

20EMPG LOCAL APPLICATION

Deadline: Tuesday, June 30, 2020

INSTRUCTIONS

- **GREEN worksheet tabs** are for reference, in particular the Ref-Guidance tab.
- **BLUE worksheet tabs** are the 20EMPG Application.
- GREY CELLS INDICATE WHERE EMO INPUT IS NEEDED
- Applications are **due June 30, 2020**, and must be submitted via email to preparedness.grants@mil.wa.gov. To ensure the application is received, please CC your EMD Primary Point of Contact (see list below).

Please include:

- 1) Excel application workbook
- 2) Position Description Form(s) for EMPG- and Match-funded personnel - **NEW**
- 3) Indirect Cost Rate Agreement (if costs are included in the Budget)
- 4) Director's Certification, signed and scanned

Please do NOT send a PDF version of the Excel workbook.

All applications **MUST BE RECEIVED** by the due date.

If you will not be able to submit by the due date, please reach out to your Primary Point of Contact (see below) to ask for an extension. ☒

Extensions will ONLY be granted for the following reasons:

- Activation due to a disaster or emerging incident,
- Major staff turnover,
- Elected official or commissioner change, or
- Other reasons pending WA EMD Director approval

TIMELINE

Date	Activity
Mid-April	Application to local and tribal Emergency Management Organizations
Mid-Apr through June 30, 2020	Application period (6 weeks)
June 30, 2020	APPLICATIONS DUE TO EMD (can submit before) PREPAREDNESS.GRANTS@MIL.WA.GOV
July-August 2020	Review and Technical Assistance period
<i>When award received (expect Sep)</i>	Grant agreements processed (as applications approved)
June 1, 2020 - August 31, 2021	Agreement Performance Period

If you have questions, please contact:

EMD Primary Point of Contact			Responsibility for counties (and cities and tribes within)	
Michael Alston	253-512-7083	michael.alston@mil.wa.gov	Benton Chelan Douglas Franklin Grant	Kittitas Klickitat Okanogan Walla Walla Yakima
Zoie Choate	253-512-7461	zoie.choate@mil.wa.gov	Cowlitz Clark Island San Juan Skagit	Skamania Snohomish Wahkiakum Whatcom
Deborah Henderson	253-512-7470	deborah.henderson@mil.wa.gov	Adams Asotin Columbia Ferry Garfield	Lincoln Pend Oreille Spokane Stevens Whitman
John Hollingsworth	253-512-7044	john.hollingsworth@mil.wa.gov	Grays Harbor Lewis Mason	Pacific Pierce Thurston
Gary Stumph	253-512-7483	gary.stumph@mil.wa.gov	Clallam Jefferson	King Kitsap

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GUIDANCE

[Link to FFY 2020 Emergency Management Performance Grant Notice of Funding Opportunity \(NOFO\)](#)

[Link to FEMA's Preparedness Grants Manual Version 2](#)

Purpose

The Emergency Management Performance Grant (EMPG) Program provides federal funds to assist state, local, tribal and territorial governments in preparing for all hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. §§ 5121 et seq.). Washington State EMD, as the State Administrative Agency, passes through a portion of the federal award to local and tribal jurisdictions to sustain and enhance local and tribal emergency management programs. ☒

Eligibility

To be eligible for EMPG funds, an Emergency Management Organization (EMO) must have an emergency management program. The emergency management program determines how the EMO will prevent, prepare for, mitigate against, respond to, and recover from disasters. Within each program, an EMO must be able to perform emergency management functions (EMFs) specific to the jurisdiction's hazards, needs, and capabilities. Within the ELIGIBILITY tab of the application workbook, the EMO must explain how their specific emergency management program meets the intent of each EMF (from the 2016 EMAP Standards, Emergency Management Program Elements). The EMFs to address are:

- 3.1 Program Administration and Evaluation
- 3.2 Coordination
- 3.3 Advisory Committee
- 3.4 Administration and Finance
- 3.5 Laws and Authorities
- 4.1 Hazard Identification, Risk Assessment, and Consequence Analysis
- 4.2 Hazard Mitigation
- 4.3 Prevention
- 4.4 Operational Planning and Procedures
- 4.5 Incident Management
- 4.6 Resource Management, Mutual Aid, and Logistics
- 4.7 Communications and Warning
- 4.8 Facilities
- 4.9 Training
- 4.10 Exercises, Evaluations, and Corrective Actions
- 4.11 Emergency Public Information and Education

