

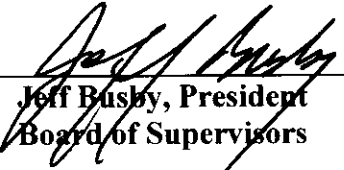
**ORDER: APPROVE THE FY 2016 EMERGENCY MANAGEMENT
PERFORMANCE GRANT (EMPG) APPLICATION**

Motion was made by Chad McLarty, duly seconded by Kevin Frye, to approve the FY 2016 Emergency Management Performance Grant (EMPG) Application.

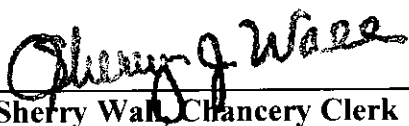
The vote on the motion was as follows:

Supervisor Kevin Frye, voted yes
Supervisor Jeff Busby, voted yes
Supervisor David Rikard, voted yes
Supervisor Chad McLarty, voted yes
Supervisor Mike Roberts, voted yes

After the vote, President Busby, declared the motion carried, this the 5th day of July, 2016.



Jeff Busby, President
Board of Supervisors



Sherry Wall, Chancery Clerk

Emergency Management Performance Grant



FISCAL YEAR 2016: (October 1, 2015 - September 30, 2016)

MISSISSIPPI EMERGENCY MANAGEMENT AGENCY (MEMA)

AND

Lafayette County



LAFAYETTE COUNTY EMERGENCY MANAGEMENT

P.O. BOX 1240
300 North Lamar, Suite 212
OXFORD, MS 38655
662-234-5667

David A. Shaw
EMA Coordinator

July 05, 2016

Lee W. Smithson, Executive Director
Mississippi Emergency Management Agency
Post Office Box 5644
Pearl, Mississippi 39288-5644

Subject: FY 2016 Emergency Management Performance Grant Application

Dear Mr. Smithson:

Lafayette County Emergency Management is applying for participation in the Emergency Management Performance Grant Program and funding support provided through the program. The required matching funds will be provided from local sources as reported in the enclosed application.

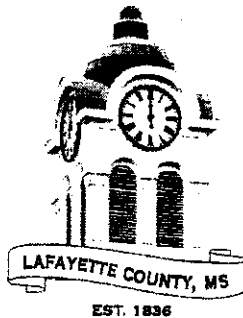
To my knowledge, all the information provided in this application is correct and has been reviewed by the proper governing body. Please contact this office if you have any questions or require additional information regarding this application.

Sincerely,

David A. Shaw
Director/Coordinator
Lafayette County Emergency Management/Homeland Security

BOARD OF SUPERVISORS

District 1 Kevin Frye
District 2 Jeff Busby, *President*
District 3 David Rikard
District 4 Chad McLarty, *Vice President*
District 5 Mike Roberts



CLERK OF THE BOARD
Sherry Wall

BOARD ATTORNEY
David O'Donnell

COUNTY ADMINISTRATOR
Lisa Carwyle

LAFAYETTE COUNTY BOARD OF SUPERVISORS

300 North Lamar Blvd. • P.O. Box 1240 • Oxford, Mississippi 38655

662-234-6123

www.lafayettemiss.com

February 01, 2016

Lee Smithson., Director
Mississippi Emergency Management Agency
Post Office Box 5644
Pearl, Mississippi 39288-5644

Subject: Verification of FY 2016 Salaries and Positions paid with EMPG Funds

Dear Mr. Smithson:

This letter is to verify the annual salaries for the positions listed below at Lafayette County Emergency Management.

<u>Employee</u>	<u>Title</u>	<u>Salary</u>
1. David A. Shaw	Emergency Management Coordinator	\$50,752.00
2. N/A		

If there are any questions, I may be reached at the following number: 662-234-6123

Sincerely,

A handwritten signature in black ink, which appears to read "Lisa Carwyle", is written over a horizontal line.

Lisa Carwyle
Lafayette County Administrator

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SECTION I

EMERGENCY MANAGEMENT PERFORMANCE GRANT AGREEMENT

This Agreement entered into between the Mississippi Emergency Management Agency and

Lafayette County

Article I. Purpose

The purposes of this agreement are (1) To strengthen the State and Local Emergency Management Partnership System and capabilities in the protection of life and property throughout the State of Mississippi in the preparation for inevitable disasters; (2) To facilitate the delivery and use of State and Federal financial assistance and technical support to local governments under the authorities of the appropriations to the Federal Emergency Management Agency (FEMA) and the Mississippi Emergency Management Agency (MEMA); (3) To enable local emergency management jurisdictions to exercise management discretion in achieving specified objectives; and, (4) To facilitate the development of Comprehensive Emergency Management through the Integrated Emergency Management System for all hazards. To these ends, this Agreement provides a single funding, operation planning and reporting instrument for the agreed upon activities conducted and products developed within the program, and secondarily, to make use of program resources hereby provided in the accomplishment of goals, objectives and performance measures under the Agreement, within the scope, intent and limitations of federal and State law and accountability requirements. The reference of county/counties in this document also includes the Mississippi Band of Choctaw Indians.

