



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Military and
Veterans Affairs

Division of Homeland Security
and Emergency Management

P.O. Box 5750
JBER, AK 99505-0750
Main: 907.428.7000
Fax: 907.428.7009
www.ready.alaska.gov



August 28, 2017

Elke Doom, City Manager
City of Valdez
PO Box 307
Valdez, AK 99686

RE: 2017 Emergency Management Performance Grant, EMS-2017-EP-00002-S01
State Grant No.: 20EMPG-GY17

Certified Mail: 9171 9690 0935 0145 1850 03

Dear Ms. Doom:

We received funds from the Federal Emergency Management Agency (FEMA) under the 2017 Emergency Management Performance Grant (EMPG). We are pleased to award the City of Valdez the amount of \$24,750.00 under this grant.

EMPG performance includes but is not limited to the following:

- Accomplishment of activities identified in the jurisdiction's 2017 EMPG Work Plan.
- Update or completion of the Alaska Assessment.
- Required attendance at the State's multi-year Training and Exercise Plan Workshop (TEPW), to be held in conjunction with the 2018 Preparedness Conference, and development of a local jurisdiction Multi-Year Training and Exercise Plan to be submitted to us at the TEPW.
- EMPG-funded personnel should make every attempt to participate in no less than three exercises during the performance period. Exercises may be discussion-based (seminars, workshops, tabletop simulations), or operations-based (drills, functional exercises, full scale exercises). Sponsored opportunities by us may be available during the performance period to meet the requirement. Real world events may not always count as exercise participation.
- Continued utilization and work towards adoption and implementation of the National Incident Management System (NIMS). The Alaska Assessment is the required means to report NIMS adoption and implementation.
- Complete the FEMA Independent Study Professional Development Series.
- Timely quarterly progress report submissions.
- Dollar-for-dollar, in-kind match.

EMPG funding allocations to local jurisdictions are a direct result of continued reporting on actual funds spent at the local level on emergency management activities. With that in mind, we

Ms. Doom
August 28, 2017
Page 2 of 2

encourage reporting all funds spent on emergency management activities even if they exceed the required match.

Enclosed are two pre-signed Obligating Award Documents (OAD). Please review the information for accuracy. Please sign both documents, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency Point of Contact
PO Box 5750
JBER, AK 99505

If the OAD cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form must be submitted. The form and instructions are available for download on our Grants website, <http://ready.alaska.gov/grants>.

If signatory points of contact have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed OAD. The Signatory Authority Form is available for download on our Grants website. If needed, electronic payment enrollment forms are also available upon request.

If you have any questions, please contact the Division Project Manager for this grant, Kelly Isham, at (907) 428-7078 or by email at kelly.isham@alaska.gov.

Sincerely,



Michael J. Sutton
Deputy Director

Enclosure(s): (2 originals) Obligating Award Document
Project Budget Details Report

cc: Tracy Raynor, Jurisdiction Project Manager
Brian Carlson, Jurisdiction Chief Financial Officer

Project Budget Details Report

2017 Emergency Management Performance Grant / EMPG

Valdez, City of

Reported Category = ALL. Reported Revision = 0 of 0.

<u>PBD#</u>	<u>Expense Category</u>	<u>Solution Area</u>	<u>Discipline</u>	<u>Qty</u>	<u>Budgeted Cost</u>	<u>PBD# Amt Spent</u>	<u>PBD# Balance</u>
1	Plan.Org	Prog: Dev,Coord,Imp,Eval	EMA				
					<i>State</i>		
					<i>Federal</i>	\$24,750.00	\$24,750.00
EHP		Item:					
<input type="checkbox"/> EHP		Salary & Benefits					
Description		Sue Moeller, Emergency Manager					

Adjusted Grant Award

<i>State</i>	
<i>Federal</i>	\$24,750.00

Total Budgeted Allocated (Fed & State)

\$24,750.00

PBD Total Allocations:

<i>State</i>	
<i>Federal</i>	\$24,750.00

Total Expenses:

<i>State</i>	
<i>Federal</i>	

Summary Balance:

