



Lumpkin County Emergency Services

57 A Pinetree Way
Dahlonega Ga. 30533

Business (706) 864-3030 Fax (706) 867-9099 EMA (706) 864-9180

Staff Analysis

8-20-2015

- Agenda Item:** GEMA Emergency Management Performance Grant FY-2015
- Item Description:** This is the annual agreement renewal of the EMPG, between GEMA, (Georgia Emergency Management Agency), and Lumpkin County Emergency Management Agency.
- Facts and Historical Information:** Lumpkin County has identified the need to hold the position of an Emergency Manager and agency for the county. By doing this, it has opened many grant opportunities that the county has and will continue to benefit from. This partnership not only has created these grant opportunities, but it is a great asset in helping to provide the safety and protection for the citizens and visitors of Lumpkin County in times of disasters.
- Potential Courses Of Action:**
- A) Accept the proposed agreement and utilize the grant opportunities to aide in the safety and protection of our citizens and visitors.
 - B) Reject the agreement and fund all projects out of our general funds.
- Budget Impact:** This agreement is a one for one cash match, but the cash match can be met by utilizing part of the county's EMA Director's salary, which in turn makes this budget neutral, due to the fact that the Directors salary and position is already budgeted for.
- Staff Recommendation:** It is our recommendation to accept this renewal agreement between GEMA and the Lumpkin County Emergency Management Agency. This will ensure that our citizens and visitors have the highest standards of safety and protection available and also ensure that the vision and goals of our mission for Lumpkin County Emergency Management can be achieved.

GEORGIA EMERGENCY MANAGEMENT AGENCY-Homeland Security
 FY 2015 Emergency Management Performance Grant (2015 EMPG)
Base Award Application

This application is for the FY 2015 EMPG Base Award submitted to the Georgia Emergency Management Agency-Homeland Security (GEMA-HS). Please complete *all* sections and provide *all* information as requested. **Incomplete applications will be removed from further consideration.** The applicant will be required to match the EMPG Base Award Funds with a local non-federal cash, in-kind or combination local match. If you require assistance with this application, please contact your GEMA-HS Field Coordinator.

Applicant Information

Implementing Agency	Lumpkin County Emergency Management				
DUNS Number	010102408	FEI Number	58-6000857		
Mailing Address	57A Pinetree Way				
City	Dahlonega	State	Georgia	ZIP + 4	30533

EMPG Award	Local Cash Match	Local In-Kind Match	Total EMA Budget
21206.00		10603.00	\$108,723

Local Contact Information

Authorized Agent Name	Phone	Email Address
David Wimpy	7068649180	David.wimpy@lumpkincounty.gov

Project / Application Manager	Phone	Email Address
Lorraine Morris	7068649180	Lorraine.morris@lumpkincounty.gov

Local Goals/Objectives for EMPG FY 2015 (EXAMPLES: enhance warning c

1. Enhance exercise and training programs/projects
2. Provide public education materials
3. Enable/enhance CERT training and ema volunteer program.

GEORGIA EMERGENCY MANAGEMENT AGENCY

Homeland Security

FY 2015 Performance Partnership Agreement

The FY 2015 Performance Partnership Agreement (PPA) between the *Georgia Emergency Management Agency-Homeland Security (GEMA-HS)* and the Lumpkin County Government.

In order to best ensure that state and local governments are fully prepared to help their citizens in times of emergency, the Lumpkin County Government, the Lumpkin County Emergency Management Agency, (EMA), and its Director agree to meet the requirements specified in the Official Code of Georgia Annotated (Section 38-3-27), of the Georgia Emergency Management Act of 1981, as amended, the Federal Emergency Management Agency (FEMA) FY 2015 Emergency Management Preparedness Grant (EMPG) Guidance and the FY15 GEMA-HS EMPG Program Guidance and those rules, regulations and guidelines dictated by the Director of GEMA-HS.

GEMA-HS agrees to provide required and necessary state and federal resources to local governments on a timely basis in response to major emergencies and disasters; a comprehensive training and exercise program for emergency personnel; and other critical situational information. GEMA-HS further agrees to provide funding support to local qualified governments for appropriate administrative expenses; administer and manage federal and state assistance programs for the benefit of local governments; provide necessary and requested information, advice, recommendations and technical assistance concerning emergency management administrative, operations and planning issues and to eliminate restrictive and unnecessary administrative requirements in managing its responsibilities on behalf of local governments.

APPROVAL and REVIEW

By signing this Performance Partnership Agreement (PPA) the parties agree to work cooperatively in accomplishing the objectives set forth above.

This PPA must be signed by the local EMA Director and the Chief Elected Official (CEO) of the local government and the Director of GEMA-HS. Evaluation of progress will be reviewed by the GEMA-HS Area Field Coordinator. Lack of satisfactory 2014 GEMA PPA/Work Plan progress may be cause for recommendation that eligibility for federal or state assistance be withdrawn.



Local EMA Director

8/20/2015

Date

City/County CEO

Date

GEMA-HS Director

Date

GEMA-HS Area Field Coordinator

Date

GEMA RISK ASSESSMENT SURVEY

Today's date (MM/DD/YYYY): 8 / 18 / 2015

Agency Name:

Lumpkin County Emergency Management

Tax Status:

Appropriated Division of the Town

501(C)(3)

Other

Please specify

political subdivision of State of GA

Your Jurisdiction Fiscal Year (e.g. July - June or Jan - Dec)

Jan - Dec

Legal name of the entity to which the FTIN was assigned

Lumpkin County Commissioner of Roads and Revenue

Physical address as listed on SAM.gov

Address

99 Courthouse Hill

Address 2

Ste H

City/Town

Dahlonega

State:

GA

Zip:

30533 - 0541

Mailing address

Address: 99 Courthouse Hill, Ste D
Address 2: Ste D
City/Town: Dahlonega
State: GA Zip: 30133

Financial Point of Contact:

Title: ~~C. Allison Martin~~ Finance Director
Name: C. Allison Martin
Address: 99 Courthouse Hill Ste D / Dahlonega, GA 30133
E-Mail Address: allison.martin@lumpkincounty.ga.gov
Phone number: 706 482 2550

Survey completed by:

Title: Finance Director
Name: C. Allison Martin
Address: 99 Courthouse Hill Ste D / Dahlonega GA 30133
Email Address: allison.martin@lumpkincounty.ga.gov
Phone number: 706 482 2550

1. Has your organization been audited within the past twelve months?

- No, not within the past twelve months
- Yes, by an outside audit firm
- Yes, by town/local auditors
- Yes, by a State of Georgia auditor
- Yes, by a federal auditor

2. What was the completion date of the most recent audit?

- Our organization has never been audited
- Completion date (MM/DD/YYYY)

3. Did your organization have any findings?

- Our organization has never been audited
- Our organization's audit produced no findings
- Our organization's audit findings have been resolved
- Our organization has an active corrective action plan for our audit findings
- Our organization has not yet addressed our audit findings

4. Is your organization required to have a single audit conducted in accordance with the Single Audit Act (sub recipient expends \$750,000 or more in federal assistance during its fiscal year)? If "No" skip questions 4a through 4d and go to Question 5.

- Yes
- No *not req'd 2014*

4a. Has the A-133 single audit been submitted to primary pass through Party?

Yes – provide date (MM/DD/YYYY) and to whom the audit was sent

No

4b. Did the organization have significant audit findings from your last single audit regarding program non-compliance?

Yes

No

4d. If the single audit has not yet been conducted, when will this be completed?
(MM/DD/YYYY)

5. What type of accounting system do you use?

Automated

Manual

6. Does your organization have written policies and procedures for checks and balances of all fiscal transactions?

Yes

No

7. Does your organization maintain for inspection all the books, documents, payroll papers, accounting records and grant files pertaining to sub grant agreements and contracts for a period of three years after the close of the sub-grant?

Yes

No

8. Has your organization obtained a DUNS number?

Yes. Please provide DUNS number

No

9. Has the DUNS number been registered with the System for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>?

Yes – provide expiration date (MM/DD/YYYY)

No – estimated date of completion (MM/DD/YYYY)

Federal Funding Accountability and Transparency Act Certification

In order to remain in compliance with The Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting, please complete Items 1 through 7 (and Items 8, 9 and 10 if applicable), sign and certify by an authorized agent.

