Base Program, up to 75%. The base allocation percentages are identified in the Colorado EMPG/LEMS program guidance for reference on how each requirement is valued.

During calendar fiscal year 2020, the program will select items for the work plan from Table 2 - Elective Planning Options. These projects must be completed or have measureable progress in order to receive reimbursement for the remaining award.

The state has an appeals process for jurisdictions who disagree with any final ruling of the EMPG Program Manager on work plan progress. The first level appeal is to the Emergency Management Director; the final appeal level is to the Division Director. The local agency administrator/lead and the Emergency Manager must participate in the appeals process.

We believe this funding formula will provide local governments the flexibility to focus on local priorities while meeting State and Federal grant requirements. In addition, this funding allocation model will enable Emergency Managers to better serve the citizens of Colorado through the

development of critical capabilities. The RFMs will send a letter to each program which did not fully complete or demonstrate measurable progress on projects from their 2019 EMPG Work Plan. This letter will identify where the program could be at risk of losing funding in 2020.

Unexpended funds will be de-obligated 90 days after the end of the performance period. The State may use these funds for special or alternative projects during the final twenty-one months of the performance period. FEMA informed States about federal guidance for the 2020 EMPG program which continues to emphasize the “Whole Community” emergency management philosophy, encouraging state, local and tribal organizations to undertake activities that further support objectives for comprehensive planning, training, exercising, and assessment of hazards, risks and capabilities. The 2020 work plan template is based on the EMF format and is consistent with the 2019 program.

We value our strong relationships with local and tribal partners in Colorado and look forward to working collaboratively to strengthen program capabilities. If you have questions or concerns, please don't hesitate to contact us, or members of the OEM staff involved in EMPG management, including Trevor Denney, EMPG Program Manager (Trevor.Denney@state.co.us) or your RFM.

Kevin R. Klein  
Division Director



Michael J Willis  
Emergency Management Director

# **2020 EMPG-LEMS Guidance and Application Kit**

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In order to apply for FFY 2020 EMPG-LEMS funds, complete Parts I, II and III of the application kit and return with signatures by **January 15, 2020** to your **DHSEM RFM**. **A new W-9 and Electronic Fund Transfer (EFT) forms must accompany your application.**

The forms that make up the Application Kit are provided as separate, individual files.

#### **Application Checklist:**

- i. Part I, 2020 EMPG-LEMS Grant Activities/Work Plan Template
- ii. Part II, Jurisdiction Information and Signatures
- iii. Part III, Staffing Pattern and Funding Request
- iv. Current Position Descriptions
- v. Completed Federal Funding Accountability and Transparency Act (FFATA)

#### **Additional Forms**

**2020 FFATA/FRS Data Report**  
**Colorado Emergency Operations Plan (EOP) Review Tool**  
**2020 Exercise and Actual Event Reporting System**  
**Targeted Training Reporting Tool**  
**Pre-Application Checklist**

## EMPG-LEMS Program Guidance

### Statutory Requirement

According to the Colorado Disaster Emergency Act (Title 24, Article 33.5, Part 7 section 707), the Mayor, Chair of the Board of County Commissioners, or other principal Executive Officer of each county in the state or any city designated by the Governor to have an emergency management agency is required to; (1) notify the Colorado Division of Homeland Security and Emergency Management (DHSEM) of the manner in which the political subdivision is providing or securing disaster planning and emergency services, (2) prepare and maintain a current disaster emergency plan, (3) identify the person who heads the agency from which services are obtained, and (4) furnish additional information relating to program activities as requested by DHSEM.

To satisfy this statutory requirement, Counties and designated Municipalities shall complete Part II of the EMPG-LEMS Application Kit. Part II requires signature by the Mayor, Chairman of the Board of County Commissioners or other Chief Executive Official as designated by the jurisdiction. Completion of Part II alone does not constitute a request for EMPG-LEMS funding support. Applicants for FFY 2020 EMPG-LEMS funds must complete Part I, III, Staffing Pattern and Funding request, in addition to Part II.

The Colorado Disaster Emergency Act, C.R.S 24-33.5-705(3), requires the Colorado Office of Emergency Management to take part in the development and revision of local and inter-jurisdictional disaster plans; consult with political subdivisions and disaster agencies regarding the status of their disaster plans and make field examinations.