<i>State</i>	
<i>Federal</i>	\$24,750.00

PBD Non-Budgeted Funds:

\$0.00

State of Alaska
Division of Homeland Security and Emergency
Management

Under
 US Department of Homeland Security
 Federal Emergency Management Agency
 Grant Programs Directorate

FEDERAL AWARD DATE

August 08, 2017

FEDERAL GRANT PROGRAM

2017 emergency Management Performance
 Grant

OBLIGATING AWARD DOCUMENT

FEDERAL GRANT NUMBER

EMS-2017-EP-00002-S01

CFDA: 97.042

RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		AWARD AMOUNT	
City of Valdez PO Box 307 Valdez, AK 99686		FROM:	July 01, 2017	AMENDMENT #:	#	\$24,750.00	
		TO:	June 30, 2018	EFFECTIVE DATE:			
		STATE PROGRAM NUMBER					
DUNS NUMBER	067654202		FUNDING ALLOCATION				
EIN	92-6000143		ORGANIZATION	\$24,750.00			
METHOD OF PAYMENT	Electronic		PLANNING		EXERCISE		
			TRAINING		EQUIPMENT		

PURPOSE OF AWARD			
Federal Awarded Amount, Organization Funds:		\$24,750.00	
Minimum Required Local Match, Organization Funds:		\$24,750.00	
Total Program Amount:		\$49,500.00	

The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.

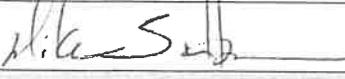
GRANT TERMS AND CONDITIONS	GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS (all previous Grant Requirements, Assurances and Agreements still apply)
All previous Grant Terms and Conditions still apply.	The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]

SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)

None

AGENCY INFORMATION				
ADDRESS	Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750		WEBSITE	http://ready.alaska.gov
			EMAIL	mva.grants@alaska.gov
			PHONE	907-428-7000
			FAX	907-428-7009

STATE PROJECT MANAGER	PHONE	FAX	EMAIL
Kelly Isham	(907) 428-7078	(907) 428-7009	kelly.isham@alaska.gov

AGENCY APPROVAL		RECIPIENT ACCEPTANCE	
NAME AND TITLE OF APPROVING AGENCY OFFICIAL		NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL	
Michael J. Sutton, Deputy Director		Elke Doom, City Manager	
SIGNATURE OF APPROVING AGENCY OFFICIAL		SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	
			
DATE 8/25/17		DATE 11/30/17	

FOR STATE USE ONLY							
Division File Number:		17 EMPG 1.6.9.13		Date Returned			
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	200 1	090000200	7001	2012	17 EMPG VDZ	2EMPG2017	GYEMPG

Program Requirements

- (A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period (unless otherwise specified in the Program Terms and Conditions) when the *Final Performance Progress Reports* are due.
- (B) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).
- (C) The signature of the signatory officials on this award attests to the jurisdiction's understanding, acceptance, and compliance with Acknowledgement of Federal Funding; Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in 2 CFR Part 200, subpart E, may not be charged to other Federal awards to overcome fund deficiencies.
- (D) The jurisdiction shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.
- (E) The jurisdiction shall comply with the requirements under 2 CFR 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also the jurisdiction has the requirement to be non-delinquent to the Federal government as required in OMB Circular A-129.
- (F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990. Per Executive Order 13166*, the jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. The jurisdiction is required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 – 8305). *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publically available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statutes, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.
- (G) The jurisdiction certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for subrecipients of less than \$25,000.00 or fewer than 50 employees.
- (H) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.
- (I) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:
1. Administrative requirements
2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
 2. Cost Principles
2 CFR Part 200 Subpart E *Cost Principles*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>
 3. Audit Requirements
2 CFR Part 200 *Subpart F Audit Requirements*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.f>
 - A. **Federal:** The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
 - B. **State:** If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.

14. SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

15. All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

16. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005–.030 www.state.ak.us/local/akpages/ADMIN/dqs/docs/as3630.doc

Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>

Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.htm>

Personnel Costs: Payroll reports signed and certified by the chief financial officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable or the submission of timesheets with name/wage/hours and cost allocation identified and copies of the corresponding pay warrants. Completion of the *Optional Financial Work Sheet for Identifying & Certifying Program Costs Worksheet* available at <http://ready.alaska.gov/grants.htm> may be submitted in lieu of the above documentation for reimbursement of personnel costs. Staff may not self-certify their own time and wages. The City of Valdez shall retain all supporting payroll records including time and attendance records signed by the employee and supervisor and copies of warrants as per the Recordkeeping Requirements in Section H.

(G) **Record Keeping Requirements:** Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained.

(H) **DHS Access:** The jurisdiction shall keep all records, accounts, documents, information, facilities and staff available for DHS access as required per DHS Specific Acknowledgements and Assurances.

(I) **Performance Measures:** Quarterly *Performance Progress Reports* shall demonstrate performance and progress relative to all-hazards, emergency management operations staffing, and other tasks in support of emergency management. Staffing activities must be linked to achieving goals outlined in the Emergency Management Performance Grant (EMPG) Work Plan.

(J) **Subrecipient Monitoring Policy:** DHS&EM reserves the right to periodically monitor, review, and conduct analysis of the City of Valdez's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The *Subrecipient Monitoring Policy* is available at <http://ready.alaska.gov/grants>

(K) **Penalty for Non-Compliance:** For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a reimbursement, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the City of Valdez of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The City of Valdez must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain program goals
2. Unwillingness or inability to adhere to Special Conditions
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems that do not meet federally required management standards

(L) **Termination for Cause:** If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days notice to City of Valdez stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse City of Valdez only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review.

(M) **Termination for Convenience:** Any program may be terminated upon convenience, in whole or in part, for the convenience of the government. The Department of Homeland Security FEMA and DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed.

(N) The City of Valdez understands FEMA reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes: (a) the copyright in any work developed under this award; and (b) any rights of copyright to which City of Valdez purchases ownership with federal support. The City of Valdez agrees to consult with DHS&EM and FEMA regarding any patent rights that arise from, or are purchased with this funding. The jurisdiction also agrees to obtain DHS's approval through DHS&EM for any DHS seal (s), logos, crests or flags used in association with federal grants.

(O) As a condition of receiving FFY 2017 EMPG funding, the City of Valdez must ensure and maintain adoption and implementation of National Incident Management System (NIMS). The Alaska Assessment is the required means to report NIMS adoption and implementation.

(P) The City of Valdez must update or complete the Alaska Assessment by December 31, 2017.

(Q) The City of Valdez must attend the 2018 Preparedness Conference.

(R) The City of Valdez must attend the state's Multi-Year Training and Exercise Plan Workshop (TEPW) Workshop, to be held in conjunction with the 2018 Preparedness Conference and develop a local jurisdiction Multi-Year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the TEPW.



STATE OF ALASKA
Division of Homeland Security and Emergency Management

FINANCIAL PROGRESS REPORT
EMERGENCY MANAGEMENT
PERFORMANCE GRANT (EMPG)
PROGRAM

The information provided will be used by the grantor agency to monitor grantee cash flow, grantee performance and project implementation to ensure proper use of Federal funds. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required. All reimbursement requests must be accompanied by supporting documentation such as copies of invoices, delivery receipts, timesheets, certified payroll reports, warrants, contracts, etc.

1. GRANTEE NAME AND ADDRESS		2. STATE GRANT NUMBER	3. REPORT NO.
		4. REPORTING PERIOD (Dates) FROM:	TO:
5. GRANT AMOUNT \$0.00	6. TYPE OF REQUEST REGULAR <input type="checkbox"/> SPECIAL <input type="checkbox"/>		FINAL Expenditures may be submitted as REGULAR with FINAL Narrative Progress Report
7. NAME AND TITLE OF PROJECT MANAGER		8. SIGNATURE OF PROJECT MANAGER	9. DATE

10.	TOTAL
A) Total Grant Award Amount	
B) Previously Reported Match	
C) Total Reimbursement Requested to Date	
D) Total Payments Received to Date	
E) Total Expenditures This Quarter Including Match	
F) Reimbursement Requested This Quarter	
G) Local Match [E-F=G]	\$0.00
I) Grant Amount Remaining [A-(D+F)=I]	\$0.00
J) Total Grant Funds Encumbered This Quarter	
K) Grant Balance Not Reimbursed or Encumbered [I-J=K]	\$0.00