Sub-recipient award Number: OEM15 - 095

Agency Name: Lumpkin County Emergency Management Agency

CFDA Program Number and Program Title: 97.042 Emergency Management Performance Grant (EMPG)

Sub-award Project Description: GEMA-HS EMPG Base Award

1. Sub-recipient DUNS Number 010102408
2. Sub-recipient Name Lumpkin County Emergency Management
3. Sub-recipient DBA Name _____
4. Sub-recipient Address 57A Pinetree Way Dahlonega GA 30533
5. If DBA, Sub-recipient Parent DUNS Number _____
6. Sub-award Principle Place of Project Performance _____
7. In the preceding fiscal year, did the sub-recipient receive 80% of its annual gross revenues from the Federal government? Yes _____ No
If Yes, continue to question 8. If No, STOP and certify. The questionnaire is complete.
8. In the preceding fiscal year, were the sub-recipient's annual gross revenues from the Federal government more than \$25 million annual? Yes _____ No
If Yes, continue to question 9. If No, STOP and certify. The questionnaire is complete.
9. Does the public have access to the names and total compensation of the sub-recipient's five most highly compensated officers through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Yes _____ No _____
If No, continue to question 10. If Yes, STOP and certify. The questionnaire is complete.
10. Please list the names and compensation of the sub-recipient's five most highly compensated officers only if question 9 was applicable and answered NO.

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

5. _____ \$ _____

I certify that to the best of my knowledge all of the information on this form is complete and accurate.

Authorized Signature: C. Alumbaugh Date: 8/18/15

This section is for use by the Georgia Emergency Management Agency Only.

Sub-recipient Obligation/Agency Name: _____

In accordance with The Federal Funding Accountability and Transparency Act of 2006 (FFATA), this document has been processed in the FFATA Sub-award Reporting System (FSRS) by the undersigned:

Signature _____ Date: _____

Sub-recipient Obligation/Action Date: _____

**CERTIFICATION REGARDING LOBBYING;
DEBARMENT, SUSPENSION, AND DRUG FREE WORKPLACE**

Lobbying

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
2. If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand 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 subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 44 CFR Part 17 and maintenance of a Drug Free Workplace (44CFR, Subpart F). The applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or locally) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

5. As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Sections 17.615 and 17.620, the applicant certifies it will continue to provide a drug-free workplace per referenced regulations.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: Lumpkin County Emergency Management
57A Pinetree Way
Dahlonega GA 30533

2. Application Number and/or Project Name: **Emergency Management Performance Grant (EMPG)**

3. Grantee IRS/Vendor Number: 58-6000857

4. Typed or Printed Name and Title of Authorized Representative:

David Wimpy



Georgia Emergency Management Agency

Emergency Management Performance Grant CDFA 97.042

2015 Performance Partnership Agreement (PPA)
Base Award Payment Request Form

Request:

Under penalty of perjury, I certify that to the best of my knowledge and belief that all requirements of the 2015 Performance Partnership Agreement with the Georgia Emergency Management Agency-Homeland Security have been satisfied. I hereby request payment of the Base Award to cover expenses for the period of July 1, 2015 through June 30, 2016.

Award Number: OEM15 -095

Payee Address:

Lumpkin County Emergency Management Agency

Attn: David Wimpy

57A Pinetree Way

Dahlonega, Georgia 30533



Signature of EMA Director

8/20/2015

Date

David.wimpy@lumpkincounty.gov

Email Address

706.864.9180

Phone Number

Recommend Approval:

Signature of Area Field Coordinator

Date

Approval:

Signature of Director of Field Operations

Date



Georgia Emergency Management Agency Homeland Security

Emergency Management Performance Grant (EMPG) CDFA 97.042

FY 2015 Emergency Management Directed Training Award Payment Request Form

Request:

Under penalty of perjury, I certify that to the best of my knowledge and belief that all requirements for the Georgia Emergency Management Agency/Homeland Security (GEMA/HS) FY 2015 EMPG Base Award Application with GEMA/HS have been satisfied. I hereby request the GEMA/HS FY 2015 EMPG Emergency Management Directed Training Award Payment.

Award Number: OEM15 - 095

Payee Address:

Lumpkin County Emergency Management Agency

Attn: David Wimpy

57A Pinetree Way

Dahlonega, Georgia 30533



Signature of EMA Director

8/20/2015

Date

David.wimpy@lumpkincounty.gov
Email Address

Phone Number 706.864.9180

Recommend Approval:

Signature of Field Coordinator

Date

Approval:

Signature of Director of Field Operations

Date

**Georgia Emergency Management Agency
Homeland Security**

FY 2015 Emergency Management Performance Grants Program



**FY 2015 Base Award
FY 2015 Response and Recovery Awards
FY 2015 Planning and Preparedness Awards
FY 2015 Emergency Management Directed Training Award
Guidance, Support Documents and Applications**

Table of Contents

I. PURPOSE	3
II. PERIOD OF PERFORMANCE.....	3
III. AVAILABLE FUNDING	3
1. Base Award	
2. Emergency Management Directed Training Award	
3. Planning and Preparedness Competitive Award	
4. Response and Recovery Competitive Award	
IV. ELIGIBILITY REQUIREMENTS	4
1. Base Award	
2. Emergency Management Directed Training Award	
3. Planning and Preparedness Competitive Award	
4. Response and Recovery Competitive Award	
V. PROJECT FUNDING	5
VI. 2015 EMPG TIMELINE	6
VII. APPLICATION INFORMATION	7
Base Award	
Emergency Management Directed Training Award	
Planning and Preparedness Competitive Award	
Response and Recovery Competitive Award	
Environmental and Historical Preservation Compliance	
Federal Funding Authorization	
Pre-Application Submission Requirements	
Applicable Program Guidelines	
Assistance with Completion of the Application Package	
VIII. FINANCIAL MONITORING	11
IX. SUPPORT DOCUMENTS	11
GEMA-HS Event and Course Rosters	
DCA Job Tax Rankings and Map	
Volunteer Time Value Tables	
Historical and Environmental Review Application	
Georgia Wildlife Resources and Non-Game Environmental Review Contact	
APPLICATIONS	
Planning and Preparedness Competitive Award	
Response and Recovery Competitive Award	

I. Purpose

The Georgia Emergency Management Agency-Homeland Security (GEMA-HS) Emergency Management Performance Grant Program (EMPG) provides local Emergency Management Agencies (EMAs) with funding opportunities to enhance the local emergency management (EM) program by providing funds for administration, preparedness activities, exercise and training, response and recovery, and equipment purchases. An all-hazards approach in the development of a comprehensive program of planning, training, and exercises provides for an effective and consistent response to disasters or emergencies, regardless of the cause.

II. Period of Performance

The period of performance for the FY 2015 GEMA-HS EMPG Program will begin on July 1, 2015 and end June 30, 2016. All project transactions and activities must have occurred during the FY 2015 GEMA-HS EMPG Program Performance Period of July 1, 2015 through June 30, 2016.

III. Available Funding

The FY 2015 GEMA-HS EMPG funding falls into four award categories:

1. Base Awards

The Base Award amounts to a qualified organization will be calculated based upon a 30 cents per capita rate using the 2010 United States Census Data. The minimum amount of an award to any qualified local EMA will be \$5,000.00, and the maximum amount will be \$100,000.00. The Base Award requires a local 50/50 match.

2. Emergency Management Directed Training Award

The Emergency Management (EM) Directed Training Award (Training Award) is available for local EMA directors and their staff. This award must be utilized for EM training such as that offered by the Emergency Management Association of Georgia (EMAG) and/or to cover expenses to attend GEMA-HS training. The maximum amount of this award is \$500.00. The EM Directed Training Award requires a local 50/50 match.