Article II. Objectives:

The EMPG Program supports a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the Goal.

Examples of EMPG funded activities include:

- Initiating or achieving an all-of-Nation/whole community approach to security and emergency management;
- Strengthening a state or community's emergency management program;
- Updating emergency plans;
- Designing and conducting exercises that engage an all-of-Nation/whole community of stakeholders and validate core capabilities; and
- Conducting training

Priorities:

The National Preparedness System is the instrument the Nation employs to build, sustain, and implement core capabilities to achieve the Goal of a secure and resilient Nation. Complex and far-reaching threats and hazards require a collaborative and all-of-Nation/whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance,

programs, processes, and systems that support each component of the National Preparedness System allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal.

Eligibility Information:

National Incident Management System (NIMS) Implementation

Prior to allocation of any Federal preparedness awards in FY 2016, recipients must ensure and maintain adoption and implementation of NIMS. A copy of the county's NIMS SOG must be on file in the MEMA Office of Preparedness, Training Bureau and a copy in the County EMPG Binder.

Cost Match Criteria

A cost match is required under this program. The Federal share that is used towards the EMPG Program budget shall not exceed 50 percent of the total budget. The county must equally match the federal share. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds.

Application Dates and Submission Information:

Start Date: Monday, June 1, 2016

Submission Deadline: Wednesday, July 15, 2016

ALL APPLICATIONS must be submitted through the Area Coordinator for review prior to submission to MEMA on or before the submission deadline.

- Those counties that **will not** participate must provide a written notice of intent not to participate on their county letterhead **within 45 days from the start date of the application**, by mail, email, or fax through their Area Coordinator.

Article III. New Grant Federal Requirement:

Federal Funding Accountability and Transparency Act (FFATA) Sub award Reporting System

FFATA was enacted on September 26, 2006 and amended in 2008 requiring that information on federal awards be made available to the general public. To meet this federal reporting requirement, MEMA is now required to disclose any sub-recipient that receives \$25,000 or more from a federal grant disbursed through the Agency. FFATA reporting requires the Office of Management and Budget (OMB) to provide full disclosure to the public through a transparency website entitled USAspending.gov. The purpose of this website is to empower every American the ability to hold the government accountable for each spending decision, which will hopefully reduce wasteful spending of federal government funds.

In accordance with the FFATA guidance **these counties are required** to complete this requirement for FY 2015: **Adams, Alcorn, Bolivar, Clay, Coahoma, Copiah, Desoto, Forrest, George, Grenada, Hancock, Harrison, Hinds, Itawamba, Jackson, Jones, Lamar, Lafayette, Lauderdale, Leake, Lee, Leflore, Lincoln, Lowndes, Madison, Marion, Marshall,**

Monroe, Neshoba, Oktibbeha, Panola, Pearl River, Pike, Pontotoc, Prentiss, Rankin, Scott, Simpson, Sunflower, Tate, Tippah, Union, Warren, Washington, Yazoo.

You must complete the FFATA form (Attachment 7) in this application. This form contains essential data that will be needed from your county, and it is recommended that you obtain this information from your county financial agency/division. This document must be returned no later than 15 days (June 16, 2016) from the initial start date of the application. Once the document is completed please scan and RETURN BY EMAIL ONLY TO msffata@mema.ms.gov. DO NOT MAIL this form and we CANNOT provide reimbursements if this form is not returned.

If a county does not apply for the grant they are not required to submit this form.

Restrictions on Use of Award Funds

Funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

EMPG Program recipients may only fund activities and projects that were included in the FY 2016 EMPG Budget and Program Work Plan that was submitted to and approved by MEMA. Projects may include the sustainment of capabilities supported by previous EMPG Program funds provided the sustainment activity is cited in the FY 2016 EMPG Budget and Program Work Plan.

Article IV. Direct Costs, Work Plans and Funding Requirements:

These are costs that are associated with this grant and funds can be used in these core requirements. The EMPG Program Work Plan must summarize program activities in the following areas:

Planning: Planning spans all five National Preparedness Goal (the Goal) mission areas and provides a baseline for determining potential threats and hazards, required capabilities, required resources, and establishes a framework for roles and responsibilities. Planning provides a methodical way to engage the whole community in the development of a strategic, operational, and/or community-based approach to preparedness. EMPG Program funds may be used to develop or enhance emergency management planning activities. Some examples include:

County Hazard Mitigation Plans

- Development of all-hazards mitigation plan based on identified risks and hazards. Counties are required to have a current Hazard Mitigation Plan which will identify all of the hazards that encompass the county. Twice a year, the Office of Field Services will obtain from MEMA Office of Mitigation, Plans Bureaus a status of each county plan.