Additionally, the eligibility of EMPG funds is governed by Washington Administrative Code (WAC) 118-09-030 Eligibility criteria. To be eligible for funds, specific criteria must be met:

- Have a current Comprehensive Emergency Management Plan (CEMP)
- Have at least a ½ time employee whose job duties are specifically dedicated to performing emergency management functions
- Have a designated emergency management agency, department, division, or office established with a dedicated budget to perform emergency management functions
- Have adopted an ordinance, code, or resolution establishing the EMO. If applicable, an EMO that consists of two or more political subdivisions (cities/towns) shall have an executed interlocal agreement establishing the multijurisdictional EMO
- Hire and appoint personnel in accordance with applicable employment laws, rules, regulations, and policies
- Comply with all federal and state emergency management program requirements
- Demonstrate that EMPG funds will only be used to sustain and/or enhance the EMO's existing emergency management program and capabilities
- Demonstrate that EMPG funds will not be used to supplant or replace EMO existing dedicated emergency management budgeted funding
- Meet all applicable matching fund requirements

Within the ELIGIBILITY tab of the application workbook, the EMO must certify compliance with each eligibility criteria and if not fully compliant, describe the plan to reach compliance to include specific timeframes and activities. ☒

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Funding Allocation

Per WAC 118-09-040 Allocation of funds, the pass through amount of the State EMPG award is "allocated to eligible EMOs on a per capita basis" with the exception of the least populated counties which receive a base award (**\$27,896 for FFY20 EMPG**). An explanation of the calculation of award amounts is located on the **Ref-Allocation Methodology** tab of the application workbook.

Timeline

Dates are listed on the **Instructions** tab of the application workbook.

- Applications are due to EMD June 30, 2020
- The grant agreement performance period will be June 1, 2020 to August 31, 2021.

Match Requirement

EMPG funds require a dollar for dollar match (50% local/tribal and 50% federal funds). Matching funds can come from:

- Funds from state, local, or tribal units of government that have been budgeted/appropriated for the emergency management program
- Funds contributed from private sources for the emergency management program

FEMA administers cost matching requirements in accordance with 2 C.F.R. § 200.306. Matching funds must be documented by the subrecipient and be verifiable through the jurisdiction's records. Match contributions must be **verifiable, reasonable, allowable, allocable, and necessary**. Matching funds cannot be comprised of other federal funds or used to match another award and must be allowable under the grant provisions. ☒

Determining Match

Requirement: Subrecipient must provide a match of 50% of the total project cost.

Types of Matching: 1) Cash Contributions or 2) Third party in-kind contributions.

How to calculate the Total Project Cost:

Federal Award Amount / Federal Percentage = Total Project Cost (e.g. \$26,420 / 50% = \$52,840)

How to calculate the Subrecipient Match Amount:

Total Project Cost * Required Match Percentage = Subrecipient Match Amount (e.g. \$52,840 * 50% = \$26,420)

OR

Total Project Cost - Federal Award Amount = Subrecipient Match Amount (e.g. \$52,840 - \$26,420 = \$26,420)

Allowable Costs

All costs must be directly related to emergency management. Allowable costs include:

- Expenditures across all solution areas of Planning, Organization, Exercise, Training, and Equipment. Specific examples of activities by solution area are listed in FEMA's Preparedness Grants Manual starting on page H-12.
- Management and Administration (M&A) costs are allowable and cannot exceed 5% of the EMO's award amount.
- Construction and Renovation costs for **principal** EOCs are allowable, but a written request and EOC Investment Justification form must be submitted to EMD and approved by DHS/FEMA before work is started. All EHP rules, regulations, and review processes must be followed and adhered to for any modification, renovation, or construction project.
- Maintenance and Sustainment costs for warranties, maintenance contracts, repair or replacement, upgrades, and user fees are allowable.
- Indirect costs are allowable. If an agency has a federal indirect cost rate agreement, a copy must be included with the application. If an agency does not have a federal indirect cost rate agreement, additional information will be requested upon review of the application.