3. Planning and Preparedness Competitive Award

The Planning and Preparedness Competitive Award (P&P) is designed to enhance the EM program at the local level and to assist a local jurisdiction with meeting the ten elements that qualify a local jurisdiction for a reduced match requirement as outlined in the GEMA-HS Federal-State-Local Disaster Match Policy. Contact your GMEA-HS Field Coordinator (FC) for more information regarding the GEMA-HS Federal-State-Local Disaster Match Policy. A local jurisdiction may apply for a maximum award of \$2,500.00. Only equipment for the purpose of plan development or exercises can be purchased using this award. The U.S. Department of Homeland Security (DHS) Responder Knowledge Base (RKB) Authorized Equipment List (AEL) can be found at <https://www.llis.dhs.gov>.

4. Response and Recovery Projects Competitive Award

The Response and Recovery Competitive Award (R&R) provides funding opportunities to secure response and recovery training, exercises and equipment to mitigate the potential for harm to the citizens of Georgia and aid in the timely provision of emergency services to those impacted by natural disasters, technological incidents or acts of terrorism. No first-response emergency vehicles or SUVs will be approved under this

award. Funding is available on a one-time basis; no on-going support or maintenance funding will be provided. The U.S. Department of Homeland Security (DHS) Responder Knowledge Base (RKB) Authorized Equipment List (AEL) can be found at <https://www.llis.dhs.gov>.

**Due to the current fiscal strains on most local government budgets the P&P Award and the R&R Award will utilize a county tier system to calculate the local match requirement. This calculation is based upon the Georgia Department of Community Affairs Job Tax Credit. Additional information regard the Job Tax Credit can be found at; <http://www.georgiaplanning.com/documents/atlas/jobtax2015ACS.pdf>. The Base Award and Training Award require the standard 50/50 match.

IV. Eligibility Requirements

Base Award

For a local EMA to be considered eligible to receive the Base Award, the organization must:

- Have returned the FY 2015 GEMA-HS EMPG Base Award Application Package to the GEMA-HS Field Coordinator (FC) by October 1, 2015
- Have met the terms of the **FY 2014** Performance Partnership Agreement (PPA)
- Have shown satisfactory progress on the **FY 2014** PPA Work Plan as determined by the FC assigned to the EMA
- Have submitted all required **FY 2014** EMPG administrative documents to GEMA-HS
- Have complied with all GEMA-HS Finance requirements
- Have completed NIMSCAST Reporting for **FY 2014**

Emergency Management Directed Training Award

For a local jurisdiction to be considered eligible to receive the FY 2015 GEMA-HS EMPG Directed Training Award, the jurisdiction must meet the eligibility requirements for the FY 2015 GEMA-HS EMPG Base Award

Planning and Preparedness Competitive Award (P & P)

For a local jurisdiction to be considered eligible to receive the FY 2015 GEMA-HS EMPG P&P Competitive Award, the following requirements must be met:

- The local EMA must have met the eligibility requirements for the FY 2015 GEMA-HS EMPG Base Award
- Submit the FY 2015 GEMA-HS EMPG P&P Competitive Award Pre-Application to GEMA-HS by August 3, 2015

Response and Recovery Competitive Award (R & R)

For a local jurisdiction to be considered eligible to receive the FY 2015 GEMA-HS EMPG R&R Competitive Award, the following requirements must be met:

- The local EMA must have met the eligibility requirements for the FY 2015 GEMA-HS EMPG Base Award

- Have a GEMA-HS approved county based hazard mitigation plan on file with the GEMA-HS Hazard Mitigation Division or be in the process of updating the plan as determined by the GEMA-HS Hazard Mitigation Division
- Be compliant with the National Flood Insurance Program (NFIP)
- Submit the FY 2015 GEMA-HS EMPG R&R Competitive Award Pre-Application to GEMA-HS by August 3, 2015

V. Project Funding

All of the FY 2015 GEMA-HS EMPG Awards require a 50% non-federal local match with the exception will be the FY 2015 GEMA-HS EMPG P&P and R&R Awards. These awards will be based upon a tier ranking system that allows for a reduced local share. This reduced share calculation is based upon the Georgia Department of Community Affairs (DCA) Job Tax Credit. Additional information regard the Job Tax Credit can be found at; <http://www.georgiaplanning.com/documents/atlas/jobtax2015ACS.pdf>.

Please note: If for any reason a sub-grantee anticipates any delays with exhausting any EMPG Awards, the sub-grantee will be required to submit a written request to GEMA-HS no later than 60 days prior to the expiration of the period of performance and must include a justification for the extension. This justification must also demonstrate that work is in progress and that it can be completed within the extended period of performance. A request for extension will not be accepted after **April 1, 2016** for the **FY 2015** GEMA-HS EMPG Program. An extension request should be submitted to the GEMA-HS EMPG Grants Specialist, at empg@gema.ga.gov.

Types of Match:

- Cash Match (hard match) includes non-federal cash spent for project-related costs, according to the program guidance.
- In-kind Match (soft match) includes, but is not limited to, the valuation of in-kind services. “In-kind” is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match (other than cash payments) is utilized, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expends them as allowable costs.
- Due to the current fiscal strains on most local government budgets, the P&P and R&R Awards will utilize a county tier system to calculate the local match requirement. This system is based upon the DCA Job Tax Credit. The tier ranking can be found in the Support Documents Section of this document.

What **does not** constitute a match:

- Cost-sharing already committed by your jurisdiction to another award or grant
- Federal funding received through another program may not be considered as non-federal cost share
- Costs incurred prior to or after the FY 2015 GEMA-HS EMPG Performance Period are not allowable

VI. FY 2015 GEMA-HS EMPG Program Timeline

May 15, 2015	Release of FY 2015 GEMA-HS EMPG Program Guidance
June 1, 2015	Base Award Application Package sent to local EMAs via FC (<u>contingent on release of FEMA funding</u>)
July 1, 2015	FY 2015 EMPG PPA Work Plan made available via FC
July 1, 2015	Beginning of the FY 2015 GEMA-HS EMPG Program Performance Period
July 31, 2015	Deadline for the submission of financial documentation for all <u>FY 2014</u> GEMA-HS EMPG Award Programs. Documentation of expenditures and match will be required.
August 3, 2015	Deadline for the <u>pre-application</u> submission for the Response and Recovery and the Planning and Preparedness Competitive Awards
September 1, 2015	Begin audit of <u>FY 2014</u> GEMA-HS EMPG local awards for financial supporting documentation
September 30, 2015	Announcement of the FY 2015 GEMA-HS EMPG Competitive Awards and invitations to submit a full application package
October 1, 2015	Deadline for submission of the FY 2015 GEMA-HS EMPG Base Award Application Package to the GEMA-HS FC
November 30, 2015	Deadline for submission of full applications for the FY 2015 GEMA-HS EMPG Competitive Awards
April 1, 2016	Deadline for submission of an Extension Request for the FY 2015 GEMA-HS EMPG performance period
April 15, 2016	Deadline for FY 2015 GEMA-HS EMPG Base Payment Request
June 30, 2016	End of FY 2015 GEMA-HS EMPG Performance Period and the final deadline for submission of EMPG/PPA Annual Work Plan completion report by locals for <u>FY 2016</u> GEMA-HS EMPG Eligibility
July 1, 2016	Beginning of the <u>FY 2016</u> GEMA-HS EMPG performance period
July 31, 2016	Deadline for submission to GEMA-HS of financial documentation for all FY 2015 GEMA-HS EMPG Award Programs (FY 2015 GEMA-HS EMPG Local Entity Annual Report).
September 3, 2016	Begin review of all FY 2015 Local Entity Annual Reports for financial supporting documentation
December 30, 2016	FY 2015 GEMA-HS EMPG Local Entity Annual Reports for financial supporting documentation and sub-grantee EMPG closeout.

