



GOVERNOR'S OFFICE OF HOMELAND SECURITY  
AND EMERGENCY PREPAREDNESS

STATE OF LOUISIANA

Homeland Security Grant Bulletin



Bulletin No. 3

MEMORANDUM

TO: All Subgrantees

FROM: Christina Dayries,  
Chief of Staff  
Deputy Director, Grants and Administration

DATE: August 6, 2014

RE: GRANT AWARD NO. EMW-2013-EP-00062-S01, CFDA NO. 97.042 (EMPG)  
EMW-2013-SS-00122-S01, CFDA NO. 97.067 (SHSP)  
EMW-2014-EP-00035-S01, CFDA NO. 97.042 (EMPG)

In an effort to streamline and eliminate unnecessary subgrantee grant requirements, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is updating and removing various state issued Special Conditions as outlined below for the Emergency Management Performance Grant (EMPG) programs and the State Homeland Security Program (SHSP).

**SPECIAL CONDITIONS:**

**Compliance with Reporting Requirements**

GOHSEP is **providing clarity regarding quarterly reports**. The special condition reporting requirement listed below continue for all subgrantees, however, if two EMPG grants are open simultaneously, then the one quarterly report should capture any activity for both open grants. Two separate reports are not needed. Subgrantees should list both grant award numbers on the quarterly report. If no activity exists for the reporting period, a subgrantee must continue to submit the required quarterly report noting "no activity" until grant closeout.

*All subgrantees must comply with all SAA Reporting Requirements including, but not limited to, EMPG Quarterly Reports due to the SAA no later than 15 days past the last day of the quarter (i.e, Quarter 1 = 1/15/2014, Quarter 2 = 4/15/2014, Quarter 3 = 7/15/2014, and Closeout = 10/15/2014). SAA will send notices to subgrantees and provide reporting formats in advance.*

**Emergency Operation Plans**

GOHSEP has **removed the requirement** "All subgrantees must submit their existing Emergency Operations Plans (EOPs) to the SAA annually."

The requirement to update a subgrantee's EOP every two years **continues as a special condition**. "Subgrantees must update their EOP at least once every two years. An evaluation matrix to describe and calculate the percentage towards compliance with CPG 101 v.2 is available at <http://www.fema.gov/national-preparedness/plan>. All subgrantees are required to report all progress towards ensuring their EOP is compliant with CPG 101 v.2 as part of the EMPG Quarterly Report submitted to the SAA.



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### Risk Survey Requirements

GOHSEP has removed the requirement "In order to qualify for EMPG Program funding, all subgrantees shall complete an annual Risk Survey developed by the SAA."

The following requirement is **updated as a special condition**:

### Multi-Year Training and Exercise Plans (TEPs)

All subgrantees are required to develop a Multi-Year Training & Exercise Plan (TEP), and update it annually. Subgrantees must submit their existing TEPs to the SAA, **due by September 30<sup>th</sup> of each year**, in order to be eligible for this EMPG award. Subgrantees may contribute to the State Multi-Year Training & Exercise Plan (TEP) to satisfy this requirement. All subgrantees are required to report their TEPs and/or their contribution to the State TEP as part of the EMPG Quarterly Report submitted to the SAA.

GOHSEP has established a due date for the TEPs, due by September 30<sup>th</sup> of each year.

The following requirement continues as a special condition:

### Exercise Requirements

- A. All subgrantees must develop and maintain a progressive exercise program consistent with the National Exercise Program base plan and the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Exercise activities should align to a current, TEP developed through an annual TEPW. All subgrantees must report the percent completion of the progressive exercise series as part of the EMPG Quarterly Report submitted to the SAA.
- B. All EMPG funded personnel must participate in no less than three exercises (of any type exercise) in a 12-month period (October 1<sup>st</sup> through September 30<sup>th</sup>). All subgrantees must report the percent completion of personnel participation as part of the EMPG Quarterly Report submitted to the SAA.

The following requirement is **updated as a special condition**:

An After Action Report/Improvement Plan (AAR/IP) shall be completed for each exercise and submitted to the SAA. All subgrantees must report all AAR/IPs **for each exercise** to include a summary of all collected corrective action items and a tracking of their implementation in the EMPG Quarterly Report submitted to the SAA.

GOHSEP has removed the wording requiring "four quarterly exercises and one full-scale exercise" to be reported in the EMPG Quarterly Report.

Please place this Memorandum in your respective grant files for both EMPG (FY 2013 and FY 2014) and SHSP (FY 2013).

If you have any questions, please contact me directly at (225) 358-5599 or Christina.Dayries@la.gov.