### Purpose of EMPG-LEMS Program

The purpose of the Emergency Management Performance Grant program is to assist in the development of comprehensive, risk-based, all-hazard emergency management programs at the State, local, and tribal government levels and to improve emergency preparedness through integrated planning, training and exercising while addressing prevention, protection, mitigation, response, and recovery capabilities. EMPG funds are authorized by Congress on an annual basis and awarded to the States through the Federal Emergency Management Agency (FEMA). **These EMPG-LEMS funds are intended to reimburse programs for up to 50 percent of local/tribal costs for staff, travel, training, office maintenance, Emergency Operations Center (EOC) enhancements and other eligible costs.** Common uses of the funds are to support activities in the areas of emergency management personnel, planning, training, exercises and public education. EMPG-LEMS funding may not be utilized for response operations

### Delayed Nature of EMPG Funding

As a result of the federal budget cycle, the annual allocation of funds to States does not typically occur until the third quarter of the federal fiscal year which begins on October 1 of each year (after local government budgets have been approved). Most local partners have become accustomed to this staggered schedule and, like the state, have adapted by using general funds to cover the first half of the federal fiscal year until federal funds are available to cover costs over

the final two quarters. While a reduction in future allocations cannot be ruled out, EMPG has strong, broad-based support nationwide and at the nation's capital, and will continue to be the primary program for sustaining local, tribal and state emergency management programs in the foreseeable future. This grant is made available to local programs on a calendar year basis, with the period of performance from January 1 through December 31 each year.

## **2020 Program Funding Award and Reimbursement**

Subrecipients for 2020 EMPG-LEMS grant awards may receive funding based upon their 2019 allocation. Reimbursement will be via a two tier funding model. Each Subrecipient will receive reimbursement for up to 75% of their annual award for completion of the minimum base program requirements and state supported initiatives. The other 25% will be reimbursed based on progress towards completion of work plan products submitted to and approved by the Colorado DHSEM RFMs assigned to the nine All Hazard Regions.

- Base funding allocation (75%)

To be Eligible to receive the base portion of the grant, each Subrecipient must complete the minimum program requirements as included in the Planned Activities template (work plan) located with supplemental documents of this guidance. Additionally, each jurisdiction shall submit the job description of the individual(s) responsible for emergency management program development and maintenance. This document shall indicate that it is valid January 1, 2020 through December 31, 2020 and specify responsibility for maintenance of the emergency management program.

- Performance allocation reimbursement (25%)

The remaining 25% of a Subrecipient's reimbursement will be dependent on submission and approval of products that meet recognized standards, criteria and guidance. Table 2, identifies the products and applicable evaluation criteria. Emergency Managers may pick from one, or a selection of the elective items, that best meets the needs of their planning efforts in support of their program. EMPG reimbursement cannot exceed 100% of the Small Dollar Grant Agreement amount. As part of the application process, the applicant will choose the desired product(s) to work on outlined in Table 2. Program priorities not included in Table 2 may be negotiated with the RFM for work plan approval individually or by Region. The base funding, plus the elective product/activity selected from Table 2, will equate to 100% contract funding. The RFM will provide technical assistance and guidance regarding all work plan products as requested.

## **References for EMPG Program Administration**

The Emergency Management Standard published by the Emergency Management Accreditation Program (EMAP EM 4-2016) establishes standards and performance criteria for Emergency Management programs. The Emergency Management Standard defines an Emergency Management Program as a system that "*encompasses all organizations, agencies, departments, and individuals having responsibilities*" in management and coordination, prevention, mitigation, preparedness, response and recovery activities for the jurisdiction.

<https://emap.org/index.php/root/about-emap/96-emap-em-4-2016>

The Catalog of Federal Domestic Assistance (CFDA) number for the EMPG is **97.042**. FEMA-funded activities through the EMPG must meet the requirements of 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, also known as “Uniform Guidance”.