County Emergency Management Plans (CEMP)

- Maintaining a current CEMP (*includes Basic Plan, Emergency Support Functions (ESF) and Annexes*) that is aligned with guidelines set out in CPG 101v.2
<https://www.fema.gov/media-library/assets/documents/25975>
- Modifying existing incident management and emergency operations plans
- Developing/enhancing large-scale and catastrophic event incident plans

Continuity/Administrative Plans

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

All-of-Nation/Whole Community Engagement/Planning

- Developing/enhancing emergency operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation
- Engaging the whole community in public education and awareness activities
- Planning to foster public-private sector partnerships, including innovation for disaster initiatives that support the mission areas identified in the Goal
- Executing an America's PrepareAthon! an activity to engage the whole community in a hazard-specific activity on the National Day of Action
- Establishing a Citizen Corps Council that brings together representatives of the whole community to provide input on emergency operations plans, risk assessments, mitigation plans, alert and warning systems, and other plans; assist in outreach and education of community members in preparedness activities; and build volunteer capability to support disaster response and recovery
- Delivering the CERT Basic Training Course and supplemental training for CERT members who have completed the basic training, the CERT Train-the-Trainer Course, and the CERT Program Manager course (strongly encouraged)
- Developing or enhancing mutual aid agreements/compacts

Resource Management Planning

- Developing/enhancing logistics and resource management plans
- Developing/enhancing volunteer and/or donations management plans

Evacuation planning

- Developing/enhancing evacuation plans, including plans for: alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations, sheltering, and re-entry. **If you need assistance or have any questions, please contact your District Planner or the MEMA Office of Preparedness/Planning Bureau Director, with the exception of the Hazard Mitigation requirement.**

Equipment: Allowable equipment categories for the EMPG Program are listed on the web-based version of the Authorized Equipment List (AEL) at <http://www.fema.gov/preparedness-non-disaster-grants> or <http://www.fema.gov/grants>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Allowable equipment includes equipment from the following AEL categories:

- Information Technology (Category 4)
- Cyber security Enhancement Equipment (Category 5)

- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

In addition to the above, general purpose vehicles are allowed to be procured in order to carry out the responsibilities of the EMPG Program. If county governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their Area Coordinator who will obtain clarification from Office of Field Services and FEMA Regional Program Manager. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316. **Any purchases of \$5,000.00 or above must have prior written approval by the Director of the Office of Field Services. This document must be submitted with your reimbursement.** Assistance and questions please contact your Area Coordinator or the Office of Field Services Director.

Training: EMPG Program funds may be used for a range of emergency management-related training activities to enhance the capabilities of state and local emergency management personnel through the establishment, support, conduct, and attendance of training. Training activities should align to a current State Multi-Year Training Program. Training should foster the development of a community oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience.

EMPG Program funds used for training should support the nationwide implementation of NIMS. The NIMS Training Program establishes a national curriculum for NIMS and provides information on NIMS courses; recipients are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. **Required Training for ALL EMPG county paid personnel: (NIMS Training) IS 100, IS 200, IS 700, IS 800, FEMA Professional Development Series: IS 120 a., IS 230, IS 235, IS 240, IS 241, IS 242, IS 244, IS 701, IS 702, IS 703. Required for ALL Directors and Deputy Directors: IS 300 and IS 400.**

The County EMA must:

- Submit a Training Needs Assessment for your county to the Training Bureau that addresses the above requirements.
- Verification of EMPG Program funded personnel (certificates must be included in the EMPG Binder and verified by the Training Coordinator).

If you need assistance or have any questions, please contact your District Training Coordinator or the MEMA Training Bureau Director.

Exercise: Funds Used to Design, Develop, Conduct and Evaluate an Exercise include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Recipients are encouraged to use free public space/locations/facilities whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any exercise or exercise gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the exercise cycle. **Required Exercise qualifications for ALL EMPG County paid personnel:** Will participate in no less than three exercises (Drills, Tabletop, Functional, and Full-Scale) in a 12-month period. Please note that response to any real-world events within a 12-month period may fulfill a county exercise requirement and one of the funded personnel requirements also. Documentation of the participation will be: 1) sign in sheets and email verification if not performed by the county EMA, 2) actual event or exercise used will included sign in sheets, and the Emergency Management Exercise Reporting System (EMERS). This MUST BE completed and submitted to the Exercise Officer or Exercise Bureau within the designated time frame.