Ineligible Costs

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Grant and match funds **cannot** be used for:

- Weapons systems, firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed (See FEMA Information Bulletin 426)
- Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Activities and projects unrelated to the completion and implementation of the EMPG Program
- Costs contributing to lobbying efforts to include membership dues to organizations that are substantially engaged in lobbying.
- Unauthorized exercise-related costs include:
 - Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances) -- the only vehicle costs that are reimbursable are fuel/gasoline or mileage;
 - Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs);
 - Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.

Reimbursement

Each grant agreement will have a schedule for quarterly reimbursement based on the award amount and activities planned for the funding cycle. Each reimbursement will include an A-19 Invoice Voucher and a Reimbursement Spreadsheet. (A Reimbursement Workbook will be emailed to the subrecipient upon execution of the agreement.) No back-up documentation is requested with the request for reimbursement; however, documentation for all expenditures, grant- and match-funded, must be kept by the EMO until the statutory time period has expired. (Refer to your grant agreement Terms and Conditions for specifics.)

Monitoring

EMD is required to monitor all passthrough funds. Monitoring efforts will be grant agreement based, involve reimbursement backup documentation review, and include a validation area (e.g., equipment inventory, NIMS tracking, etc.).

Reporting

With each reimbursement request, the Program Area number will be entered on the Reimbursement Spreadsheet for each corresponding expenditure. If an expenditure does not have a link to a Program Area in the Work Plan, the expenditure will not be reimbursed until the Work Plan is updated. At the end of the grant cycle, a final report will be due detailing all accomplishments for activities within the Work Plan. Additionally, a report of all required trainings completed by grant- and match-funded personnel will be due.

FEMA's 32 Core Capabilities

Access Control and Identity Verification – apply a broad range of physical, technological, and cyber measures to control admittance to critical locations and systems, limiting access to authorized individuals to carry out legitimate activities.
Community Resilience – lead the integrated effort to recognize, understand, communicate, plan, and address risks so that the community can develop a set of actions to accomplish Mitigation and improve resilience.
Critical Transportation – provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.
Cybersecurity – protect against damage to, the unauthorized use of, and/or the exploitation of (and, if needed, the restoration of) electronic communications systems and services (and the information contained therein).
Economic Recovery – return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in a sustainable and economically viable community.
Environmental Response/Health and Safety – ensure the availability of guidance and resources to address all hazards including hazardous materials, acts of terrorism, and natural disasters in support of the responder operations and the affected communities.
Fatality Management Services – provide fatality management services, including body recovery and victim identification, working with state and local authorities to provide temporary mortuary solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Fire Management and Suppression - Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.
Forensics and Attribution – conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.
Health and Social Services – restore and improve health and social services networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
Housing – implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
Infrastructure Systems – stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Intelligence and Information Sharing – provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by Federal, state, local, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among Federal, state, local, or private sector entities, as appropriate.
Interdiction and Disruption – delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
Long-term Vulnerability Reduction – build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused incidents by lessening the likelihood, severity, and duration of the adverse consequences related to these incidents.
Mass Care Services – provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering to those who have the most need, as well as support for reunifying families.
Mass Search and Rescue Operations – deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
Natural and Cultural Resources – protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with appropriate environmental and historical preservation laws and executive orders.
On-scene Security and Protection – ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for all traditional and atypical response personnel engaged in lifesaving and life-sustaining operations.

FEMA's 32 Core Capabilities

Operational Communications – ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

Operational Coordination – establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Physical Protective Measures – reduce or mitigate risks, including actions targeted at threats, vulnerabilities, and/or consequences, by controlling movement and protecting borders, critical infrastructure, and the homeland.

Planning – conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives

Public and Private Services and Resources – provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for emergency responders, and access to community staples (e.g., grocery stores, pharmacies, and banks) and fire and other first response services.

Public Health and Medical Services – provide lifesaving medical treatment via emergency medical services and related operations and avoid additional disease and injury by providing targeted public health and medical support and products to all people in need within the affected area.

Public Information and Warning – deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Risk and Disaster Resilience Assessment – assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.