<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>

All costs, including personnel costs must comply with 2 CFR, Cost Principles, Subpart E 200.400 through 200.475. Allowable equipment categories are listed on the web-based version of the Authorized Equipment List (AEL), which is sponsored by FEMA, and found at:

<https://www.fema.gov/authorized-equipment-list>

Additional references concerning Administrative and Audit requirements:

Special Considerations for Institutions of Higher Education – 2 CFR, Subpart E, 200.418 through 200.419

Non-Profit Organizations Exempted from Subpart E – Cost Principles - 2 CFR, Appendix VIII to Part 200

Audit Requirements – 2 CFR, Subpart F – 200.500 through 200.521

“Debarment and Suspension” - 2 CFR part 180 (2 CFR 200.213)

“Government wide Requirements for Drug-Free Workplace (Grants)” - 2 CFR part 182

"New Restrictions on Lobbying" - 2 CFR 200.450

“Compensation – personal services” – 2 CFR 200.430

### **1. Contractors**

- a. Signed Contract, Scope of Work, Work Plan, Agreement, etc.
- b. Approved Invoice

### **2. 100% EMPG, Full-Time, 100% Exempt Employee**

One of the three following with a documentation from Payroll or Accounting showing payment was made (i.e. General Ledger):

- a. Monthly/Quarterly approved time-sheet (Signed by both Employee & Supervisor)
- b. If time-sheets are electronic, i.e. Kronos, a printed out version of the time-sheet (approved by both Employee & Supervisor)
- c. Job description

### **3. Variable percent worked on EMPG & Employee is Exempt**

One of the two following with a documentation from Payroll or Accounting showing payment was made (i.e. General Ledger):

- a. Monthly/Quarterly approved time-sheet (Signed by both Employee & Supervisor)
- b. If time-sheets are electronic, i.e. Kronos, a printed out version of the time-sheet (approved by both Employee & Supervisor)



**4. 100% EMPG, 100% Non-Exempt Employee**

If Overtime was paid, Prior approval on overtime paid that is in compliance with the local’s policy on over-time approval and one of the three following with a documentation from Payroll or Accounting showing payment was made (i.e. General Ledger)

- a. Monthly/Quarterly approved time-sheet (Signed by both Employee & Supervisor)
- b. If time-sheets are electronic, i.e. Kronos, a printed out version of the time-sheet (approved by both Employee & Supervisor)
- c. Job description (Signed by both Employee & Supervisor)

**5. Variable percent worked on EMPG / Non-Exempt Employee**

If Overtime was paid, Prior approval on overtime paid that is in compliance with the local’s policy on over-time approval and

One of the two following with a documentation from Payroll or Accounting showing payment was made (i.e. General Ledger):

- a. Monthly/Quarterly approved time-sheet (Signed by both Employee & Supervisor)
- b. If time-sheets are electronic, i.e. Kronos, a printed out version of the time-sheet (approved by both Employee & Supervisor)

**Emergency Management Functions (EMFs)**

Planned activities identified in local and tribal work plans should be based on the 15 **EMFs** identified in this guidance. The 15 EMFs provide program elements or activities for strategic planning and for measuring local/tribal emergency management program progress and effectiveness. The EMF standards are traditionally utilized by the State, are derived from FEMA guidance documents, and the Emergency Management Standard, as defined through the **Emergency Management Accreditation Program (EMAP)**, and are consistent with National Fire Protection Association (NFPA) 1600 standards. The Colorado DHSEM utilizes these EMF standards as categories for its annual EMPG state work plan and quarterly state work plan reporting to FEMA.

<b>Program Capability</b>	<b>Emergency Management Function (EMF)</b>	<b>Key Activities</b>
Program Management	EMF-1: Finance & Administration	Budget preparation, grant administration, LEMS application, expense tracking, quarterly reimbursement requests, quarterly performance reports (work plan), equipment inventory and monitoring
	EMF-2: Laws & Authorities	Ordinances, resolutions, emergency declarations, EMAP accreditation, compliance with laws and regulations
Hazard Mitigation	EMF-3: Risk Assessment	Development/upgrade of local/tribal THIRA (Threat and Hazard Risk Identification and Assessment), development of corresponding risk management strategies
	EMF-4: Hazard Mitigation Plans & Projects	Development of local/tribal hazard mitigation plans, implementation of hazard mitigation projects, coordination of Environmental and Historic Preservation (EHP) reviews