County EMAs will:

- Develop and maintain a progressive exercise program consistent with the State and National Exercise Program to include no less than one county wide exercise of any type (Tabletop, Functional or Full-Scale) within a 12-month period. An After Action Report/Improvement Plan (AAR/IP) shall be completed for each exercise and submitted to MEMA, Office of Preparedness-Exercise Bureau. A summary of all collected corrective action items and a tracking of their implementation shall be reported each Quarter.
- The county must have a full scale exercise within the county every four years.

If you need assistance or have any questions, please contact your District Exercise Officer or the MEMA Exercise Bureau Director.

Travel: Travel costs are allowable as expenses for employees who are on travel status for official business related to exercise, planning or training activities.

Organization: EMPG Program 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 be linked to accomplishing the activities outlined in the EMPG Program Work Plan. Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with EMPG Program funds. These costs must comply with 2 C.F.R. Part 200, Subpart E – Cost Principles.

Construction and Renovation: Written approval must be provided by FEMA prior to the use of any EMPG Program funds for construction or renovation. If used, additional funding guidance is contained in the EMPG Notice of Funding Opportunity.

Maintenance and Sustainment: Funding may be used for the sustainment of programs that help achieve core capabilities that, while they may not be physically deployable, support national response capabilities such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the Response Mission Area of the Goal, and fusion centers.

For additional details on the use of funds, please refer to Appendix B-FY 2016 EMPG Funding Guidelines.

Other EMPG Requirements:

- **All EMA Directors and/or EMPG Funded Deputy Directors must attend at least one Annual Conference per/year and attend at least 50% of the district meetings.**

Management and Administration (M&A)

Management and Administration (M&A) activities are those directly related to managing and administering the award, such as financial management and monitoring. It should be noted that salaries of state and local emergency managers are not typically categorized as M&A, unless the state or local EMA chooses to assign personnel to specific M&A activities.

M&A costs are allowable for both state and local-level EMAs. The state EMA may use up to five percent (5%) of the EMPG award for M&A purposes. In addition, local EMAs may retain and use up to five percent (5%) of the amount received from the state for local M&A purposes.

Article V. Non-Performance

Failure of the local jurisdiction to accomplish the mandatory standards, Work Plan, and have an EMPG Binder with all requirement documents will subject the jurisdiction to the suspension or withholding of funds already obligated, as determined by the Director of Field Services and recommended to the MEMA Executive Director.

Article VI. General Administrative Provisions

The local government jurisdictions agree to execute the administrative and financial requirements of this Agreement in compliance with the policies and procedures established in the Mississippi Comprehensive Emergency Management Plan, (State Administrative Plan); 44 CFR 302; and Standard Assurances 424B (Non-Construction Programs); Certifications Regarding Lobbying.

Article VII. Amendments

An approved Work Plan and or Binder requirements may be revised within the general parameters of program emphasis by the local government official covered by this Agreement by the local government official submitting an amended version, along with written justification to the MEMA Executive Director. In addition, proposed changes to the budget may be submitted if the revisions/changes to the Work Plan are justified.

Article VIII. Reports

- A. The Quarterly Request for Reimbursement financial reports are due 30 days after each reporting quarter: 1st Quarter, October – December; 2nd Quarter, January-March; 3rd Quarter, April-June; 4th Quarter, July-September.
- B. All scheduled activities, standards and products in the Emergency Management Program Standards (Section IV) progress will be tracked and outcomes evaluated in accordance with the specific Offices and Bureaus within MEMA and the Area Coordinators Quarterly Report.

Article IX. Agreement Officials

Local

- 1. The President of the Board of Supervisors or Council/District President is responsible for approving the Work Plan and committing adequate local jurisdiction resources sufficient to accomplish the performance obligations agreed to in this agreement.
- 2. The Local EMA/CD Director shall be the principal local government official for planning, reporting and coordinating the accomplishment of tasks, activities and products agreed to in this contract.

State

- 1. The State Signatory Official shall be the Executive Director, Mississippi Emergency Management Agency, who as the principal State Official, is responsible for committing the State to the terms of this Agreement.
- 2. MEMA Area Coordinators assist local government officials in developing the work plan within specific program areas and program activities, and are obligated to provide technical assistance when requested by the local government jurisdictions, monitor program-related performance activities and products, and evaluate the local programs within their respective program areas. Area Coordinators will provide advice and make recommendations for improving local emergency management capability and program performance.