Risk Management for Protection Programs and Activities – identify, assess, and prioritize risks to inform Protection activities and investments.

Screening, Search, and Detection – identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, sensor technologies, or physical investigation and intelligence.

Situational Assessment – provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Supply Chain Integrity and Security – strengthen the security and resilience of the supply chain.

Threats and Hazard Identification – identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

Emergency Management Program Functions (2016 EMAP Standards)

<p>3.1 Program Administration and Evaluation – The jurisdiction has a multi-year Strategic Plan, developed with input from stakeholders that includes the following: 1) an executive policy or vision statement for emergency management; 2) identified mission, goals, objectives, and milestones for the Emergency Management Program; 3) a method for Plan implementation; and 4) a method and schedule for evaluation, maintenance, and revision</p>
<p>3.2 Coordination – The jurisdiction has a designated emergency management agency, department or office established and empowered with the authority to administer the Emergency Management Program and has a designated individual empowered with the authority to execute the Emergency Management Program</p>
<p>3.3 Advisory Committee – The Emergency Management Program has a process utilizing one or more committees that provides for coordinated input by stakeholders in the preparation, implementation, evaluation, and revision of the Program and The advisory committee(s) meets with a frequency determined by the Emergency Management Program to provide for regular input</p>
<p>3.4 Administration and Finance – The Emergency Management Program has fiscal and administrative procedures for use before, during and after an emergency/disaster</p>
<p>3.5 Laws and Authorities – The Emergency Management Program’s authorities and responsibilities are established and executed in accordance with statutes, regulations, directives or policies and The Emergency Management Program has a process for identifying and addressing proposed legislative and regulatory changes</p>
<p>4.1 Hazard Identification, Risk Assessment, and Consequence Analysis – hazard identification risk assessment (HIRA) and consequence analysis; identifies the natural and human-caused hazards that potentially impact the jurisdiction using multiple sources; assesses the risk and vulnerability of people, property, the environment</p>
<p>4.2 Hazard Mitigation – mitigation program that regularly and systematically utilizes resources to mitigate the effects of emergencies/disasters associated with the risks identified in the HIRA</p>
<p>4.3 Prevention – responsibilities, strategies and procedures to coordinate prevention activities, monitor identified threats and hazards, and adjust the level of prevention activity commensurate with the risk based on hazard information, intelligence activities, threat assessments, alert networks and surveillance programs, and other sources of information obtained from internal and external sources</p>
<p>4.4 Operational Planning and Procedures – plans and procedures that are developed, coordinated and implemented among all stakeholders and that describe emergency response, continuity of operations, continuity of government, and recovery from emergencies/disasters</p>
<p>4.5 Incident Management – incident management system in place to analyze emergency situations and provide for clear and effective response and recovery</p>
<p>4.6 Resource Management, Mutual Aid, and Logistics – systematic identification of resource requirements, shortfalls and inventories consistent with the HIRA and agreements needed in preparation for an emergency/disaster and as needed during response and recovery; includes procedures to identify, locate, acquire, store, maintain, test, distribute, and account for resources used in emergency/disaster operations</p>
<p>4.7 Communications and Warning – communications, alert and notification and warning plans that provide for using, maintaining, and augmenting the equipment necessary for efficient preparation for, response to and recovery from emergencies/disasters</p>
<p>4.8 Facilities – facilities for conducting Emergency Management activities (a primary and alternate facility capable of coordinating and supporting sustained response and recovery operations)</p>
<p>4.9 Training – program that includes the assessment, development and implementation of training for program officials, emergency management response personnel, and the public</p>
<p>4.10 Exercises, Evaluations, and Corrective Actions – exercise, evaluation and corrective action process that regularly tests the knowledge, skills and abilities, and experience of emergency personnel as well as the plans, policies, procedures, equipment, and facilities; evaluates plans, procedures, and capabilities through periodic reviews, testing, post-incident reports, lessons learned, performance evaluations, exercises, and real-world events</p>
<p>4.11 Emergency Public Information and Education – outlines public education and information activities for the different hazards to which the program responds; has a plan for its crisis communications, public information, and education and is designed to inform and educate the public through various media about the hazards identified, threats to public safety, and risk reduction</p>