Plans	EMF-5: Emergency Operations Plans	Development/upgrades/revisions of local/tribal emergency operations plans (EOPs) in accordance with CPG-101, Version 2.0, fostering partnerships with EOP stakeholder agencies and organizations
	EMF-6: Recovery Plans	Development/upgrades/revisions of local/tribal recovery plans, fostering partnerships with recovery stakeholder agencies and organizations
Preparedness	EMF -7: Training	NIMS training delivery, professional development for staff, development of Training & Exercise Plans (TEPs)
	EMF-8: Exercises	Participation in exercises as “Sponsoring” and/or “Participating” agencies
Operations	EMF-9: Incident Management	EOC management, Continuity of Operations (COOP), multi-agency coordination, support of incident command operations
	EMF-10: Communications	Activities supporting interoperability, including cooperative planning, equipment tests, drills, radio checks, purchases, etc.
	EMF-11: Operations Procedures	Development/maintenance of systems (Web EOC), processes (resource order process), capabilities (EOC management training), and Plans (COOP) to support incident operations.
	EMF-12: Mutual Aid	Maintenance of local, interagency, regional and statewide intergovernmental agreements
Logistics	EMF-13: Resource Management	Development/maintenance of local resource mobilization plans and processes, including database management systems, inventory, financial controls and relevant forms.
	EMF-14: Facilities Management	Monitoring & maintenance of EOC/Alternate EOC facilities and equipment.
Public Information	EMF-15: Crisis Communication, Public Information and Education	Development/maintenance of Joint Information System (JIS) protocols and procedures, web page management, and procedures for utilizing social media. Development and maintenance of local Alert and Warning Plans and procedures.

## Supporting National Preparedness Initiatives

In addition to enhancing comprehensive all-hazards emergency management capabilities, EMPG funds provide an opportunity to support state and national homeland security strategies and strengthen national preparedness. **Presidential Policy Directive 8: National Preparedness (PPD-8)**, signed on March 30, 2011, describes the Nation’s approach and preparation efforts for the threats and hazards that pose the greatest risk to the security of the United States.

The EMPG Program plays an important role in the implementation of PPD-8 by supporting the development and sustainment of “core capabilities”. The core capabilities represent an evolution from the Target Capabilities List (TCL). FEMA issued EMPG guidance requires States and local/tribal partners to tie EMPG activities closer to enhancing core capabilities. DHSEM has determined that, for FFY 2020, LEMS participants will fulfill the obligation to support core

capabilities by meeting the **FFY 2020 Program Requirements** below. Files and information on PPD-8 and core capabilities can be found at <http://www.fema.gov/ppd8>.

## **2020 Base Program Requirements**

Jurisdictions receiving EMPG-LEMS program funds are required to work toward completion in current or multiyear program cycle as supported by RFMs of all tasks and planned activities identified, submitted and approved in their annual work plan. Applicants for 2020 EMPG-LEMS support must conform to the program requirements as follows:

**1. Development and maintenance of a formally adopted, up-to-date emergency operations plan, and local alert and warning plan (*Federal and State requirement, base requirement equates to 30% of the 75% base allocation*)**

CRS 24-33.5, §707 requires all Colorado Counties to have a current EOP which serves the entire County. All EMPG Program recipients/ Subrecipients must implement, maintain, and revise as necessary, jurisdiction-wide all-hazards EOP that are consistent with CPG-101 v.2 (November 2010), which serves as the foundation for State, Local and Tribal emergency planning. CPG-101 v.2 can be found at:

[http://www.fema.gov/pdf/about/divisions/npd/CPG\\_101\\_V2.pdf](http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf)

Subrecipients are required is to submit new and revised EOP elements to their RFMs in order to be eligible for FFY 2020 EMPG Program funds (FEMA Required). In order to fulfill this statutory requirement for program year 2020, all EMPG funded jurisdictions will complete the Colorado EOP Review Tool no later than June 30, 2020. Measures contained in the review tool are derived from Federal guidance to include: The National Preparedness Goal as amended and revised; <https://www.fema.gov/national-preparedness-goal>. Core Capabilities as amended and revised; and the Federal Emergency Management Agency CPG-101 and CPG-201 as amended and revised. EMPG funded jurisdictions will demonstrate satisfactory submission of the measures by noting the page and section in their plan where each measure is contained with the provided review tool.

