



SUBJECT: INFORMING THE ASSEMBLY OF THE MANAGERS SIGNATURE ON AND SUBMITTAL OF THE FEDERAL FISCAL YEAR 2024 EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION REQUESTING \$268,962.30 TO COVER 50 PERCENT OF THE WAGES AND BENEFITS FOR EMERGENCY OPERATIONS CENTER STAFF.

AGENDA OF: August 20, 2024

ASSEMBLY ACTION:

Presented to the Assembly 08/20/24 - EMW

AGENDA ACTION REQUESTED: For information only.

Route To	Signatures
Originator	 Recoverable Signature X Pamela Graham <hr/> <small>Signed by: Pamela Graham</small> <small style="text-align: right;">8 / 6 / 2 0 2 4</small>
Department/Finance Director	X Cheyenne Heindel <hr/> <small>Signed by: Cheyenne Heindel</small> <small style="text-align: right;">8 / 6 / 2 0 2 4</small>
Borough Attorney	X Nicholas Spiropoulos <hr/> <small>Signed by: Nicholas Spiropoulos</small> <small style="text-align: right;">8 / 6 / 2 0 2 4</small>
Borough Manager	X Michael Brown <hr/> <small>Signed by: Mike Brown</small> <small style="text-align: right;">8 / 6 / 2 0 2 4</small>
Borough Clerk	 Recoverable Signature X Lonnie McKechnie <hr/> <small>Signed by: Lonnie McKechnie</small>

ATTACHMENT (S): EMPG grant Application (8 pages)

SUMMARY STATEMENT: The Department of Emergency Services annually prepares and submits an application for the Emergency Management Performance Grant. This grant request of \$268,962.30 in funding will support staff that are budgeted each year in the operating budget. The grant will then cover up to 50% of the salaries for those employees when they are performing related activities. Activities include compressive emergency management programming, planning and outreach related to Emergency Management, preparedness, planning, response and recovery.

Alaska Division of Homeland Security and Emergency Management

Federal Fiscal Year 2024 Emergency Management Performance Grant (EMPG) Application

Application Deadline 11:59 p.m., Friday, August 16, 2024

Please contact mva.grants@alaska.gov or call the Grants Section at 907-428-7000/1-800-478-2337 if you have any questions regarding this application.

Jurisdiction:	Matanuska-Susitna Borough		
EMPG Status	<input checked="" type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant	Total Amount Requested	\$ 268,962.30

- Briefly explain why these funds are needed to support the emergency manager or coordinator position. By funding these positions, it allows for scarce funds to be distributed to other sections of the department and allows funds to be used to effectively mitigate, plan, respond and recover from future emergency events in and outside the Borough. The Borough population continues to grow and is currently at an all-time high; increasing the demand for local emergency management activities at the same time funding for those services are being cut back. The Borough continues to be very fiscally conservative and fund very few new positions across the spectrum of departments (including Emergency Services). This funding allows for full time commitment of part-time staff positions to augment the work plans developed in this area.
- Complete the Funded Staff Worksheet and the Program-Funded Staff Budget attached to application. Done.
- Briefly describe the method used to code or track funded staff time spent on emergency management activities charged to the grant and used to meet local match requirement.
Briefly describe the method used to code or track funded staff time spent on emergency management activities charged to the grant and used to meet local match requirement. Employees are responsible for tracking how their time is allocated. Non-Exempt employees submit timesheets identifying projects. Exempt employees also submit a timesheet. All employee wages are tracked by payroll personnel in a spreadsheet designating sources of funding for specific activities. Funding resources for matching funds are identified by the finance department through a distinct account code.
- Complete the EMPG Annual Work Plan and attach to application.
- Complete the EMPG Annual Spend Plan and attach to application.
- Complete Signatory Form and attach to application.