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EMERGENCY MANAGEMENT ORGANIZATION INFORMATION

Emergency Management Organization	City of Redmond Office if Emergency Management (OEM)
Address	PO Box 97010, Mailstop: FDADM Redmond, WA 98073-9710
Emergency Management Director	Tommy Smith
Title	Fire Chief
Email	tfsmith@redmond.gov
Telephone Number	425-556-2202
Grant Agreement Contact	Previously Rafael Corrales
Title	
Email	
Telephone Number	
DUNS #	022829899
UBI #	176-000-016
Statewide Vendor # (SWV)	SWV0003729-00
Employer/Tax ID # (EIN or TIN)	91-6001492
Legislative District(s)	45, 48
Congressional District(s)	1, 8
Grant Agreement Signatory	John Marchione
Title	Mayor
Second Signatory (if required)	
Title	
Comments	
<i>Additional Key Personnel</i>	
Name	Pattijean Hooper
Title	Emergency Manager
Email	phooper@redmond.gov
Telephone Number	425-556-2219

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EMPG ELIGIBILITY

Emergency Management Organization: City of Redmond Office of Emergency Management (OEM)

To be eligible for Emergency Management Performance Grant (EMPG) funds, an Emergency Management Organization (EMO) must have an emergency management program. The emergency management program determines how the EMO will prevent, prepare for, mitigate against, respond to, and recover from disasters. Emergency management functions (EMFs) from the 2016 Emergency Management Accreditation Program (EMAP) were chosen to better clarify how each EMO is performing emergency management - See the [Ref-EMFs](#) tab. **It is understood that an emergency management program can look different from one EMO to another but still be meeting the requirements of their area, stakeholders, hazards, etc. and still be eligible for EMPG funds.**

Each EMO applying for EMPG funds must certify that their emergency management program incorporates the EMF as described or provide an explanation regarding how the EMF is met or why the EMF does not apply for the EMO. The answers on this tab will document the eligibility of an EMO until additional guidance and standards are developed for future funding cycles.

Additionally, the allocation of EMPG funds is governed by Washington Administrative Code (WAC) 118-09 CRITERIA FOR ELIGIBILITY AND ALLOCATION OF EMERGENCY MANAGEMENT ASSISTANCE FUNDS. To be eligible for funds, certain specific criteria **must** be met by the EMO applying for funds. [?](#)

EMERGENCY MANAGEMENT FUNCTIONS (EMFs)

3.1 Program Administration and Evaluation

- YES - The EMO has a multi-year Strategic Plan, developed with input from stakeholders.
- NO - The EMO does not have a multi-year Strategic Plan.

If NO is checked, please explain why:

3.2 Coordination

- YES - The jurisdiction has a designated EMO established and empowered with the authority to administer the EM program.
- NO - The jurisdiction does not have a designated EMO to administer the EM program.

If NO is checked, please explain why:

3.3 Advisory Committee

- YES - The EMO has a process utilizing one or more committees that provides for coordinated input by stakeholders.
- NO - The EMO does not have a process utilizing one or more committees that provides for coordinated input by stakeholders.

If NO is checked, please explain why:

3.4 Administration and Finance

- YES - Fiscal and administrative procedures are in place for use before, during, and after an emergency or disaster.
- NO - Fiscal and administrative procedures are not in place for use before, during, and after an emergency or disaster.

If NO is checked, please explain why:

3.5 Laws and Authorities

- YES - EM program authorities and responsibilities are established and executed in accordance with statutes, regulations, directives or policies.
- NO - Authorities and responsibilities are not established and executed in accordance with statutes, regulations, directives or policies.

If NO is checked, please explain why:

4.1 Hazard Identification, Risk Assessment, and Consequence Analysis

- YES - EMO has a Hazard Identification, Risk Assessment (HIRA) and Consequence Analysis.
- NO - EMO does not have a Hazard Identification, Risk Assessment (HIRA) and Consequence Analysis.

If NO is checked, please explain why:

4.2 Hazard Mitigation

- YES - EMO has a mitigation program that regularly and systematically utilizes resources to mitigate the effects of emergencies associated with the risks identified in the HIRA.
- NO - EMO does not have a mitigation program.