Article X. EMPG Awards, Costs Incurred, and Payments

- A. Neither the State nor FEMA shall be liable under this Agreement for any amount greater than the amount awarded pending final receipt of federal program allocations.
- B. No costs shall be incurred under this Agreement unless, and until, the MEMA Executive Director informs the local government jurisdiction in writing that funds have been approved for allocation and the award amount. Individual local awards are determined by the total amount allocated to the State from the federal government, population, certified or non-certified emergency managers, as well as

continuity of program performance of each applicant jurisdiction in meeting the requirements from the previous year.

- C. Payments (reimbursements) will be made by the State to local governments based on the financial reports submitted completed.

Conflict of Interest

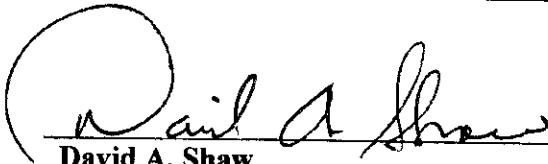
To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities also are required to follow any applicable state, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to their Regional Program Manager within five days of learning of the conflict of interest. Similarly, subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable state, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, sub applicant, recipient, sub recipient, or FEMA employee.

THIS AGREEMENT IS HEREBY ENTERED INTO AS EXECUTED BY THE FOLLOWING OFFICIALS:

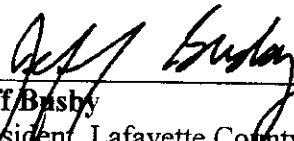
SUBMITTED BY: Lafayette County Emergency Management



David A. Shaw
Director, Lafayette County Emergency Management

Date: 7/5/2016

APPROVED: (County) Lafayette County



Jeff Busby
President, Lafayette County Board of Supervisors

Date: 7-5-2016

APPROVED: State of Mississippi

Lee W. Smithson Executive Director
Mississippi Emergency Management Agency

Date: _____

SECTION II

WORK PLAN

Activities and Deliverable Work products

County/Jurisdiction: **Lafayette County**

With the need to continue to better prepare, many of the traditional mechanisms need to be improved. Emergency Management must take the lead in preparing our communities. This Work Plan will be based on the EMPG guidance that will serve as a basis in the future for local program evaluation. MEMA will provide Area Coordinators to assist local programs in the development of day to day operations. Each county must ensure that NIMS compliance requirements are met.

Jurisdictions are encouraged to complete standards to measure local program growth and improvement. Space has been provided to list additional activities local programs have selected. All jurisdictions should include community based recovery efforts as additional activities for their local programs. With establishment of the State THIRA in December 2012 and enhanced in 2014, counties with the threat of earthquakes in the New Madrid Seismic Zone (Alcorn, Benton, Bolivar, Calhoun, Chickasaw, Coahoma, DeSoto, Grenada, Itawamba, **Lafayette**, Lee, Leflore, Marshall, Monroe, Panola, Pontotoc, Prentiss, Quitman, Sunflower, Tallahatchie, Tate, Tishomingo, Tippah, Tunica, Union, Washington and Yalobusha) should include strong preparedness efforts in planning, training, and communications to ensure that the citizens are knowledgeable of the hazards that can occur.

Standards addressed in this section, whether Accreditation, EMPG or MEMA, apply to the entire county, including incorporated municipalities. The designated Emergency Management Agency serves as the multi-agency coordination center for the county and must take the lead in meeting these standards. MEMA recognizes, however, that the CD/EMA cannot meet all standards on its own and must have the cooperation of other officials (both elected and appointed) to be fully compliant in all areas.

Insert required information of standards completed or proposed dates for completion in this application. Verification of these standards will be reviewed in the County EMPG Binder, and documentation from MEMA Office of Preparedness (Exercise, Planning, and Training Bureaus) and the Office of Field Services. **Reimbursement will not be made until the Quarterly Standards Report has been completed and submitted by the Area Coordinator.**

Reimbursements require each expense to be itemize on the Reimbursement Request Forms (*Attachments 5 and 6*), included in this application. **All requests for reimbursement must be submitted to your MEMA Area Coordinator for review and submission no later than thirty days following the end of each quarter.** Any reimbursement submitted directly to MEMA will be returned to your Area Coordinator and will cause a delay in processing your reimbursement.

SECTION III

EMERGENCY MANAGEMENT/CIVIL DEFENSE ANNUAL BUDGET

These figures comprise the total emergency management operating expenses invested by the county to operate the EMA/CD program.