VII. Application Information

1. Base Award

The application package for the 2015 GEMA-HS EMPG Base Award will be available through the GEMA-HS FC. The application package will contain the following required documentation:

- FY 2015 Performance Partnership Agreement (PPA)
- FY 2015 GEMA-HS EMPG PPA Base Award Acceptance form
- GEMA-HS Exhibit A - Certification Regarding Lobbying; Debarment, Suspension, and Drug Free Workplace
- GEMA-HS Sub-grantee Risk Assessment
- FY 2015 GEMA-HS EMPG Base Award Payment Request form
- FY 2015 GEMA-HS EM Directed Training Award Request for Payment

2. Emergency Management Directed Training Award (Training Award)

The application for the EM Directed Training Award will be included in the Base Award Application provided by the GEMA-HS FC.

a. Eligible Activities

Allowable costs consist of travel related costs; i.e. registration fees, lodging, mileage and meals as outlined in the State of Georgia Statewide Travel Policy which can be found at http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG_Statewide_Travel_Policy_012414_031214.pdf.

b. Project Funding Limitations

The maximum GEMA-HS EMPG Training Award is \$500.00. This award requires the 50% local match. These funds can only be utilized for EM Directed Training and are limited to the local EMA Director or a member of the EMA Staff. All training transactions and activities must have occurred during the FY 2015 GEMA-HS EMPG Program Performance Period of July 1, 2015 through June 30, 2016.

*Once completed, submit the Base Award application package and the Training Award Request for Payment to your GEMA-HS FC for proper processing. **Do not mail the package to GEMA-HS Headquarters.***

3. Planning and Preparedness Competitive Award (P&P)

The application for the P&P Award is located in the Support Documents Section of this guidance. Pre-Applications will be accepted beginning June 1, 2015 through August 3, 2015. All project transactions and activities must occur during the FY 2015 GEMA-HS EMPG Program Performance Period of July 1, 2015 through June 30, 2016.

a. Eligible Activities

Apply for as many of the activities listed on the application as desired for a maximum EMPG award of \$2,500.00. Activities must be completed during the FY 2015 GEMA-HS EMPG Performance Period and verified by the GEMA-HS FC.

b. Project Funding Limitations

Funding is available on a one-time basis; no on-going support or maintenance funding will be provided. Only equipment for the purpose of plan development or exercises can be purchased using this award. The maximum EMPG funding award for a (P&P) Award is \$2,500.00.

c. Documentation of Local Match

If a pre-application is selected for funding, a signed letter from the chief elected official from the jurisdiction providing the local non-federal match will be required with the full application. The letter must state that the local jurisdiction will:

1. Ensure local non-federal cash funding and/or in-kind share will be made available for the P&P activity.
2. Agreement to provide 100% of the Total Estimated Project Cost
3. Seek reimbursement from GEMA-HS for the EMPG Award portion
4. Provide documentation of the local non-federal match upon a request from GEMA-HS

d. Documentation of Overall Local Match

The local applicant will be required to document local non-federal match, both cash and in-kind. Upon completion of initial GEMA-HS Staff review of the P&P Award Application, the GEMA-HS Staff shall work with the applicant to determine if any local non-federal in-kind contributions can be identified for the project which could be used in lieu of local non-federal cash match. The applicant may use all local non-federal cash contributions to the project, as well as other project related expenses and in-kind contributions to satisfy the local match requirement.

4. Response and Recovery Award (R&R)

The application for the R&R Award is located in the Support Documents Section of this guidance. Pre-Applications will be accepted beginning June 1, 2015 through August 3, 2015. All project transactions and activities must occur during the FY 2015 GEMA-HS EMPG performance period of July 1, 2015 through June 30, 2016.

a. Eligible Activities

Applicants can apply for projects such as exercises and training, outdoor sirens, reverse calling systems, or a combination of systems, emergency power generators for critical facilities, potable water systems, and other EMPG eligible projects. The selection of appropriate system or activity is a local decision. Only the actual direct cost of the project or equipment and installation will be eligible for funding. Administrative or other indirect expenses related to the project will not be eligible for funding, but may count toward the local match requirements. See the U.S Department of Homeland Security (DHS) Responder's Knowledge Base (RKB) at <https://www.llis.dhs.gov> for the EMPG Authorized Equipment List (AEL) and other eligible activities.

b. Project Funding Limitations

Funding is available on a one-time basis; no on-going support or maintenance funding will be provided. No first-response emergency vehicles or SUVs" will be approved under this award. The maximum EMPG funding award for a single county R&R Award will depend on a jurisdiction's ranking in the DCA Job Tax Credit Ranking (see Supporting Documentation).

c. Documentation of Local Match

If a pre-application is selected for funding, a signed letter from the chief elected official from the jurisdiction providing the local non-federal match will be required with the full application. The letter must state that the local jurisdiction will:

- Ensure local non-federal cash funding and in-kind share will be made available for the R&R Award.
- Provide 100% of the Total Estimated Project Cost
- Seek reimbursement from GEMA-HS for the EMPG Award portion
- Provide documentation of the local non-federal match, (cash and/or in-kind match) upon a request from GEMA-HS

d. Documentation of Overall Local Match

The R&R Award requires local non-federal match. The applicant may use all local non-federal cash contributions to the project as well as other project-related expenses and in-kind contributions to satisfy the local non-federal match requirement. Upon completion of initial GEMA-HS Staff review of the R&R Award Application, the GEMA-HS Staff shall work with the applicant to determine if any local in-kind contributions can be identified for the project which could be used in lieu of local non-federal cash match.

Environmental and Historical Preservation Compliance

Because EMPG is a federally funded program, projects are required to undergo an environmental and historic preservation (EHP) review as part of the application process.

All pre-applications selected for funding must comply with the National Environmental Policy Act (NEPA) and associated federal, state, and local statutes to obtain funding. Warning Systems such as reverse calling systems will be exempt; however, all projects proposing the placement of equipment may require an EHP impact review. Projects proposing sirens, or other physical activities, selected for funding will have additional award conditions requiring the completion of all environmental impact and historical preservation documents before the authorized work can proceed. *It is the applicant's responsibility to facilitate EHP review and provide the findings to GEMA-HS.* A State of Georgia EHP Application is in the Support Documents section of this guidance.

Federal Funding Authorization:

The federal rules and regulations guiding the FY 2015 GEMA-HS EMPG Program are found in the FFY 2015 Emergency Management Performance Grants (EMPG) Program Funding Opportunity Announcement (FOA) issued by the DHS, Federal Emergency Management Agency (FEMA). This guidance can be found at <http://fema.gov/grants>.

Pre-Application Submission Requirements

An original copy of the Competitive Award pre-application must be submitted to the following address by August 3, 2015. **Applications must be postmarked or received by GEMA-HS by August 3, 2015, to be considered.** When delivering by mail or courier, address the package to;

Georgia Emergency Management Agency-Homeland Security
Attention: Laurice Walton, Operations Division
FY 2015 GEMA-HS EMPG Competitive Awards
935 East Confederate Avenue, S.E.
Post Office Box 18055
Atlanta, Georgia 30316-0055

Pre-Applications not submitted as directed above may result in late delivery to the appropriate GEMA-HS Section and your application being rejected. Please do not submit the application to your GEMA-HS FC.

It is the applicant's responsibility to ensure GEMA-HS is in receipt of their application.

Application Review Criteria

All pre-applications will be reviewed for completeness and compliance to the minimal requirements. *GEMA-HS reserves the right to reject any and all applications submitted.* Funding review criteria will include, *but not be limited to* the following: (a) life safety (b) number of individuals served by the project; (c) linkages with or expansion of existing emergency management plans and processes; and (d) performance on past and current financial contracts with GEMA-HS. Finally, GEMA-HS will also consider a geographic distribution factor to ensure that a minimum number of awards are made in each GEMA-HS service area.

Applicable Program Guidelines

All applicants selected for funding will be issued an amended FY 2015 GEMA-HS EMPG Award document which will reflect this funding and all other EMPG funds awarded by GEMA-HS to the selected jurisdiction for FY 2015. All the rules and regulations that apply to the FY 2015 GEMA-HS EMPG Base Award will also apply to the EM Directed Training Award, and P&P and R&R Competitive Awards.

Award funds will be provided on a reimbursement basis. All applicants are expected to be able to fund the entire project and then seek reimbursement from GEMA-HS for the eligible amount. All applicants will be subject to the federal and state procurement and financial reporting requirements and the FY 2015 GEMA-HS EMPG Program Financial Monitoring Guidelines. The availability of local matching funds must be documented at the time of full application submission.