**2. Development of critical components in support of resource management processes and planning (*State required; base requirement equates to 15% of the 75% base allocation*).**

In order to meet the requirements of the Colorado Disaster Emergency Act CRS 24-33.5, §707, a Colorado priority for the 2020 EMPG program is the development and implementation of identified critical resource management components aimed at aiding in response and development of a comprehensive resource mobilization plan(s). These systems will include a management plan for jurisdictionally-owned resources, mutual aid resources, private and public sector resources, non-governmental and volunteer resources, and the policies and procedures for each. For the 2020 grant year, Colorado DHSEM

requires local and tribal jurisdictions to focus on the following specific measurable outcomes:

- i. Review and maintenance of all resource data in the WebEOC Resource Management System for the local jurisdiction (task can be shared with local agency resource managers) and participate in “Just in Time Statusing” requests in state wide mobilization system.
  - ii. An annual meeting with the jurisdiction’s mutual aid partners to review and validate mutual aid terms and agreements, and build understandings around mobilization(s).
  - iii. Identification of Authorization Signatory’s for resources acquisition, establish tracking method (s) for supporting resources outside of traditional Computer Aided Dispatching (CAD).
- 3. Conduct at least two local “whole community” stakeholder/partner meetings with the agencies who represent the capabilities in the jurisdiction (*State required, base requirement equates to 5% of the 75% base allocation*).** These are the agencies who are required to establish and implement processes and procedures for consequence management during disaster emergencies. Whole Community stakeholder/partners include: law enforcement, fire, EMS, public works, health and medical, behavioral health, mass care (human services, Red Cross, VOAD), school districts, public utilities, public information, and other relevant stakeholders. These agencies and entities constitute your partners during an EOC/Incident Management activation and any significant incident response. Working with RFMs in preparation of an agenda for these meetings is encouraged. The agenda should address emergency management planning, operations, processes and procedures. Maintain a sign in sheet, record of discussion items, and issues.
- 4. Development and Maintenance of a Three-Year Training and Exercise Plan (TEP) (*FEMA required, base requirement equates to 5% of the 75% base allocation*).** All Subrecipients are required to develop a Three-Year TEP that incorporates linkages to the core capabilities, and update it annually. A TEP workshop conducted at the regional level, where the Subrecipient provides its jurisdictional needs, meets this requirement. Information related to TEPs can be found on the HSEEP website at:  
[https://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep\\_apr13\\_.pdf](https://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf)

**5. All EMPG program funded personnel (State/Tribal/Local) must participate in at least three exercises in a 12-month period.**

1) Subrecipients must perform a resource management drill in council with the RFM;

- i. Sponsor at least one additional exercise (tabletop, functional or full scale exercise which demonstrates the emergency management functions of situation assessment, resource management, alert and warning and public information within the local EOC or equivalent support location).
- ii. Participate in another jurisdiction's exercise in an Emergency Management capacity.
- iii. Conduct a resource management drill with EOC personnel, local resource management personnel from jurisdictional agencies, and your DHSEM RFM. The drill will document the capability to use the resource management process and tools.

2) EMPG jurisdictions **must submit** an After Action Review or Corrective Action Plan to their RFM for the exercise they sponsor. Real events and actual emergencies are allowable substitutes for exercise participation and require an AAR (***FEMA required, base requirement 15% of the 75% base allocations.***)

**6. Targeted Training of EMPG-Funded Personnel.** All EMPG program funded personnel (State/Local/Tribal) must complete the following NIMS training courses and record proof of completion by providing certificate copies to the RFM. Submission of a list of EMPG program funded personnel along with the training completed **will** be included in quarterly performance reports. EM Staff personnel with no role in program activities only need IS 100, 200, 700 and 800 (***FEMA required, base requirement 5% of the 75% base allocation***):

- IS 100c; IS 200b; IS 700b; and IS 800c;
- FEMA Professional Development Series: IS 120.c; IS 230.d; IS 235.c; IS 240.b; IS 241.b; IS 242.b; and IS 244.b.

**7. Timely Submission of Application, Quarterly Reports and Quarterly Requests for Reimbursement (RFR).** All EMPG-LEMS applicants are responsible for submitting a complete application package and four quarterly progress reports and requests for reimbursement. A complete application package includes: All RFRs will require certified timesheets (please see **References for EMPG Program Administration** section for further information)

- i. Part I, FFY 2020 EMPG-LEMS Grant Activities/Work Plan Template.
- ii. Part II, Jurisdiction Information and Signatures.
- iii. Part III, Staffing Pattern and Funding Request (***Note: Please remember to complete both the staffing pattern and budget tabs.***)
- iv. Current position description for all personnel that are listed on the Staffing Pattern. This document must include the emergency manager and related responsibilities for

- each employee claimed under EMPG (if there are no changes from the previous year, then there is no need to submit a copy of an employee's job description).
- v. Completed Federal Funding Accountability and Transparency Act (FFATA) form (*FEMA required, base allocation* for all federal grant programs except American Recovery and Reinvestment Act grants).
  - vi. Pre-application Checklist.