If NO is checked, please explain why:

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4.3 Prevention

- YES - Prevention responsibilities, strategies, and procedures are included within the EM program.
- NO - Prevention responsibilities, strategies, and procedures are not included within the EM program.

If NO is checked, please explain why:

4.4 Operational Planning and Procedures

- YES - Operational plans and procedures are developed, coordinated, and implemented among all stakeholders that describe emergency response, continuity of operations, continuity of government, and recovery from emergencies or disasters.
- NO - Operational plans and procedures are not developed, coordinated, and implemented among all stakeholders that describe emergency response, continuity of operations, continuity of government, and recovery from emergencies or disasters.

If NO is checked, please explain why:

4.5 Incident Management

- YES - An incident management system is in place to analyze emergency situations and provide for clear and effective response and recovery.
- NO - An incident management system is not in place.

If NO is checked, please explain why:

4.6 Resource Management, Mutual Aid, and Logistics

- YES - The EM program includes systematic identification of resource requirements, shortfalls and inventories consistent with the HIRA and agreements needed in preparation for an emergency/disaster and as needed during response and recovery.
- NO - The EM program does not include systematic identification of resource requirements, shortfalls and inventories consistent with the HIRA and agreements needed in preparation for an emergency/disaster and as needed during response and recovery.

If NO is checked, please explain why:

4.7 Communications and Warning

- YES - The EM program has communications, alert and notification, and warning plans that provide for using, maintaining, and augmenting the equipment necessary for efficient preparation for, response to and recovery from emergencies/disasters.
- NO - Communications plans are not in place.

If NO is checked, please explain why:

4.8 Facilities

- YES - EMO has facilities capable of adequately supporting EM response and recovery activities.
- NO - EMO does not have facilities capable of adequately supporting EM response and recovery activities.

If NO is checked, please explain why:

4.9 Training

- YES - EMO has a training program that includes the assessment, development and implementation of training for Program officials, emergency management response personnel, and the public.
- NO - EMO does not have a training program that includes the assessment, development and implementation of training for Program officials, emergency management response personnel, and the public.

If NO is checked, please explain why:

4.10 Exercises, Evaluations, and Corrective Actions

- YES - EMO has an exercise, evaluation, and corrective action process that regularly tests the knowledge, skills and abilities, and experience of emergency personnel as well as the plans, policies, procedures, equipment, and facilities.
- NO - EMO does not have an exercise, evaluation, and corrective action process.

If NO is checked, please explain why:

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4.11 Emergency Public Information and Education

- YES - EMO has a Public Information and Education function that outlines public education and information activities for the different hazards to which the EM program responds.
- NO - EMO does not have a Public Information and Education function.

If NO is checked, please explain why:

WAC 118-09-030 ELIGIBILITY CRITERIA

"An EMO is eligible to receive EMA funds if the following criteria is met by the EMO prior to the beginning of the application period for which the EMA funds are sought "

INSTRUCTIONS:

For each Eligibility Criteria below, select Yes or No from the drop down menu. If the EMO does not meet the Eligibility Criteria as listed (NO is selected), please explain why.

1) Have a current CEMP, or schedule for plan development or maintenance, verified by the director.

Does the EMO have a CEMP or schedule of plan development/maintenance?

Date that last CEMP was submitted to the State EMD for review:

If NO is selected, please explain why:

2) Have at least a half-time employee whose job duties are specifically dedicated to performing emergency management functions.

Is this true for the EMO?

If NO is selected, please explain why:

3) Have a designated emergency management agency, department, division, or office established with a dedicated budget to perform emergency management functions.

Is this true for the EMO?

If NO is selected, please explain why:

4) Have adopted an ordinance, code, or resolution establishing the EMO. Additionally, an EMO that consists of two or more political subdivisions (cities/towns) shall have an executed interlocal agreement establishing the multijurisdictional EMO.

Is this true for the EMO?

If NO is selected, please explain why:

5) Hire and appoint personnel in accordance with applicable employment laws, rules, regulations, and policies.

Is this true for the EMO?

If NO is selected, please explain why:

6) Comply with all federal and state emergency management program requirements.

Is this true for the EMO?