Assistance with Completion of the Application Package:

All applicants are encouraged to consult with their GEMA-HS FC for questions concerning the EMPG Awards. Should your GEMA-HS FC be unavailable, please contact Mr. Chuck Ray, GEMA-HS Director of Field Operations, GEMA-HS EMPG Program Manager at 912-687-2399 or email your questions to empg@gema.ga.gov.

VIII. Financial and Programmatic Monitoring

Federal law requires the sub-grantee to retain their records for a period of three (3) years following the *date of the closure* of the grant award, as the documentation could be subjected to a state and/or federal audit.

Each GEMA-HS EMPG sub-grantee will be required to submit a GEMA-HS EMPG Local Entity Annual Report which reflects the allocation of EMPG funds by line item categories, as well as the source and nature of the local matching funds.

The GEMA-HS EMPG Grants Specialist will review all the GEMA-HS EMPG Local Entity Annual Reports to ensure EMPG funds and any required matching funds are expended in ways that meet the 44 Code of Federal Regulations (CFR), Emergency Management and Assistance; and the Office of Management and Budget (OMB) Circular 2 CFR Chapter, Chapter II, Part 200, Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards.

GEMA-HS EMPG sub-grantees will be monitored periodically by GEMA-HS staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirement, timeline, milestone completion, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies and activities and will identify areas where technical assistance and other support may be needed.

Any sub-grantee unable to provide adequate supportive documentation shall be subjected to an on-site monitoring visit and programmatic audit of all expenditures and match claims. If supportive documentation is not provided; then GEMA-HS shall require repayment of unsubstantiated EMPG funds.

Any sub-grantee unable to provide supportive documents shall, in addition to being forced to repay the undocumented claims, will also be subject to an annual onsite monitoring visit to ensure EMPG funds are adequately documented.

Any sub-grantee with outstanding requirements to submit supportive documentation or who fails to cooperate fully to reimburse GEMA-HS for ineligible expenditures or match claims shall not be eligible to receive additional EMPG funding until the issues are resolved.

IX. Support Documents

These support documents are provided to assist you with completion of the Base, EM Directed Training, and P&P and R&R Awards and for collecting the required match and records for the GEMA-HS EMPG total award.

1. GEMA-HSF EMPG-1, August 2009 form can be used to capture in-kind (soft) non-federal match when a local jurisdiction holds meetings pertaining to the local EM program
2. The Georgia Emergency Management Agency – Course Roster (August 2009) can be used to capture in-kind (soft) non-federal match when a local jurisdiction holds training, exercises or other courses pertaining to the local EM program.

3. 2015 Georgia Department of Community Affairs Job Tax Credit Tiers Map and chart.
4. The Volunteer Time Values Table estimate, created by the *Independent Sector*, Washington D.C. Organizations can use this estimate to quantify the enormous value volunteers provide.
5. Historic Preservation Division (HPD), Georgia State Historic Preservation Office (SHPO) application.
6. Environmental Review Contact Information
7. GEMA-HS – Competitive Award Applications

GEORGIA EMERGENCY MANAGEMENT AGENCY
COURSE ROSTER

COURSE TITLE: _____ COURSE DATE: _____ HOURS: _____

LOCATION: _____ INSTRUCTOR SIGNATURE: _____

NOTE: If a name is not legible and/or a social security number is not provided, the student will NOT receive credit for the course and will not receive a certificate of completion.

Student's Name	<i>If Yes Check Box (See Below)</i>	SSN	Organization	Address

"I authorize GEMA-HS to use the value of this training for federal costs sharing matching purposes and do not otherwise believe that I am currently paid with federal funds or that my salary is being used to satisfy any other federal costs sharing obligation."

Job Tax Credit

2015

<i>Tier 1</i>					
1. Hancock	13. Stewart	25. Baldwin	37. Screven	49. Echols	61. Cook
2. Telfair	14. Crisp	26. Coffee	38. Mitchell	50. Seminole	62. Early
3. Atkinson	15. Emanuel	27. Washington	39. Dougherty	51. Ware	63. Marion
4. Jefferson	16. Taliaferro	28. Treutlen	40. Murray	52. Laurens	64. Clayton
5. Ben Hill	17. Sumter	29. Decatur	41. Peach	53. Colquitt	65. Turner
6. Macon	18. Jeff Davis	30. Johnson	42. Irwin	54. Wayne	66. Rabun
7. Wilcox	19. Clay	31. Glascock	43. Toombs	55. Baker	67. Elbert
8. Calhoun	20. Wilkes	32. Tattnall	44. Randolph	56. Upson	68. Spalding
9. Dooly	21. Warren	33. Terrell	45. Brantley	57. Bleckley	69. Grady
10. Burke	22. Twiggs	34. Montgomery	46. Chattooga	58. Heard	70. Hart
11. Taylor	23. Wheeler	35. Berrien	47. Dodge	59. Candler	71. Lincoln
12. Jenkins	24. Quitman	36. Bulloch	48. Clinch	60. Talbot	
<i>Tier 2</i>					
72. Schley	78. Lamar	84. Appling	90. Long	96. Pierce	102. Brooks
73. Charlton	79. Richmond	85. Thomas	91. Wilkinson	97. Lanier	103. Fannin
74. Pulaski	80. Tift	86. Whitfield	92. Worth	98. Lowndes	104. Liberty
75. Franklin	81. Evans	87. Clarke	93. Polk	99. Crawford	105. Webster
76. Meriwether	82. Chattahoochee	88. Gordon	94. Troup	100. Floyd	106. McIntosh
77. McDuffie	83. Haralson	89. Bacon	95. Bibb	101. Stephens	
<i>Tier 3</i>					
107. Gilmer	113. Miller	119. Glynn	125. White	131. Oglethorpe	137. Walton
108. Carroll	114. Newton	120. Rockdale	126. Banks	132. Douglas	138. Union
109. Greene	115. Habersham	121. Camden	127. Towns	133. Pike	139. Jones
110. Jasper	116. Putnam	122. Bartow	128. Fulton	134. Barrow	140. Henry
111. Butts	117. Lumpkin	123. Chatham	129. Walker	135. Monroe	141. Hall
112. Muscogee	118. Madison	124. DeKalb	130. Jackson	136. Dade	
<i>Tier 4</i>					
142. Morgan	145. Coweta	148. Gwinnett	151. Lee	154. Fayette	157. Columbia
143. Houston	146. Pickens	149. Dawson	152. Cobb	155. Cherokee	158. Oconee
144. Paulding	147. Catoosa	150. Effingham	153. Bryan	156. Harris	159. Forsyth

Source: Georgia Department of Community Affairs; Job Tax Credit

http://www.dca.state.ga.us/economic/TaxCredits/programs/documents/2015_JTC_County_Ranking.pdf

Dollar Value of a Volunteer Hour, by State: 2014

Please note that 2014 is the latest year for which state-by-state numbers are available. There is a lag of almost one year in the government's release of state level data which explains why the state volunteering values are one year behind the national value. New data is released in June of each year. Please refer to the following link for updated information;http://independentsector.org/volunteer_time?s=volunteer%20time

Alabama: \$20.84	Indiana: \$22.34	Nebraska: \$20.62	South Carolina: \$20.56
Alaska: \$26.59	Iowa: \$21.75	Nevada: \$19.81	South Dakota: \$19.65
Arizona: \$22.37	Kansas: \$21.64	New Hampshire: \$22.98	Tennessee: \$20.72
Arkansas: \$19.31	Kentucky: \$20.29	New Jersey: \$25.68	Texas: \$24.66
California: \$26.87	Louisiana: \$22.73	New Mexico: \$20.13	Utah: \$23.51
Colorado: \$25.68	Maine: \$20.54	New York: \$26.86	Vermont: \$21.91
Connecticut: \$26.79	Maryland: \$26.41	North Carolina: \$21.47	Virginia: \$24.90
Delaware: \$20.22	Massachusetts: \$27.82	North Dakota: \$25.13	Washington: \$27.54
Dist. of Columbia: \$39.86	Michigan: \$22.96	Ohio: \$21.46	West Virginia: \$20.24
Florida: \$21.61	Minnesota: \$24.83	Oklahoma: \$21.45	Wisconsin: \$22.24
Georgia: \$23.26	Mississippi: \$19.60	Oregon: \$21.99	Wyoming: \$23.46
Hawaii: \$23.14	Missouri: \$21.30	Pennsylvania: \$22.63	
Idaho: \$20.21	Montana: \$19.89	Rhode Island: \$23.45	
Illinois: \$24.74			