County EMA/CD: Lafayette County

FY-15 Actual Operating Budget: \$ 118,124

FY-16 Proposed Operating Budget: \$ 137,841.00

***INSERT DOLLAR AMOUNTS**
DO NOT USE PERCENTAGES*

Category	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Annual Total
Planning	8,787.50	8,787.50	8,787.50	8,787.50	\$35,150.00
Organization	2,1547.75	2,1547.75	2,1547.75	2,1547.75	\$86,191.00
Equipment	1,375.00	1,375.00	1,375.00	1,375.00	\$5,500.00
Training	1,250.00	1,250.00	1,250.00	1,250.00	\$5,000.00
Exercises	000	500.00	500.00	500.00	\$500.00
M & A (Not to Exceed 5% of total Budget)	1,125.00	1,125.00	1,125.00	1,125.00	\$4,500.00
Construction & Renovation (EMPG funds are not recommended)	N/A	N/A	N/A	N/A	N/A

SECTION IV
EMERGENCY MANAGEMENT PROGRAM STANDARDS
(If additional sheets are needed, please insert)

EMPG REQUIRED STANDARDS

Exercise Requirements for EMPG Paid Personnel:

Must participate in at least three (3) Exercises within the twelve (12) month exercise period (June 17th - June 16th). **Please list exercises participation from October 1, 2015 through the date of the submission of this application for all county EMPG paid personnel with the following information.** Verification of participation will be completed by the MEMA Exercise Bureau.

<u>Personnel</u>	<u>Exercise</u>	<u>Location</u>	<u>Date</u>
1. Shaw, David A.	Damage Assessment/Mutual Aid	Marshall Co.	Dec. 23, 2015
2. Shaw, David A.	Tornado Drill	Oxford, MS	Mar. 1, 2016
3. Shaw, David A.	Ambus Mission	Coahoma Co.	Mar. 10, 2016
4. Shaw, David A.	Sand Bagging Mission	Quitman Co.	Mar. 15, 2016
5. Shaw, David A.	Weather Operations Baseball Regionals	Oxford	June 3-5, 2016
6. Shaw, David A.	Amateur Radio Field Day Exercise	Oxford, MS	June 25-26, 2016

Required Training for EMPG Paid Personnel:

Must complete the courses listed and have a certificate in the county EMPG Binder.

NIMS Training: IS 100, IS 200, IS 700, IS 800

FEMA Professional Development Series: IS 120 a., IS 230, IS 235, IS 240, IS 241, IS 242, IS 244, IS 701, IS 702, IS 703

Required for ALL Directors and Deputy Directors: IS 300 and IS 400

Verification of participation will be completed by the MEMA Training Bureau.

County Emergency Management Plan (CEMP)

All counties are required to complete a CEMP (Basic Plan, Emergency Support Functions/ESF, and Annexes). This document will be reviewed and revised every two years with all stakeholders and documentation provided. A full re-write will be done every five years

Date of Last Review/Revision: Oct 29, 2014

Date of Basic Plan: Dec. 2012

ESF Completed: yes _____ no X

Annexes completed: yes _____ no X

WEBEOC Workshop for EMA personnel

The Emergency Management Program shall have an implemented resource management process that addresses acceptance, management of donated goods, materials, services, personnel, financial resources and facilities whether solicited and/or unsolicited.

Date of last WEBEOC Workshop: Mar 8, 2016 **Location:** Verona

Personnel that attended: David A. Shaw

Damage Assessments:

Damage assessment classes are required. Recertification is required as updates are added to the assessment procedure.

Date of the last Damage Assessment Class Sept. 22, 2015

RECOMMENDED STANDARDS

County Public Information Officer

The Emergency Management program has designated and trained spokespersons qualified to deliver the Emergency Management Program's message - appropriate to hazard and audience. Spokespersons and EMPG funded personnel are required to take the Basic Public Information Course conducted by MEMA.

Local Emergency Planning Committees

Establish and/or maintain an LEPC. The LEPC will maintain a report repository in compliance with Federal law.

Incident Command System Overview for Executives and Senior Officials

Offer ICS 402 Classes to all Elected Officials (Board of Supervisors, Mayors, Alderpersons, County Administrator and other essential personal) yearly if needed. If these officials have received the training in the past they will not be required to take it but can take a refresher. Executive and senior officials should at least complete IS-700 & 800. We recommend this be offered at least once every four years.