If NO is selected, please explain why:

7) Demonstrate that EMA funds will only be used to both sustain and enhance the EMO's existing emergency management program and capabilities.

Is this true for the EMO?

If NO is selected, please explain why:

8) Demonstrate that EMA funds will not be used to supplant or replace EMO existing dedicated emergency management budgeted funding.

Is this true for the EMO?

If NO is selected, please explain why:

9) Meet all applicable matching fund requirements for receipt of EMA funding.

118-09-040 (1)(e)(i) The EMO shall meet all matching fund requirements associated with receipt of the funds only through a hard, dollar-for-dollar, match from a dedicated EMO emergency management budgeted fund

Is this true for the EMO?

118-09-040 (1)(e)(ii) The match shall not include any funds otherwise prohibited for such use by federal funding requirements

Is this true for the EMO?

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If NO is selected, please explain why:

Emergency Management Organization: City of Redmond Office of Emergency Management (OEM)

The purpose of EMPG is to assist with the enhancement, sustainment and improvement of state, local, and tribal emergency management programs. Activities conducted using EMPG funding should relate directly to the five elements of emergency management: prevention, protection, response, recovery, and mitigation. Washington State does not require a specific number of activities to receive EMPG funding. However, there are required capabilities that must be sustained in order to remain eligible for EMPG funding, including but not limited to the ability to communicate and warn, educate the public, train and exercise, plan, and be NIMS compliant. The Work Plan delineates the Emergency Management Organization's emergency management program planning and priority focus for this grant cycle (to include EMPG grant and local funds).

The Work Plan must include the EMO's Emergency Management program planning and priorities for this grant cycle to include **EMPG and Matching funds**.

NEW - The Work Plan is designed to use Emergency Management Program Functions (EMFs) for the Program Area Titles and activity categorization. See the **Ref-EMFs** tab for reference.

NEW - Each Program Area/EMF must identify the Core Capability to which the activities tie. See the **Ref-Core Capabilities** tab for reference.

Program Area-Sustainment

Complete this section only if EMPG funds are budgeted for organizational expenses (e.g., janitorial costs, rent, utilities, phones, etc.) that are not easily connected to a specific activity. Add rows as needed.

List organizational expenses that will be funded by **EMPG and/or Match** :

INSTRUCTIONS:

1. Think through the activities that will be included within the EMPG Work Plan (EMPG and Match funded).
2. **Grouping by Emergency Management Function**, categorize the activities into 4-5 groups. **** If more Program Areas are wanted, copy and paste entire Program Area section below Program Area #5. Number sequentially.**
3. Select corresponding **Core Capabilities** for each Program Area/EMF.
4. Enter the activities in the "Work Planned" column, following the directions. **** Not all rows need to be filled.**
5. Enter why the activity is being done in the "Why the Work is Being Done" column. **** There may be redundancy in the reason.**
6. Enter the result/outcome of the activity in the "Result of the Work" column.
7. Add rows and expand rows as needed.

Choose EMF and Core Capabilities from drop-downs

Program Area #1	Select Emergency Management Program Function from drop-down
Primary Core Capability	Select Core Capability from drop-down
Secondary Core Capability, if applicable	Select Core Capability from drop-down

WORK PLANNED	WHY THE WORK IS BEING DONE	RESULT OF THE WORK
<p>Enter the tasks that are planned for this Program Area. Use the questions below to guide what information to include.</p> <p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What activities will be completed? - What major purchases are included? - What is the focus for the time period? 	<p>Enter the reason why the task to the left is being done. Use the questions below to guide what information to include.</p> <p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What investments are being supported to close capability gaps or to sustain activities identified in the THIRA/SPR process? - What areas of improvement were identified in real-world incidents or preparedness exercises? - What is the problem or gap? - What requirement mandates the work to be done? 	<p>Enter what the expected result for the activity to the left. Use the questions below to guide what information to include.</p> <p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What is the intended outcome? - What impact did the activities or funding make? - What difference does this program make to the people you serve?
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Choose EMF and Core Capabilities from drop-downs

Program Area #2	Select Emergency Management Program Function from drop-down
Primary Core Capability	Select Core Capability from drop-down
Secondary Core Capability, if applicable	Select Core Capability from drop-down