SOURCE:

INDEPENDENT SECTOR
1602 L Street, NW, Suite 900
Washington, DC 20036
202-467-6100 phone
202-467-6101 fax
<http://independentsector.org>

Georgia Historic Preservation Division

At a minimum, the Historic Preservation Division (HPD), Georgia State Historic Preservation Office (SHPO), may require the following information in order to review projects in accordance with applicable federal or state laws (Section 106 of the National Historic Preservation Act or the Georgia Environmental Policy Act, etc). Please note that responsibility for preparing documentation, including the identification of historic resources and the assessment of potential effects resulting from an undertaking, rests with the federal or state agency or its designated applicant. If insufficient information is provided, we may request additional materials. The role of the SHPO is to review, comment, and consult with federal/state agencies, applicants, and consultants. *Please note that the US Corps of Engineers (USACE) does not delegate compliance to applicants and all information prepared for permits through this agency should be coordinated directly with USACE. Also, if you are submitting a cell tower project do not use this form. Please submit all cellular projects on either the Form 620 or 621.*

I. General Information

A. **Project Name:** _____

Project Address: _____

City: _____ County: _____

U. S. Congressional District - see http://www.census.gov/geo/www/cd108th/GA/plc_c8_13.pdf : _____

B. **Federal Agency:** _____

State Agency (if applicable): _____

C. Agency's Involvement:

- | | |
|--|---|
| <input type="checkbox"/> Funding | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> License/Permit | <input type="checkbox"/> Other, please explain: |
| <input type="checkbox"/> Direct/Is performing the action | _____ |

D. Project Type:

- Road/Highway Construction or Improvements
- Demolition
- Rehabilitation
- Addition to Existing Building/Structure
- New Construction
- Relicensing
- Utilities/Infrastructure
- Unknown
- Other: _____

E. Level of Review:

- Section 106 of the National Historic Preservation Act (Federal)
- Section 110 of the National Historic Preservation Act
- Georgia Environmental Policy Act (State)
- State Agency Historic Property Stewardship Program (State Stewardship)
- Technical Assistance
- Unknown

F. Project Description and Plans (Please include details as to what will be constructed, what will be altered and how and what will be demolished, as applicable. Attach additional pages if necessary):

G. Contact Information:

- Applicant** **Consultant**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Agency Contact Info (either State or Federal, according to review type):

Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

H. Attach a **map** indicating the precise location of the project, preferably a clear color copy of a USGS topographic quadrangle map (7.5 minute). For projects in urban areas, please also include a city map that shows more detail. For additional help and information you may want to refer to the following websites: <http://teraserver.microsoft.com/>, <http://topomaps.usgs.gov>¹.

I. Has this identical project or a related project been previously submitted for review? YES ____ NO ____ If yes, please enclose a copy of the State Historic Preservation Officer's comments.

¹ Please note, this is not a complete list of websites with topographic map information. These websites are not controlled by HPD and HPD bears no responsibility for their content.

II. Information Defining the Area of Potential Effect (APE)

A. The APE varies with project types, and can be direct or indirect (**physical or visual**). The APE is defined as “the geographic area or areas within which an undertaking may cause changes in the character or use of historic properties, if any such properties exist.” Factors considered when determining the APE include topography, vegetation, existing development, orientation of an existing resource to the project, physical siting of a resource, and existing and planned future development. For example:

1. Rehabilitation, renovation, and/or demolition of an historic building or structure, or new construction: the APE might include the building itself and the adjacent setting.
2. Streetscapes: the APE might include the viewshed from the street.
3. Pedestrian/bicycle facilities: the APE might extend the length of the corridor and for some distance on both sides of the corridor.
4. Underground utilities: the APE would usually be limited to the area of ground disturbance.

Based on this information, **describe the Area of Potential Effect** for your project:

B. **Attach a map or site plan and project plans (as applicable)**, which indicate the boundaries of the APE and provide information about project scope of work (this may be the same map used above to show project location), please see the examples on our website.

C. **Provide high-resolution color photographs**, which illustrate the project area and the entire APE as defined above. Photography should document not only the project area, but also any adjacent properties that are within the APE. If the APE includes buildings or structures, please include clear views of each. All photography should be keyed to a site map and project plans (as applicable), please see our examples. Photographs should be individually numbered, and corresponding numbers should be placed on the map or site plan, showing location and direction of view. Should your project entail the alteration of existing historic structures, please provide photographs of existing conditions of sites, buildings and interior areas to be impacted.

III. Site Information

A. To your knowledge, has a cultural resources assessment or a historic resources survey been conducted in the project area? YES _____ NO _____ DO NOT KNOW _____

If yes, provide the title of the report, author, date and principal investigator:

B. Attach any available information concerning known or suspected archaeological resources in the area of potential effect. (Note: Research at the Georgia Archaeological Site File in Athens may be undertaken only by a qualified archaeologist or site file staff. For questions, please call 706-542-8737.) **Please note that as part of the review process, HPD may request an archaeological survey.**

C. In the past has this property been used for:

- | | | |
|----------------------|-----------|----------|
| 1. Farming | YES _____ | NO _____ |
| 2. Pasture | YES _____ | NO _____ |
| 3. Mining | YES _____ | NO _____ |
| 4. Timbering | YES _____ | NO _____ |
| 5. Road construction | YES _____ | NO _____ |
| 6. Housing | YES _____ | NO _____ |
| 7. Landfill | YES _____ | NO _____ |
| 8. Commercial | YES _____ | NO _____ |
| 9. Industrial | YES _____ | NO _____ |
| 10. Other (explain): | | |

D. Describe what is on the property today (i.e. buildings, parking lot, house, barn, outbuildings, woods, grass, garden, etc.) : _____

E. Does the project include any land disturbing activities? (haul roads, cut or fill areas, excavations, landscaping activities, ditching, utility burial, grading, water tower construction etc.) YES _____ NO _____ If yes, please describe the nature of the work and the approximate three dimensional extent of work:

F. If not provided in response to previous sections, please include a project specific map and/or preliminary site plan that fully describe the project boundaries and areas of land disturbing work. Note in detail all changes and additions proposed to be made to the existing site.

IV. Building and Structure Information

A. Is the project located within or adjacent to a National Register of Historic Places (NRHP) listed or eligible historic district?

YES _____ NO _____ DO NOT KNOW _____ If yes, please provide the name of the district:

B. Within the project APE, are there any other buildings or structures that are 50 years old or older?

YES _____ NO _____ If yes, provide numbered photographs of each that have been keyed to a site map.

C. Are any of the buildings or structures identified above listed or eligible for listing in the NRHP?

YES _____ NO _____ DO NOT KNOW _____ If yes, please identify the properties (by name or photo #).

D. Does the project involve the rehabilitation, renovation, relocation, demolition or addition to any building or structure that is 50 years old or older?

YES _____ NO _____

(Note: Background research for previously identified properties within an APE may be undertaken at HPD, including the National Register of Historic Places files, county architectural surveys, and identified sites files. To make a research appointment, please call 404-651-5911. Some information may also be available on the web.)

V. Additional Information for Effects Determination

An effect occurs when an action alters the characteristics of a property that may qualify it for the National Register or alters the features of a property's location, setting or use that contribute to its significance. How is the project going to affect any of the properties identified in the previous section?

A. Will the project take away or change anything within the apparent or existing boundary of any of these historic properties?

YES _____ NO _____ If yes, please explain: _____

B. Will the project change the view from or the view of any of these properties?

YES _____ NO _____ If yes, please explain: _____

C. Will the project introduce any audible or atmospheric elements to the setting of any of these historic properties?

YES _____ NO _____ If yes, please explain: _____

D. Will the project result in the transfer, lease or sale of any of these historic properties?

YES _____ NO _____ If yes, please explain: _____

Please note: HPD's ability to complete a timely project review largely depends on the quality of the material submitted. For complex projects, some applicants may find it advantageous to hire a historic preservation professional with expertise in history, architectural history and/or archaeology.