11. CERTIFICATION BY GRANTEE I certify the financial expenditures submitted for reimbursement with this report, including supporting documentation, are eligible and allowable expenditures consistent with the project goals and objectives and grant guidelines, have not been previously requested, and that payment is due.	12. DATE REPORT APPROVED
13. Signature of Chief Financial Officer	

**Alaska Division of Homeland Security and Emergency Management (DHS&EM)
Emergency Management Performance Grant (EMPG)
Quarterly Performance Progress Report**

Jurisdiction:	State Grant Number:	DUNS:	Reporting Period: Select from drop-down
		EIN:	

Date of Report:	Final Report: Select from drop-down
-----------------	-------------------------------------

Certification:
I certify to the best of my knowledge and belief that this report is correct and complete for the performance of activities for the purposes set forth in the award documents.

Typed or Printed Name of Project Manager	Telephone Number
------------------------------------------	------------------

Signature of Project Manager	Email Address
------------------------------	---------------

Typed or Printed Name of Signatory Official	Telephone Number
---------------------------------------------	------------------

Signature of Signatory Official	Email Address
---------------------------------	---------------

A. State EMPG Requirements:

	Status
Jurisdictions may be required to provide a spending plan to DHS&EM if at least 45% of awarded funds are not expended	<input checked="" type="checkbox"/> - Not Applicable <input type="checkbox"/> - Complete
Update of jurisdiction's Alaska Assessment to be completed by December 31.	<input checked="" type="checkbox"/> - In progress <input type="checkbox"/> - Complete
Develop a local jurisdiction multi-year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the Training and Exercise Plan Workshop (TEPW).	<input checked="" type="checkbox"/> - In progress <input type="checkbox"/> - Complete
Participate in the state Multi-Year Training and Exercise Plan Workshop (TEPW) to be held in conjunction with DHS&EM's spring Bi-Annual Preparedness Conference.	<input checked="" type="checkbox"/> - In progress <input type="checkbox"/> - Complete
Jurisdictions EMPG personnel must complete the FEMA Independent Study Program (ISP) Professional Development Series (PDS) by June 28.	<input checked="" type="checkbox"/> - In progress <input type="checkbox"/> - Complete

B. EMPG Grant Assurances

	Status
Must ensure federally funded preparedness assistance programs reflect and support National Incident Management System (NIMS) implementation, and must be in full NIMS compliance by having adopted the required compliance. The Alaska Assessment will be the required means to report NIMS compliance.	<input checked="" type="checkbox"/> - In progress <input type="checkbox"/> - Complete

Instructions for completing Progress Indicators:
Review the work plan that was submitted and approved for the award of the EMPG grant. In the space provided under 'C. Progress Indicators' you **MUST** provide supporting status narrative for each in progress or completed item and identify the individual(s) who accomplished the work. The indicated activities must support the hours reported on the quarterly financial report.

Alaska DHS&EM
 QUARTERLY EMPG PERFORMANCE PROGRESS REPORT

C. Progress Indicators	
Mitigation Plans	Insert Name
Conduct a hazard analysis and risk assessment prior to mitigation plan development.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Develop or enhance all-hazards mitigation plans.	
<input type="checkbox"/> - Not Applicable <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Emergency Management and Operation Plans	Insert Name
Modify existing incident management and emergency operations plans aligning them with the guidelines of Comprehensive Preparedness Guide 101 Version 2 (CPG 101 V2).	
<input type="checkbox"/> - Not Applicable <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Modifying existing incident management and emergency operations plans.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Develop or enhance comprehensive emergency management plans.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Develop or enhance large-scale and catastrophic event incident plans.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	