### **Program and Financial Monitoring**

Per Federal Grant guidance, DHSEM has implemented a formal monitoring process conducted with each Subrecipient every two years at least. The schedule and monitoring visit process is coordinated through the DHSEM Subrecipient Monitoring (SRM) team and RFM. The monitoring program is intended to ensure that all subrecipients are performing and administering the EMPG grant in compliance with all of the required federal and DHSEM terms and conditions, and have the proper financial and programmatic documentation in the grant files, in preparation for potential future Federal audits.

Given recent requests to the state for substantiating documentation of match funding, applicants can expect greater scrutiny of grant match documentation during monitoring visits.

### **Quarterly Reports and Reimbursement Requests**

**Quarterly Part I Progress Reports** must be submitted to your DHSEM RFM **10** calendar days following the end of each quarter in the manner identified by DHSEM. The timely submission of quarterly progress reports and products is a requirement for approval of quarterly requests for reimbursement. Regional Managers will then have 10 days to report the regional information to DHSEM for the state report.

Quarterly Reports should identify the status of each activity planned for that quarter (completed and/or accomplished, in-process, postponed/canceled, or not completed or not accomplished). Please also indicate:

- reasons when activities are postponed, canceled or not completed,
- include dates and identify scenario and type of exercises conducted
- identify specific plans/annexes or updates to EOPs or other plans.

**Quarterly Requests for Reimbursement** and financial reports are due on the date specified in the schedule of this guidance.

**For the 2020 grant all EMPG programs are required to submit a certified time card for all EMPG funded staff regardless of percentage of EMPG. Programs will also be required to submit a copy of the general ledger for each quarter.**

## Electronic/Digital Signatures

Electronic/digital signatures will be accepted on the 2020 EMPG application.

Signatures should be decipherable by the Adobe Reader program, must be created by the signer, and show a verified/unchanged status when the form arrives via email to the DHSEM RFM. The Chief Financial Officer (CFO) is still the primary person expected to affix their signature to the quarterly request for reimbursement (RFR) and financial report, to certify that the expenses shown on the financial report and RFR are eligible for the EMPG program, the DHSEM LEMS award under the EMPG program, and match the jurisdiction's General Ledger reports for the period. Any variance from the general ledger report should be noted and explained either on the report itself or in documentation maintained by the subrecipient. The CFO or the Governing Body (Board of County Commissioners), City Council, or Tribal Council, may delegate the RFR signing authority to the authorized designee, if they so choose. This delegation must be in writing and submitted to the DHSEM by email, or regular mail before an alternate signature can be accepted.

## 2020 Reporting Schedule

<b>Quarter</b>	<b>Reporting Period</b>	<b>Report Due Date</b>	<b>Claim Due Date</b>
1	01/01/20 – 03/31/20	04/10/19	4/30/19
2	04/01/19 – 06/30/19	07/10/19	7/31/19
3	07/01/19 – 09/30/19	10/10/19	10/31/19
4	10/01/19 – 12/31/19	1/10/20	1/31/20
<b>DHSEM Field Manager Reporting Schedule</b>			
<b>Quarter</b>	<b>Reporting Period</b>	<b>Roll up Report Due Date</b>	
1	01/01/19 – 03/31/19	04/20/19	
2	04/01/19 – 06/30/19	07/20/19	
3	07/01/19 – 09/30/19	10/20/19	
4	10/01/19 – 12/31/19	01/20/20	