We are unable to accept project submittals via facsimile or e-mail. *There is a 30-day review and comment period. For questions regarding this form or the review process, please contact HPD's Environmental Review Coordinator at 404-651-6546 or via email at jennifer.dixon@dnr.state.ga.us.* However, we are unable to accept electronic submittals.

When completed, please send this form along with the supporting material to:

**Dr. David Crass, Division Director,
Historic Preservation Division
Attention: Environmental Review
254 Washington Street, SW
Ground Level
Atlanta, GA 30334**

Direct Contact

Jennifer Dixon
Environmental Review Specialist
404-651-6546
jennifer.dixon@dnr.state.ga.us

WILDLIFE RESOURCES AND NON-GAME ENVIRONMENTAL REVIEW CONTACT

Anna Yellin

Environmental Review Coordinator

Georgia Department of Natural Resources
Wildlife Resources Division
Nongame Conservation Section
2065 U.S. Highway 278 S.E.
Social Circle, Georgia 30025-4743
Office 770.918.6411
www.georgiawildlife.com

**The following verbiage is taken from the Georgia Department of Natural Resources, Wildlife Resources Division website found at; <http://www.georgiawildlife.org/node/1374>

Instructions for Submitting an Information Request

All site-specific requests for information on species and natural community occurrences should be sent with accompanying map(s) preferably by email. We do not recommend faxing. If sending letters electronically, please attach requests to an email in DOC or PDF format. Send them to Anna Yellin. Email contact information can be found in NatureServe Network Staff Directory. Please do not email attachments of zip files. Our email server will block any emails with zip attachments without notification to either party (even with the .zip extension renamed). If you need to send zip files, please use a public file sharing service like DropBox, Box.net or Google Docs (all free).

The letter should contain a brief description of the project and an explanation of the information that is being requested. The location of small to medium sites should be indicated on a copy of a USGS 7.5 minute (1:24,000 scale) quadrangle map. Preferably, larger projects such as large-scale road widening projects should be sent as an ESRI shapefile. (Dont [sic] forget to send the projection of your shapefile if a .prj file is not included. It is always a good idea to send metadata with GIS data.)

Unless otherwise specified, you will be sent a letter containing a list of all tracked elements in our databases on or within 3 miles of the project site. The approximate distance and direction from the site will be included. Staff recommendations concerning the project will also be included in the letter. Please allow four weeks for processing of site information requests.

GEORGIA EMERGENCY MANAGEMENT AGENCY-Homeland Security
 FY 2015 Emergency Management Performance Grant (2015 EMPG)
Planning and Preparedness Competitive Awards
Pre-Application

Please review pre-application guidelines and instructions for details on submission requirements

This *pre-application* is for the FY 2015 EMPG Planning and Preparedness Award (P&P) submitted to the Georgia Emergency Management Agency-Homeland Security (GEMA-HS). Please complete *all* sections and provide *all* information as requested. **Incomplete pre-applications will be removed from further consideration.** From the pre-application pool GEMA-HS will select projects for full application submissions. Successful applications may receive a maximum of \$2,500.00 of EMPG P & P Award Funds. Successful applicants will receive notification of acceptance and instruction on how to proceed with the full application. The applicant will be required to match the EMPG Funds with a cash or in-kind match. If you require assistance with this pre-application, please contact your GEMA-HS Field Coordinator.

Applicant Information

Implementing Agency					
DUNS Number		FEI Number			
Mailing Address					
City		State	Georgia	ZIP + 4	

Application Amounts Requested

Total Project Cost	EMPG Funds	Local Match Cash / In-Kind	

Local Contact Information

Authorized Agent Name	Phone	Email Address

Project / Application Manager	Phone	Email Address

A. Project Type:

HSEEP

- Orientation Meeting
- Table Top Exercise
- Functional Exercise
- Full-scale Exercise

- The County will obtain or assist one municipality with the completion of the requirements for admission and successful enrollment in the National Flood Insurance Program (NFIP).
- The County will approve and adopt the four emergency management ordinances.
- The County will approve and adopt a new (not updated) Debris Removal and Management Plan.
- The County will approve and adopt a new (not updated) Commodities Point of Distribution Plan.
- The County will approve and adopt a new (not updated) Disaster Volunteer and Donated Goods Plan.
- The County will select, train and establish a new or additional local Damage Assessment Team.
- The County will approve and adopt a new Disaster Awareness and Preparedness Program.
- The county achieves status (not renewal) as a certified StormReady Community by the National Weather Service (NWS).

- Other EMPG eligible activities: _____
(see FEMA's Responder's Knowledge Base at <https://www.llis.dhs.gov> for a list of eligible activities)

B. Project Description

Attach a description of the proposed project. Clearly outline the scope of the proposed project and list the project goals and objectives. Include in your description the need for this activity and the problems this activity will address, the methodology for implementing this activity, and how the project fits in with current systems and plans and those local agencies, departments, officials or citizens groups involved in the decision making process.

C. Public Information Plan

*Include examples of how you plan to **inform the public** (1) of the dangers of the hazard being mitigated or how this project will enhance the local efforts to protect life and property and (2) how to prepare and respond to an impending hazard(s) occurrence before and after the event(s) (e.g. workshops, involvement in exercises, videos, news articles/ interviews, civic club presentations etc.).*

D. Planned Exercise Component

*Attach a description of all exercises being planned related to this project. Include the type of exercise, **a time-line** of when the exercises will happen, and summary of who will be involved.*

E. Implementation Schedule

Attach an estimated time-line for the critical activities to complete the project. All work must be completed by June 30, 2016 and all financial documentation must be completed and submitted to GEMA-HS by July 31, 2016.

1. Description of Task
2. Number of Days to Complete

F. Certification by Authorized Applicant Agent

An individual authorized to sign financial and legal documents on behalf on the local government (e.g., the Chairperson, Board of County Commissioners or the County Manager, etc.).

Ms. Mr. Mrs.

First Name _____

Last Name _____

Title _____

Telephone # _____ Fax # _____

Street Address _____

City _____

State _____ Zip Code _____ - _____

E-mail address _____

I certify that if funded the applicant community will comply with all requirements of the Emergency Management Performance Grant (EMPG) Program.

Signature

Date

G Project Estimate Budget Worksheets

List all anticipated project costs. Consider the potential future date of construction when compiling the cost estimate.

**PROJECT ESTIMATE BUDGET WORKSHEET
PLAN DEVELOPMENT COST**

Item	Quantity	Unit Cost	Cost Estimate	Funding Source
				EMPG Award or local funds
Total Estimated Project Cost				

**PROJECT ESTIMATE BUDGET WORKSHEET
IN-KIND CONTRIBUTION**

Item	Quantity	Unit Cost	Cost Estimate	Source
Personnel				
Maintenance				
Supplies				
Travel				
Other				
TOTAL In-Kind Contribution				

H. Calculation of EMPG – Local Project Cost Share

Tier One	The State – Local Project Cost Share shall be 85% state and 15% local up to a maximum state EMPG award of \$2,500.
Tier Two	The State – Local Project Cost Share shall be 75% state and 25% local up to a maximum state EMPG award of \$2,500.
Tier Three	The State – Local Project Cost Share shall be 50% state and 50% local up to a maximum state EMPG award of \$2,500.
Tier Four	The State – Local Project Cost Share shall be 50% state and 50% local up to a maximum state EMPG award of \$2,500.