Alaska DHS&EM
 QUARTERLY EMPG PERFORMANCE PROGRESS REPORT

Continuity and Administrative Plans	Insert Name
Develop or enhance Continuity of Operation (COOP) and Continuity of Government (COG) plans.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Develop or enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Whole Community Engagement and Planning	Insert Name
Develop or enhance emergency management and operations plans to integrate citizen, volunteer, and other non-governmental organization resources and participation.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Provide training and other support as necessary to assist local jurisdictions to further develop preparedness through community, school, private sector, and business outreach.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Build new partnerships to expand planning and citizen capabilities.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Community-based plans to advance "whole community" security and emergency management.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	

Alaska DHS&EM
 QUARTERLY EMPG PERFORMANCE PROGRESS REPORT

Whole Community Engagement and Planning (Cont.)	Insert Name
Public education and awareness on emergency management and preparedness.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Plans to foster public-private sector partnerships.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Brief civic groups and senior citizens on local hazards and family preparedness plans.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Conduct awareness, individual response training, and evacuation drills in schools.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Conduct workshops on the local Emergency Operations Plan (EOP) or Emergency Response Plan (ERP).	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Arrange for disaster preparedness and response information to be included in utility bills, or as inserts in the local newspaper.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	

Alaska DHS&EM
 QUARTERLY EMPG PERFORMANCE PROGRESS REPORT

Whole Community Engagement and Planning (Cont.)	Insert Name
Publish emergency preparedness information in the local telephone directory.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Prepare an emergency preparedness calendar for distribution throughout the community.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Work with Local Emergency Planning Committee (LEPC) (where LEPC exists).	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Public education and awareness.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Develop or formalize agreements through letters or memorandums of understanding (MOU) to clarify mutual expectations, if existing, with local agencies or private organizations that can assist with emergency planning preparation, response, or recovery	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, tribal organizations, non-governmental organizations, and private entities in neighboring jurisdictions.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	

Alaska DHS&EM
 QUARTERLY EMPG PERFORMANCE PROGRESS REPORT

Whole Community Engagement and Planning (Cont.)	Insert Name
Program evaluations.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Resource Management Planning	Insert Name
Develop or enhance logistics and resource management plans.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Develop or enhance volunteer and donations management plans.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Evacuation Planning	Insert Name
Develop or enhance evacuation plans, including plans for: alerts and warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations, sheltering, and re-entry.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Pre-Disaster Recovery Planning	Insert Name
Disaster housing plans: such as create or support a local disaster housing task force and develop or enhance local disaster housing plans.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	
Pre-event response, recovery, and mitigation plans in coordination with state, local, and tribal governments.	
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete	

Alaska DHS&EM
 QUARTERLY EMPG PERFORMANCE PROGRESS REPORT

Pre-Disaster Recovery Planning (Cont.)	Insert Name			
Develop and enhance other response and recovery plans.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> </table>			
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete				
Recovery Planning	Insert Name			
Develop or enhance long-term recovery plans.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> </table>			
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete				
Training and Exercise	Insert Name			
Develop, update, enhance, or conduct exercise activities.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> </table>			
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete				
Develop, update, enhance, or conduct training activities.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> </table>			
<input type="checkbox"/> - Not Applicable/ <input type="checkbox"/> - In progress / <input type="checkbox"/> - Complete				
Additional EMPG Program Related Activity	Insert Name			
Additional EMPG program eligible activity described within the EMPG work plan.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> </table>			

Alaska Division of Homeland Security and Emergency Management

2017 Application for Emergency Management Performance Grant (EMPG) Funds

Please contact DHS&EM Planning mva.dhsem.plans@alaska.gov or 907-428-7078 if you have any questions regarding this application.

Jurisdiction:	City of Valdez		
EMPG Status	<input type="checkbox"/> Current EMPG Program participant <input checked="" type="checkbox"/> New EMPG Program applicant	Total Amount Requested	\$ 24,750.00

1. Briefly explain why these funds are needed to support the emergency manager(s) or coordinator(s) position.

The City of Valdez currently does not have a dedicated position for Emergency Manager. The funding would allow the City to have a single person to coordinate the emergency manage roles and responsibilities.