Jurisdiction EMPG Point of Contact

Name: Casey Cook **Telephone Number:** 907-861-8004
Address: 1800 E Parks Highway Wasilla, Ak 99654 **Fax Number:**
Email Address: casey.cook@matsugov.us

Authorization to Submit Application:

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

Jurisdiction Financial Officer:
Printed Name: Cheyenne Heindel



Signature

Jurisdiction Signatory Official:
Printed Name: Michael Brown



Signature

Project Applications may be submitted electronically (in PDF format with complete signatures), or by mail, or fax, to:

**Division of Homeland Security and Emergency Management
Attn: Homeland Security Grants Administrator
PO Box 5750**

JBER, Alaska 99505-5750

Email: mva.grants@alaska.gov

Fax: (907) 428-7009 / Phone: (907) 428-7000 or 1-800-478-2337

Applications are due no later than 11:59 p.m., Friday, August 16, 2024

Federal Fiscal Year 2024
Emergency Management Program Funded Staff Worksheet

Local EMPG Program Funded Staff	Indicate whether Full-time or Part-time in Emergency Management Duties	If Part-time, indicate number of hours worked per week on Emergency Management Duties
Name: Casey Cook	Full Time	
Position: Emergency Manager		
Required Training		<input type="checkbox"/> IS 100.b X <input type="checkbox"/> IS 200.b X <input type="checkbox"/> IS 700.a X X <input type="checkbox"/> IS 120.a X <input type="checkbox"/> IS 230.d X <input type="checkbox"/> IS 235.b X <input type="checkbox"/> IS 240.b X <input type="checkbox"/> IS 241.b X <input type="checkbox"/> IS 242.b X <input type="checkbox"/> IS 244.b X
Name: Eric Mohrmann	Part Time	
Position: Emergency Management Specialist		
Required Training		<input type="checkbox"/> IS 100.b X <input type="checkbox"/> IS 200.b X <input type="checkbox"/> IS 700.a X <input type="checkbox"/> IS 800.b X <input type="checkbox"/> IS 120.a X <input type="checkbox"/> IS 230.d X <input type="checkbox"/> IS 235.b X <input type="checkbox"/> IS 240.b X <input type="checkbox"/> IS 241.b X <input type="checkbox"/> IS 242.b X <input type="checkbox"/> IS 244.b X
Name: Talon Boeve	Part-Time	
Position: EOC Specialist		
Required Training		<input type="checkbox"/> IS 100.b X <input type="checkbox"/> IS 200.b X <input type="checkbox"/> IS 700.a X <input type="checkbox"/> IS 800.b X <input type="checkbox"/> IS 120.a X <input type="checkbox"/> IS 230.d X <input type="checkbox"/> IS 235.b X <input type="checkbox"/> IS 240.b X <input type="checkbox"/> IS 241.b X <input type="checkbox"/> IS 242.b X <input type="checkbox"/> IS 244.b X
Name: Tracy Woelfel	Part-Time	
Position: EOC Specialist		