**Table 1 – Base Program Requirements**

Note: Mandatory requirements are weight valued at 75%

Multi-agency and multi-jurisdictional relationships (MAC Group (MACG) established and maintained). NOTE: A MACG is made up of agency representatives with authority to commit agency resources.	NIMS 2018 pg. 40 CPG101: Pages 1-2 to 1-4/ 4-3 & 4-6 NFPA: Std. 4.1.1 to 4.3.3 EMAP: Std. 3.3 to 3.3.2
Training and Exercise Plan (TEP)	EMAP 4.9 to 4.10.3
Exercise Participation: Evaluator/controller: one exercise Role in exercise play: two exercises NOTE: Exercise actor does not count as participation. Program requirement Exercise Sponsor	Homeland Security Exercise and Evaluation Program (HSEEP) NFPA: Std. 8.1.1 to 8.5.1 EMAP Std. 4.10 to 4.10.3
FEMA Training	National Planning Framework
Emergency Operations Plan (EOP)	CPG 101 v. 2.0 2010 EMAP 4.4 to 4.4.9
Resource Management Components	C.R.S. 24-33.5-705.4 (1)(a) EMAP 4.6 to 4.6.6 NIMS 2017 pg. 40 NFPA 1600 5.4.1 to 5.5.4
National Incident Management System (NIMS)	EMAP 4.5 to 4.5.7 NIMS Presidential Policy Directive 8 / PPD8: National Preparedness
Reporting	n/a



**Table 2 – Elective Planning Options**

Note: Elective planning options approved in conjunction with the regions Field Manager and are weight valued at 25%

Finance (procedures established)	CPG101: Pages 3-14 & C-10 NFPA: Std. 4.6.1 to 4.7.2 EMAP: Std. 3.4 to 3.4.3
Threat and Hazard Identification and Risk Assessment (County as largest geographic scope of analysis) NOTE: HIRA in mitigation plan will need to add threat analysis to be eligible for this product.	CPG101: Pages 4-1 & 4-7 to 4-11 CPG 201 NFPA: 5.4-5.4.4 EMAP: 4.2 to 4.2.5
EM Academy	Requires Graduation and Approval from RFM
Continuity of Operations Plan (COOP)	CPG 101: Pages 1-9, 3-10, 3-13, C-25 NFPA: Std.6.9.1.2 EMAP: Std. 4.4.5
EMAP self-assessment	EMAP EM Standard 2016
Rapid Needs Assessment Plan	CPG 101: Page 1-9 NFPA: Std. A.5.2.3(4) EMAP: Std. 4.4.1 to 4.4.3
Damage Assessment Plan	CPG 101: Pages C-14 NFPA: Std. 6.7.5 EMAP: Std. 4.4.1 to 4.4.3
EOC Management Plan to include processes, procedures, etc.	NIMS CPG101: Page C-16 NFPA: Std. 6.7.1.1 to 6.8.4 EMAP: Std. 4.7.1 to 4.7.5
Debris Management Plan	CPG 101: Page C-14 EMAP: 4.4.1 to 4.4.3
Public Information/Crisis Communications Plan	CPG101: Page C-23 NFPA: Std. 6.4 to 6.4.2 EMAP: Std. 4.4.1 to 4.4.3 NIMS 2018 pg. 50
Recovery Plan	CPG101: Pages 1-9, 3-10, 4-15, B-8, C-23

	NFPA: Std. 5.3.1 to 5.3.6 & 6.9.1 to 6.9.3 EMAP: Std. 4.4.4
Hazardous Materials Plan	EMAP Std. 4.4.1 to 4.4.3
Development or update of EOP Annexes	CPG 101: Pages 3-14, C-10 NFPA: 6:1 Plan Requirements EMAP: Std. 4.4.1 to 4.4.3
Resource Mobilization Plan	CRS: 24-3.5-705.4 (1)(a) EMAP 4.6 to 4.6.6
Laws and Authorities	EMAP 3.5 to 3.5.2 NFPA 4.5 NIMS 2018 pg. 75
Continuity of Government (COG) plan	CPG 101: Pages 1-9, 3-10, 3-13, C-25 NFPA: Std.5.2.3.5 EMAP: Std. 4.4.6
Attain Storm Ready recognition	NWS Recognition CRS 24-33.5-714
Job Aids	CPG 101: Page 3-12 NFPA: A.6.8.1 EMAP: 4.4.3, 5.5.5 & 4.5.6
TIC Plan	CRS 24-33.5-716 EMAP 4.4.3 & 4.7.1
Lifelines	EMAP 4.4.4
Volunteer Donations Management Plans	EMAP 4.4.1 to 4.4.3
Agricultural Plans	EMAP 4.4.1 to 4.4.3
Energy Assurance	EMAP 4.4.1 to 4.4.3
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Colorado Emergency Management Program Guide Reference:

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