2. Select descriptions that best describes the status of the emergency manager(s) or coordinator(s).

- Full-time, permanent staff whose primary responsibility is as the emergency manager or coordinator
- Emergency manager or coordinator duties are assigned to full-time staff with other significant duties
- Emergency manager or coordinator is a part-time, or seasonal position, or contracted
- Emergency manager or coordinator duties are assumed as needed by other staff or elected officials

3. List the name and position of each staff member whose position is funded through the EMPG Program, or used as EMPG Match. Check and notate to the right, the month and year the required EMPG training courses were completed. For more information on the required courses, see pages 9-10 of the local grant guidance. If not yet completed, leave blank.

Local EMPG Program Funded Staff	Indicate whether Full-time or Part-time Staff	If Part-time indicate number of hours worked per week
Name: Sue Moeller	Select Item	
Position: Emergency Manager		
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b
<input checked="" type="checkbox"/> IS 230.d	<input checked="" type="checkbox"/> IS 235.b	<input checked="" type="checkbox"/> IS 240.b
	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b
	<input checked="" type="checkbox"/> IS 241.b	<input checked="" type="checkbox"/> IS 242.b
		<input type="checkbox"/> IS 120.a
		<input checked="" type="checkbox"/> IS 244.b
Name:	Select Item	
Position:		
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b
	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b
	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b
		<input type="checkbox"/> IS 120.a
		<input type="checkbox"/> IS 244.b
Name:	Select Item	
Position:		
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b
	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b
	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b
		<input type="checkbox"/> IS 120.a
		<input type="checkbox"/> IS 244.b
Name:	Select Item	
Position:		
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b
	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b
	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b
		<input type="checkbox"/> IS 120.a
		<input type="checkbox"/> IS 244.b
Name:	Select Item	
Position:		
Required Training	<input type="checkbox"/> IS 100.b	<input type="checkbox"/> IS 200.b
<input type="checkbox"/> IS 230.d	<input type="checkbox"/> IS 235.b	<input type="checkbox"/> IS 240.b
	<input type="checkbox"/> IS 700.a	<input type="checkbox"/> IS 800.b
	<input type="checkbox"/> IS 241.b	<input type="checkbox"/> IS 242.b
		<input type="checkbox"/> IS 120.a
		<input type="checkbox"/> IS 244.b

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

City of Valdez emergency management staff will itemize hours spent on emergency management activities on bi-weekly timesheets. Total personnel costs, including salary/wage, taxes, and benefits, will be derived from these itemized hours, and booked via payroll to the City's Emergency Management Reserve Fund. These costs will be further divided to reflect the precise Grant/Match allocation. These transactions fall under the City's annual financial and single audits, and are separately auditable by the Grantor.

5. Complete the EMPG Annual Work Plan and attach to application.

Jurisdiction EMPG Point of Contact:

Name: Sue Moeller

Mailing address: PO Box 307, Valdez, AK 99686

Telephone number: 907 835-3406

Fax number: 907 834-3411

Email address: smoeller@ci.valdez.ak.us

Authorization to Submit Application:

By signature below the undersigned acknowledge they have been duly authorized by the jurisdiction to submit this application and will comply with the assurances, agreements, and special conditions set forth upon receipt of grant award.

Jurisdiction Financial Officer:

Printed Name: Brian Carlson



Signature

Jurisdiction Signatory Official:

Printed Name: Elke Doom



Signature

Submit applications by fax or email to: Fax 907-428-7009, email mva.grants@alaska.gov

**Applications are due no later than 11:59 p.m. on
June 02, 2017**

Federal Fiscal Year 2017
Emergency Management Program Grant Annual Work Plan

Jurisdiction:	City of Valdez
----------------------	-----------------------

Check the boxes of the emergency management (EM) goals your jurisdiction's emergency management program plans to accomplish this grant performance period. Your jurisdiction will be required to report quarterly on your progress for each identified activity.

Reminder: The Alaska Division of Homeland Security and Emergency Management directs the local jurisdiction pass through EMPG funding can only be used for salary and benefits of the EM program individual(s) identified on the attached application. Only salary and benefits associated with the EM staff time used to achieve the emergency management goal can be reimbursed or used as local match through EMPG.