Required Training		<input type="checkbox"/> IS 100.b X <input type="checkbox"/> IS 200.b X <input type="checkbox"/> IS 700.a X <input type="checkbox"/> IS 800.b X <input type="checkbox"/> IS 120.a X <input type="checkbox"/> IS 230.d X <input type="checkbox"/> IS 235.b X <input type="checkbox"/> IS 240.b X <input type="checkbox"/> IS 241.b X <input type="checkbox"/> IS 242.b X <input type="checkbox"/> IS 244.b X
Name: Jason Bauer	Part-Time	
Position: EOC Specialist		
Required Training		<input type="checkbox"/> IS 100.b X <input type="checkbox"/> IS 200.b X <input type="checkbox"/> IS 700.a X <input type="checkbox"/> IS 800.b X <input type="checkbox"/> IS 120.a X <input type="checkbox"/> IS 230.d X <input type="checkbox"/> IS 235.b X <input type="checkbox"/> IS 240.b X <input type="checkbox"/> IS 241.b X <input type="checkbox"/> IS 242.b X <input type="checkbox"/> IS 244.b X
Name: Breanna Love	Part-Time	
Position: EOC Specialist		
Required Training		<input type="checkbox"/> IS 100.b X <input type="checkbox"/> IS 200.b X <input type="checkbox"/> IS 700.a X <input type="checkbox"/> IS 800.b X <input type="checkbox"/> IS 120.a X <input type="checkbox"/> IS 230.d X <input type="checkbox"/> IS 235.b X <input type="checkbox"/> IS 240.b X <input type="checkbox"/> IS 241.b X <input type="checkbox"/> IS 242.b X <input type="checkbox"/> IS 244.b X
Name: Kiela Cott	Part-Time	
Position: EOC Specialist		
Required Training		<input type="checkbox"/> IS 100.b X <input type="checkbox"/> IS 200.b X <input type="checkbox"/> IS 700.a X <input type="checkbox"/> IS 800.b X <input type="checkbox"/> IS 120.a X <input type="checkbox"/> IS 230.d X <input type="checkbox"/> IS 235.b X <input type="checkbox"/> IS 240.b X <input type="checkbox"/> IS 241.b X <input type="checkbox"/> IS 242.b X <input type="checkbox"/> IS 244.b X
Name: Diane Rush	Part-Time	
Position: EOC Specialist		
Required Training		<input type="checkbox"/> IS 100.b X <input type="checkbox"/> IS 200.b X <input type="checkbox"/> IS 700.a X <input type="checkbox"/> IS 800.b X <input type="checkbox"/> IS 120.a X <input type="checkbox"/> IS 230.d X <input type="checkbox"/> IS 235.b X <input type="checkbox"/> IS 240.b X <input type="checkbox"/> IS 241.b X <input type="checkbox"/> IS 242.b X <input type="checkbox"/> IS 244.b X
Name: David Phillips	Part-Time	
Position: EOC Specialist		
Required Training		<input type="checkbox"/> IS 100.b X <input type="checkbox"/> IS 200.b X <input type="checkbox"/> IS 700.a X <input type="checkbox"/> IS 800.b X <input type="checkbox"/> IS 120.a X <input type="checkbox"/> IS 230.d X <input type="checkbox"/> IS 235.b X <input type="checkbox"/> IS 240.b X <input type="checkbox"/> IS 241.b X <input type="checkbox"/> IS 242.b X <input type="checkbox"/> IS 244.b X