A Safe Place To Go

The county should identify facilities that would be utilized as a safe place to go (Including, but not limited to, the FEMA 361 shelters and safe rooms). The County EMA should establish a procedure, maintain a list, and review it annually. In the event of severe weather or evacuations, the "safe place to go" list should be made available to citizens living in manufactured housing, as well as those that are seeking the option of a more secure facility. Any activation of these "safe places to go" should be noted and included in your quarterly report. Those facilities in your county and the location:

LCFD 9	65 CR 335 (Taylor)
LCFD 15	4 CR 109 (HWY 6 West)
LCFD Central Station	50 CR 1032 (North of Oxford)
Gordon Comm. Center	37 CR 115 (South of Abbeville)
LCFD 7 (2 Sets)	44 Business South Abbeville
Taylor Comm. Center	78 CR 338 (Taylor)
New El Bethel Church	20 CR 488 (near Tula)
LCFD 1	599 Hwy 310 (Harmontown)
LCFD 3	22 CR 369 (near Hwy 7 & 9W)
LCFD 4	8 CR 130 (College Hill)
LCFD 5	826 Hwy 334 (Yocona)
LCFD 6	153 CR 436
LCFD 11	11 CR 287 (Tula)
LCFD 12	1301 Hwy 30 East (Philadelphia)
LCFD 14	31 CR 430 (Paris)
LCFD 16	823 CR 313 (Union West)

I verify that the standards and the information provided is correct and/or will be completed as Documented and that additional EMPG requirements are included in the Lafayette County EMPG Binder


David A. Shaw

Emergency Management Director

July 5, 2016
Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Emergency Management Director
APPLICANT ORGANIZATION Lafayette County	DATE SUBMITTED July 5, 2016

Standard Form 424B (Rev. 7-97) Back

Attachment 2

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The applicant certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The applicants' states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Attachment 3

[Letter Example]

EMERGENCY MANAGEMENT AGENCY/CIVIL DEFENSE LETTERHEAD

DATE

Lee W. Smithson, Executive Director
Mississippi Emergency Management Agency
Post Office Box 5644
Pearl, Mississippi 39288-5644

Subject: FY 2016 Emergency Management Performance Grant Application

Dear Mr. Smithson:

The *(name of applicant organization)* is applying for participation in the Emergency Management Performance Grant Program and funding support provided through the program. The required matching funds will be provided from local sources as reported in the enclosed application.

To my knowledge, all the information provided in this application is correct and has been reviewed by the proper governing body. Please contact this office if you have any questions or require additional information regarding this application.

Sincerely,

Name of Applicant Official
Title of Applicant Official

Attachment 4

[Letter Example]

EMERGENCY MANAGEMENT AGENCY/CIVIL DEFENSE LETTERHEAD

DATE:

Lee W. Smithson, Executive Director
Mississippi Emergency Management Agency
Post Office Box 5644
Pearl, Mississippi 39288-5644

Subject: Verification of FY 2016 Salaries and Positions paid with EMPG Funds

Dear Mr. Smithson:

The letter is to verify the annual salaries for the positions listed below at *(county)*
Emergency Management/Civil Defense.

<u>Employee</u>	<u>Title</u>	<u>Salary</u>
1.		
2.		
3.		
4.		
5.		
6.		

If there are any questions, I may be reached at the following number *(insert county number)*

Sincerely,

Name of Applicant Official
Title of Applicant Official

DMS EMERGENCY MANAGEMENT AGENCY (Attachment # 7)

REIMBURSEMENT REQUEST

LOCAL MANAGEMENT EXPENSES FOR PERSONNEL & ADMINISTRATIVE COSTS

NAME OF ORGANIZATION	STATE MISSISSIPPI	DATE	COUNTY		PERIOD COVERED FROM TO	PAGE 1 OF 2 PAGES			
CLAIMANT AGENCY OR VENDOR			COST CATEGORIES			TOTAL			
			*ORGANIZATIONAL PERSONNEL/SALARIES	*ORGANIZATIONAL TRAVEL & UTILITIES	*PLANNING		*EQUIPMENT Include the AEL #		
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
			TOTAL AMOUNTS EXPENDED		\$ -		\$ -	\$ -	-
			FEDERAL SHARE		\$ -		\$ -	\$ -	-
TOTAL AMOUNTS OBLIGATED BUT NOT EXPENDED									

I certify that the above bills are paid.

***SEE BACK FOR ITEMIZED LISTING OF COST CATEGORIES**

COUNTY

FOR THE MONTH OF

MONTHLY PAYROLL SUMMARY

DESCRIPTION					
EMPLOYEE NAME					
GROSS PAY (TOTAL MONTHLY SALARY)					
FICA (% OF GROSS SALARY)					
RETIREMENT (% OF GROSS SALARY)					
INSURANCE (EMPLOYER PORTION)					
TOTAL WAGES AND EMPLOYER % OF BENEFITS	\$	-	\$	-	\$

I CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT

NAME

Attachment 6

Attachment 8

TRAINING FOR EMA DIRECTORS & DEPUTY DIRECTORS

A. Annually:

1. Attend at least one Annual Emergency Management Conference or Summit.
2. WEBEOC Workshops
3. Damage Assessment Training Class