A. 2017 EMPG State of Alaska Requirements:

- Emergency Management Performance Grant mid-year grant review (Review by DHS&EM staff following second quarter report). Jurisdictions may be required to provide a spending plan to DHS&EM if at least 45% of awarded funds are not expended.
- Update of jurisdiction's Alaska Assessment to be completed by December 31, 2017. Jurisdiction's Alaska Assessment will be used towards the State of Alaska Threat and Hazard Identification and Risk Assessment (THIRA).
- Develop a local jurisdiction multi-year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the Training and Exercise Plan Workshop (TEPW).
- Participate in the state multi-year Training and Exercise Plan Workshop (TEPW) to be held in conjunction with DHS&EM's spring Bi-Annual Preparedness Conference.
- EMPG personnel (funded and documented for match requirement) must complete IS 100, IS 200, IS 700, IS 800, and the FEMA Independent Study Program (ISP) Professional Development Series (PDS) by June 28, 2017.

B. 2017 EMPG Grant Assurances

- Must ensure federally funded preparedness assistance programs reflect and support National Incident Management System (NIMS) implementation, and must be in full NIMS compliance by having adopted the required compliance. For FFY 2017, the Alaska Assessment will be the required means to report NIMS compliance.

C. 2017 EMPG Grant Activities

Mitigation Plans

- Conduct a hazard analysis and risk assessment prior to mitigation plan development
- Develop or enhance all-hazards mitigation plans

Emergency Management and Operation Plans

- Modify existing incident management and emergency operations plans aligning them with the guidelines of Comprehensive Preparedness Guide 101 Version 2 (CPG 101 V2)
- Modify existing incident management and emergency operations plans
- Develop or enhance comprehensive emergency management plans
- Develop or enhance large-scale and catastrophic event incident plans

Continuity and Administrative Plans

- Develop or enhance Continuity of Operation (COOP) and Continuity of Government (COG) plans
- Develop or enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program

Whole Community Engagement and Planning

- Develop or enhance emergency management and operations plans to integrate citizen, volunteer, and other non-governmental organization resources and participation
- Provide training and other support as necessary to assist local jurisdictions to further develop preparedness through community, school, private sector, and business outreach
- Build new partnerships to expand planning and citizen capabilities
- Community-based plans to advance "whole community" security and emergency management

Federal Fiscal Year 2017
EMPG Annual Work Plan (continued)

Jurisdiction:	City of Valdez
----------------------	-----------------------

- Public education and awareness on emergency management and preparedness
- Plans to foster public-private sector partnerships
- Brief civic groups and senior citizens on local hazards and family preparedness plans
- Conduct awareness, individual response training, and evacuation drills in schools
- Conduct workshops on the local Emergency Operations Plan (EOP) or Emergency Response Plan (ERP)
- Arrange for disaster preparedness and response information to be included in utility bills, or as inserts in the local newspaper
- Publish emergency preparedness information in the local telephone directory
- Prepare an emergency preparedness calendar for distribution throughout the community
- Work with Local Emergency Planning Committee (LEPC) (where LEPC exists)
- Public education and awareness
- Develop or formalize agreements through letters or memorandums of understanding (MOU) to clarify mutual expectations, if existing, with local agencies or private organizations that can assist with emergency planning preparation, response, or recovery
- Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, tribal organizations, non-governmental organizations, and private entities in neighboring jurisdictions
- Program evaluations

Resource Management Planning

- Develop or enhance logistics and resource management plans
- Develop or enhance volunteer and donations management plans

Evacuation Planning

- Develop or enhance evacuation plans, including plans for: alerts and warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry

Pre-Disaster Recovery Planning

- Disaster housing plans; such as create or support a local disaster housing task force and develop or enhance local disaster housing plans
- Pre-event response, recovery, and mitigation plans in coordination with State, local, and tribal governments
- Develop and enhance other response and recovery plans

Recovery Planning

- Develop or enhance long-term recovery plans

Training and Exercise

- Develop, update, enhance, or conduct exercise activities
- Develop, update, enhance, or conduct training activities

Additional EMPG Program Related Activity

- Additional EMPG program eligible activity described within the 2017 EMPG work plan