**Federal Fiscal Year 2024
Program-Funded Staff Budget**

Name/Position Title	Salary and Benefits	Percentage of Position Time Spent on Eligible EMPG Activity	Amount Paid by Local Jurisdiction	EMPG Amount Requested
Breanna Love	39,045	100	19,522.50	19,522.50
David Phillips	39,045	100	19,522.50	19,522.50
Eric Mohrmann	55,320	100	27,660.00	27,660.00
Jason Bauer	39,045	100	19,522.50	19,522.50
Kiela Cott	39,045	100	19,522.50	19,522.50
Talon Boeve	39,045	100	19,522.50	19,522.50
Tracy Woelfel	39,045	100	19,522.50	19,522.50
Diane Rush	39,045	100	19,522.50	19,522.50
Casey Cook	209,289.60	100	104,644.8	104,644.8
TOTAL	\$ 0.00		\$ 268,962.30	\$ 268,962.30

Federal Fiscal Year 2024
Emergency Management Program Grant Work Plan

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

A. 2024 EMPG State of Alaska Requirements:

- Emergency Management Performance Grant mid-year grant review (review by DHS&EM staff following second quarterly report). Jurisdictions may be required to provide a spending plan to DHS&EM if at least 45% of awarded funds are not expended.
- Complete THIRA/SPR/NIMS Implementation surveys each quarter.
- Develop a local jurisdiction multi-year Integrated Preparedness Plan (IPP) to be submitted to DHS&EM by March 1, 2025.
- Participate in the state multi-year Integrated Preparedness Planning Workshop (IPPW) to be held in conjunction with DHS&EM's spring Bi-Annual Preparedness Conference, in its entirety.
- EMPG personnel (funded and documented for match requirement) must complete IS 100, IS 200, IS 700, IS 800, and the FEMA Independent Study Program (ISP) Professional Development Series (PDS) by September 30, 2025.
- As subrecipients of federal preparedness (non-disaster) grant awards, jurisdictions must achieve, or be actively working to achieve, all of the NIMS Implementation Objectives. <https://www.fema.gov/emergency-managers/nims/implementation-training>
- Jurisdictions are required to meet, at a minimum, the National Qualifications System (NQS) Implementation Phase 0 and 1 by December 31, 2024 AND must, at a minimum, plan for implementation of Phases 2 and 3
- Jurisdictions shall complete the Local Staging Area (LSA) and Commodity Point of Distribution (CPOD) surveys.
- Signatory Authority Form

B. 2024 EMPG Grant Activities

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

Mitigation Plans

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

Emergency Management and Operation Plans

- Modify existing incident management and emergency operations plans aligning them with the guidelines of Comprehensive Preparedness Guide 101 Version 3 (CPG 101 V3)
- Modify existing incident management and emergency operations plans
- Develop or enhance comprehensive emergency management plans
- Develop or enhance large-scale and catastrophic event incident plans
- Update of EOPs and other deliberate plans as necessary to ensure the needs of underserved, at-risk communities are adequately addressed in those plans

Continuity and Administrative Plans

- Develop or enhance Continuity of Operation (COOP) and Continuity of Government (COG) plans
- Develop or enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- Public and private sector outreach and messaging regarding continuity resilience strategies.

**Federal Fiscal Year 2024
EMPG Work Plan (continued)**

Jurisdiction: **Matanuska Susitna Borough**

Whole Community Engagement and Planning

- Develop or enhance emergency management and operations plans to integrate citizen, volunteer, and other non-governmental organization resources and participation
- Provide training and other support as necessary to assist local jurisdictions to further develop preparedness through community, school, private sector, and business outreach
- Build new partnerships to expand planning and citizen capabilities
- Community-based plans to advance "whole community" security and emergency management
- Public education and awareness on emergency management and preparedness
- Plans to foster public-private sector partnerships
- Brief civic groups and senior citizens on local hazards and family preparedness plans
- Conduct awareness, individual response training, and evacuation drills in schools
- Planning for movement and delivery of resources and capabilities to meet the needs of disaster survivors focusing on individuals with disabilities and access and functional needs
- Planning for transitioning from congregate sheltering to non-congregate sheltering options for families unable to return to their pre-disaster homes
- Conduct workshops on the local Emergency Operations Plan (EOP) or Emergency Response Plan (ERP)
- Arrange for disaster preparedness and response information to be included in utility bills, or as inserts in the local newspaper
- Publish emergency preparedness information in the local telephone directory
- Prepare an emergency preparedness calendar for distribution throughout the community
- Work with and provide training opportunities to Local Emergency Planning Committee (LEPC) (where LEPC exists)
- Public education and awareness
- Develop or formalize agreements through letters or memorandums of understanding (MOU) to clarify mutual expectations, if existing, with local agencies or private organizations that can assist with emergency planning preparation, response, or recovery
- Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, tribal organizations, non-governmental organizations, and private entities in neighboring jurisdictions
- Program evaluations
- Develop of Standard Operating Procedures that address continuity and recovery of emergency communication systems
- Cyber incident, Cyber risk to critical Infrastructure, Cyber event consequence management plans

Resource Management Planning

- Develop or enhance logistics and resource management plans
- Develop or enhance volunteer and donations management plans
- Planning to mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors

**Federal Fiscal Year 2024
EMPG Work Plan (continued)**

Jurisdiction:	Matanuska Susitna Borough
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Evacuation Planning

- Develop or enhance evacuation plans, including plans for: alerts and warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry
- Identify planning gaps and capability shortfalls
- Identify access and functional needs considerations
- Identify animal evacuation considerations
- Identify embarkation/debarkation sites
- Development of phased-zone evacuation approach
- Develop of evacuation plans in accordance with climate exacerbated risk (e.g., mass evacuation during catastrophic fast-moving events, like wildfires)