B. Within first 12 months of employment have completed:

1. National Incident management System (NIMS) training (as mandated by the Department of Homeland Security, NIMS Integration Center, and MS Executive Order 932):

NIMS IS-700.a – Introduction to NIMS, the National Incident Management System*

NIMS IS-800.b - National Response Framework (NRF) – An Introduction*

NIMS ICS-100.b - Introduction to Incident Command System

NIMS ICS-200.b – ICS for Single Resources and Initial Action Incidents

FEMA Professional Development Series: IS 120.a, IS 230, IS 235, IS 240, IS 241
IS 242, IS 244 , IS 701, IS 702, IS 703

2. NIMS ICS-300 – Intermediate ICS for Expanding Incidents –Directors & Deputy Directors
3. NIMS ICS 400 – Advanced ICS for Complex Incidents- Directors & Deputy Director
4. Disaster 101
5. 402 – Incident Command System Overview for Executives and Senior Officials

C. Within 24 months of employment have completed:

1. IS 634 - Introduction to FEMA's Public Assistance Program
2. IS 632.a – Introduction to Debris Operations
3. IS-546.a – Continuity of Operations (COOP) Awareness

Attachment 8 (Cont.)

TRAINING FOR EMA DIRECTORS & DEPUTY DIRECTORS (Cont.)

4. IS-547.a – Introduction to Continuity of Operations (COOP)
5. IS-393.a – Introduction to Hazard Mitigation
6. G 290 - Basic Public Information Officer Training

D. Within 36 months of employment, have completed:

1. G 288 – Local Volunteer & Donations Management
2. G 191 – Emergency Operations Center/Incident Command System Interface
3. G 775 - EOC Management and Operations
4. G 358 – Evacuation and Reentry Planning Course
5. G 291 – Joint Information System/Center Planning

Continuing education and training is recommended for all emergency management staff. This can be training through the training consortium members of the Office of Domestic Preparedness, State Fire Academy, MS Department of Health, MEMA, or other training entities. It is highly recommended that Director and Deputy pursue Certification through the MCDEMA Certified -Emergency Manager Program.

Attachment 9

ACRONYMS

AAR	After Action Report
AEL	Authorized Equipment List
CD	Civil Defense
CEMP	Comprehensive Emergency Management Plan County Emergency Management Plan
COG	Continuity of Government
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
DOL	Department of Labor
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMERS	Emergency Management Exercise Reporting System
EMI	Emergency Management Institute
EMAP	Emergency Management Assistance Program Emergency Management Accreditation Program
EMPG	Emergency Management Performance Grant
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Functions
FEMA	Federal Emergency Management Agency
GIS	Geographic/Geospatial Information System
GGNS	Grand Gulf Nuclear Station
IP	Improvement Plan
FFATA	Federal Funding Accountability and Transparency Act
LEPC	Local Emergency Planning Committee
M & A	Management & Administration
MCDEMA	Mississippi Civil Defense Emergency Management Association
MEMA	Mississippi Emergency Management Agency
MIT	Mitigation
NIC	National Integration Center
NIMS	National Incident Management System
NPG	National Preparedness Goal
NPS	National Preparedness System
OMB	Office of Management and Budget
REP	Radiological Emergency Preparedness
SHMO	State Hazard Mitigation Officer
SMAC	Statewide Mutual Aid Compact
TEP	Training and Exercise Program
THIRA	Threat and Hazard Identification and Risk Assessment
WIPP	Waste Isolation Pilot Program



STATE OF MISSISSIPPI
PHIL BRYANT, GOVERNOR

MISSISSIPPI EMERGENCY MANAGEMENT AGENCY

LEE W. SMITHSON
EXECUTIVE DIRECTOR

June 10, 2016

Mr David Shaw, Director
Lafayette County EMA
P O Box 1240
Oxford MS 38655

RE: FY2016 Emergency Management Performance Grant (EMPG)
Grant # EMA-2016-EP-00005, CFDA # 97.042

Dear Mr Shaw:

We are finalizing the local EMPG Allocations for FY2016. Your jurisdiction has been projected to receive EMPG funds in the amount of \$ **39937** to support the level of activities and product outcomes projected in your proposed statement of work. These funds are a part of the EMPG allocation to the State of Mississippi on May 31, 2016 in the amount of \$4,556.932.00 that was awarded on June 6, 2016. The State of Mississippi has allocated sixty percent (60%) of these funds to the 82 counties and the Mississippi Band of Choctaw Indians (MBCI). This is an estimated amount and the final grant award could be lower or higher.

If you should have any questions regarding your EMPG application, please contact Keisha Luckett at 601-933-6880.

Sincerely,

A handwritten signature in black ink, appearing to read "Lee W. Smithson".

Lee W. Smithson
Executive Director