Examples of the calculation of the EMPG – Local Project Cost Share

	Total Project Costs			
	<u>\$500.00</u>	<u>\$2,500.00</u>	<u>\$4,000.00</u>	<u>\$6,000.00</u>
Tier One	State - \$425	State - \$2,125	State - \$2,500	State - \$2,500
85% - 15%	Local - \$ 75	Local - \$ 375	Local - \$1,500	Local - \$3,500
Tier Two	State - \$375	State - \$1,875	State - \$2,500	State - \$2,500
75% - 25%	Local - \$125	Local - \$ 625	Local - \$1,500	Local - \$3,500
Tier Three	State - \$250	State - \$1,250	State - \$2,000	State - \$2,500
50% - 50%	Local - \$250	Local - \$1,250	Local - \$2,000	Local - \$3,500
Tier Four	State - \$250	State - \$1,250	State - \$2,000	State - \$2,500
50% - 50%	Local - \$250	Local - \$1,250	Local - \$2,000	Local - \$3,500

CALCULATION OF EMPG AWARD

1. Enter the total Estimated Project Cost \$ _____
 2. Determine the jurisdictions Job Tax Tier Ranking and
and enter the percentage (refer to support documents)
- Tier 1 - .85 Tier 2 - .75 Tier 3 - .50 Tier 4 - .50 x _____
3. Multiply line 1 by the Tier percentage and enter the amount
****If the product is larger than the maximum award for your Tier, enter the maximum award amount for your Tier** \$ _____
- Federal EMPG Award**

CALCULATION OF LOCAL SHARE

4. Enter the total Estimated Project Cost
(from line 1) \$ _____
 5. Determine the jurisdictions Job Tax Tier Ranking and
and enter the percentage (refer to support documents)
- Tier 1 - .15 Tier 2 - .25 Tier 3 - .50 Tier 4 - .50 x _____
6. Multiply line 4 by the Tier percentage and enter the amount \$ _____
- Local non-federal Share**
-

Upon completion of initial GEMA-HS Staff review of the P&P Award Application, the GEMA-HS Staff shall work with the applicant to determine if any local in-kind contributions can be identified for the project which could be used in lieu of local cash match.

GEORGIA EMERGENCY MANAGEMENT AGENCY-Homeland Security
 FY 2015 Emergency Management Performance Grant (2015 EMPG)
Response and Recovery Competitive Awards
Pre-Application

Please review pre-application guidelines and instructions for details on submission requirements

This *pre-application* is for the FY 2015 EMPG Response and Recovery Award (R&R) submitted to the Georgia Emergency Management Agency-Homeland Security (GEMA-HS). This pre-application may cover requirements for more than one community. Please complete *all* sections and provide *all* information as requested. **Incomplete pre-applications may be removed from further consideration.** From the pre-application pool GEMA-HS will select projects for full application submissions. Successful applicants will receive notification of acceptance and instruction on how to proceed with the full application. The applicant will be required to match the EMPG Funds with a cash or in-kind match. If you require assistance with this pre-application, please contact your GEMA-HS Field Coordinator.

Applicant Information

Implementing Agency					
DUNS Number		FEI Number			
Mailing Address					
City		State	Georgia	ZIP + 4	

Application Amounts Requested

Total Project Cost	EMPG Funds	Local Match Cash / In-Kind	

Local Contact Information

Authorized Agent Name	Phone	Email Address

Project / Application Manager	Phone	Email Address

A. Project Type:

(CHOOSE ONLY ONE)

This is not an all-inclusive listing of eligible EMPG projects. Please view the following link for eligible projects;

<https://www.llis.dhs.gov>

- Direction and Control
- Emergency Public Information / Early Warning System
- Potable Water systems
- Local EOC Upgrades
- Power Generator for Critical Facility
- Sheltering Equipment / Training (congregate shelters)
- Other EMPG eligible project _____

(see FEMA's Responder's Knowledge Base at <https://www.llis.dhs.gov> for a list of eligible activities)

B. Project Description

Attach a description of the proposed project. Clearly outline the scope of the proposed project and list the project goals and objectives. Include in your description the need for this activity and the problems this activity will address, the methodology for implementing this activity, and how the project fits in with current systems and plans and those local agencies, departments, officials or citizens groups involved in the decision making process.

C. Public Information Plan

*Include examples of how you plan to **inform the public** (1) of the dangers of the hazard being mitigated or how this project will enhance the local efforts to protect life and property and (2) how to prepare and respond to an impending hazard(s) occurrence before and after the event(s) (e.g. workshops, involvement in exercises, videos, news articles/ interviews, civic club presentations etc.).*

D. Planned Exercise Component

*Attach a description of all exercises being planned related to this project. Include the type of exercise, **a timeline** of when the exercises will happen, and summary of who will be involved.*

E. Project Location (if requesting funds for more than one location please provide location and population for each request). **Attach the following:**

1. Description of Service Area of Proposed Project
Describe the area protected by this project; include the location (street numbers or neighborhoods) and zip codes.
2. Description of the population that will benefit from the proposed project
Please include the estimated population number

F. Implementation Schedule

Attach an estimated time-line for the critical activities to complete the project. All work must be completed by June 30, 2016 and all financial documentation must be completed and submitted to GEMA-HS by July 31, 2016.

1. Description of Task
2. Number of Days to Complete

G. Certification by Authorized Applicant Agent

An individual authorized to sign financial and legal documents on behalf on the local government (e.g., the Chairperson, Board of County Commissioners or the County Manager, etc.).

Ms. Mr. Mrs.

First Name _____

Last Name _____

Title _____

Telephone # _____ Fax # _____

Street Address _____

City _____

State _____ Zip Code _____ - _____

E-mail address _____

I certify that if funded the applicant community will comply with all requirements of the Emergency Management Performance Grant (EMPG) Program.

Signature

Date

**PROJECT ESTIMATE BUDGET WORKSHEET
IN-KIND CONTRIBUTION**

Item	Quantity	Unit Cost	Cost Estimate	Source
Personnel				
Maintenance				
Supplies				
Travel				
Other				
TOTAL In-Kind Contribution				

I. Calculation of EMPG – Local Project Cost Share

- Tier One The State – Local Project Cost Share shall be 85% state and 15% local up to a maximum state EMPG award of \$42,500.
- Tier Two The State – Local Project Cost Share shall be 75% state and 25% local up to a maximum state EMPG award of \$37,500.
- Tier Three The State – Local Project Cost Share shall be 50% state and 50% local up to a maximum state EMPG award of \$25,000.
- Tier Four The State – Local Project Cost Share shall be 50% state and 50% local up to a maximum state EMPG award of \$25,000.

Examples of the calculation of the EMPG – Local Project Cost Share

	Total Project Costs		
	<u>\$40,000</u>	<u>\$50,000</u>	<u>\$60,000</u>
Tier One 85% - 15%	State - \$34,000 Local - \$6,000	State - \$42,500 Local - \$7,500	State - \$42,500 Local - \$17,500
Tier Two 75% - 25%	State - \$30,000 Local - \$10,000	State - \$37,500 Local - \$12,500	State - \$37,500 Local - \$22,500
Tier Three 50% - 50%	State - \$20,000 Local - \$20,000	State - \$25,000 Local - \$25,000	State - \$25,000 Local - \$35,000
Tier Four 50% - 50%	State - \$20,000 Local - \$20,000	State - \$25,000 Local - \$25,000	State - \$25,000 Local - \$35,000

CALCULATION OF EMPG AWARD

1. Enter the total Estimated Project Cost \$ _____
 2. Determine the jurisdictions Job Tax Tier Ranking and
and enter the percentage (refer to support documents)
 - Tier 1 - .85 Tier 2 - .75 Tier 3 - .50 Tier 4 - .50 x _____
 3. Multiply line 1 by the Tier percentage and enter the amount
****If the product is larger than the maximum award for your
Tier, enter the maximum award amount for your Tier** \$ _____
- Federal EMPG Award**

CALCULATION OF LOCAL SHARE

4. Enter the total Estimated Project Cost
(from line 1) \$ _____
 5. Determine the jurisdictions Job Tax Tier Ranking and
and enter the percentage (refer to support documents) x _____
 - Tier 1 - .15 Tier 2 - .25 Tier 3 - .50 Tier 4 - .50
 6. Multiply line 4 by the Tier percentage and enter the amount \$ _____
- Local non-federal Share**
-

Upon completion of initial GEMA-HS Staff review of the R&R Award Application, the GEMA-HS Staff shall work with the applicant to determine if any local in-kind contributions can be identified for the project which could be used in lieu of local cash match.