Pre-Disaster Recovery Planning

- Disaster housing plans; such as create or support a local disaster housing task force and develop or enhance local disaster housing plans
- Pre-event response, recovery, and mitigation plans in coordination with State, local, and tribal governments
- Develop and enhance other response and recovery plans
- Establishment of risk communication plans to inform all residents (including those with access and functional needs) about climate risks (e.g., what the communities can do at a local and individual level to prepare) and potential evacuations
- Develop internal plans (including response and recovery) that incorporate climate impact on emergency management resources (e.g., personnel, logistics)
- Develop climate literacy plans to enable communities to understand and prepare for their climate-related risks

Recovery Planning

- Develop or enhance long-term recovery plans

Training and Exercise

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

Implementation of Community Lifelines Concepts

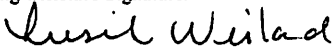
- Update emergency operations plans to address community lifelines
- Training of emergency managers on community lifelines concept and use
- Exercises to measure effectiveness of community lifelines implementation

Additional EMPG Program Related Activity

- Additional EMPG program eligible activity described within the 2024 EMPG work plan

Designation of Applicant's Agent

DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Primary Agent		Secondary Agent	
Agent's Name Michael Brown		Agent's Name Casey Cook	
Organization Matanuska-Susitna Borough		Organization Matanuska-Susitna Borough	
Official Position Borough Manager		Official Position Emergency Manager	
Mailing Address 350 E. Dahlia Ave		Mailing Address 350 E. Dahlia Ave	
City, State, Zip Palmer, AK 99645		City, State, Zip Palmer, AK 99645	
Daytime Phone Number	Cell:	Daytime Phone Number	Cell:
907-861-8689		907-861-8004	907-355-9819
Fax Number 907-861-8669		Fax Number 907-861-8014	
E-mail <u>Mike.Brown@matsugov.us</u>		E-mail <u>Casey.Cook@matsugov.us</u>	
The above Primary Agent is responsible for applying for State or Federal Disaster Assistance, signing all assurances and grant condition agreements, negotiating the Scope of Work on Project Worksheets, reporting on Project Worksheet status, requesting extensions, appealing determinations and any other actions required with the State.			
The above Secondary Agent has all the responsibilities of the Primary Agent if that person is unavailable.			
Chief Financial Officer		Certifying Official	
Name Cheyenne Heindel		Name Liesel Weiland	
Organization Matanuska-Susitna Borough		Organization Matanuska-Susitna Borough	
Official Position Finance Director		Official Position Comptroller	
Mailing Address 350 E. Dahlia Ave		Mailing Address 350 E. Dahlia Ave	
City, State, Zip Palmer, AK 99645		City, State, Zip Palmer, AK 99645	
Daytime Phone Number	Cell:	Daytime Phone Number	Cell:
907-861-8630		907-861-8624	
Fax Number 8907-861-8592		Fax Number 907-861-8150	
E-mail <u>Cheyenne.Heindel@matsugov.us</u>		E-mail <u>Liesel.Weiland@matsugov.us</u>	
The above Chief Financial Officer is responsible for setting up financial structures to track eligible expenditures by Project Worksheet as well as the Administrative Allowance for all projects. Prepares and submits (through the Primary Agent or Direct to the State) the required financial reports and backup documentation for each Project Worksheet and Administrative Allowance. Responsible for complying with State and Federal audit requirements and requests.			
The above Certifying Official is responsible for Certifying that all progress and financial reports are correct, responsible for Certifying that all required permits were obtained for Project Worksheets and that insurance has been obtained for all projects with more than \$5,000.00 in disaster funding. Finally, this person is responsible for certifying that all work and costs claimed are eligible in accordance with the grant conditions and that all costs claimed have been paid in full.			
Applicant's Federal Employer's Identification Number 92-0030816		DUNS NUMBER 81482960	
Certifying Official's Signature: 		Date: 4-26-22	