WORK PLANNED	WHY THE WORK IS BEING DONE	RESULT OF THE WORK
Enter the tasks that are planned for this Program Area. Use the questions below to guide what information to include.	Enter the reason why the task to the left is being done. Use the questions below to guide what information to include.	Enter what the expected result for the activity to the left. Use the questions below to guide what information to include.
<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What activities will be completed? - What major purchases are included? - What is the focus for the time period? 	<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What investments are being supported to close capability gaps or to sustain activities identified in the THIRA/SPR process? - What areas of improvement were identified in real-world incidents or preparedness exercises? - What is the problem or gap? - What requirement mandates the work to be done? 	<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What is the intended outcome? - What impact did the activities or funding make? - What difference does this program make to the people you serve?

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Choose EMF and Core Capabilities from drop-downs

Program Area #3	Select Emergency Management Program Function from drop-down
Primary Core Capability	Select Core Capability from drop-down
Secondary Core Capability, if applicable	Select Core Capability from drop-down

WORK PLANNED	WHY THE WORK IS BEING DONE	RESULT OF THE WORK
Enter the tasks that are planned for this Program Area. Use the questions below to guide what information to include.	Enter the reason why the task to the left is being done. Use the questions below to guide what information to include.	Enter what the expected result for the activity to the left. Use the questions below to guide what information to include.
<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What activities will be completed? - What major purchases are included? - What is the focus for the time period? 	<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What investments are being supported to close capability gaps or to sustain activities identified in the THIRA/SPR process? - What areas of improvement were identified in real-world incidents or preparedness exercises? - What is the problem or gap? - What requirement mandates the work to be done? 	<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What is the intended outcome? - What impact did the activities or funding make? - What difference does this program make to the people you serve?

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Choose EMF and Core Capabilities from drop-downs

Program Area #4	Select Emergency Management Program Function from drop-down
Primary Core Capability	Select Core Capability from drop-down
Secondary Core Capability, if applicable	Select Core Capability from drop-down

WORK PLANNED	WHY THE WORK IS BEING DONE	RESULT OF THE WORK
Enter the tasks that are planned for this Program Area. Use the questions below to guide what information to include.	Enter the reason why the task to the left is being done. Use the questions below to guide what information to include.	Enter what the expected result for the activity to the left. Use the questions below to guide what information to include.
<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What activities will be completed? - What major purchases are included? - What is the focus for the time period? 	<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What investments are being supported to close capability gaps or to sustain activities identified in the THIRA/SPR process? - What areas of improvement were identified in real-world incidents or preparedness exercises? - What is the problem or gap? - What requirement mandates the work to be done? 	<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What is the intended outcome? - What impact did the activities or funding make? - What difference does this program make to the people you serve?

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Choose EMF and Core Capabilities from drop-downs

Program Area #5	Select Emergency Management Program Function from drop-down
Primary Core Capability	Select Core Capability from drop-down
Secondary Core Capability, if applicable	Select Core Capability from drop-down

WORK PLANNED	WHY THE WORK IS BEING DONE	RESULT OF THE WORK
Enter the tasks that are planned for this Program Area. Use the questions below to guide what information to include.	Enter the reason why the task to the left is being done. Use the questions below to guide what information to include.	Enter what the expected result for the activity to the left. Use the questions below to guide what information to include.
<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What activities will be completed? - What major purchases are included? - What is the focus for the time period? 	<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What investments are being supported to close capability gaps or to sustain activities identified in the THIRA/SPR process? - What areas of improvement were identified in real-world incidents or preparedness exercises? - What is the problem or gap? - What requirement mandates the work to be done? 	<p>Possible questions to answer:</p> <ul style="list-style-type: none"> - What is the intended outcome? - What impact did the activities or funding make? - What difference does this program make to the people you serve?

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20EMPG LOCAL APPLICATION

GRANT AND MATCH FUNDED PERSONNEL

Emergency Management Organization: City of Redmond Office of Emergency Management (OEM)

Note: If the position is listed as EMPG- or match-funded in the Spend Plan, the employee must be included here. A revised Personnel Tab can be submitted at any point in the grant cycle.

Total funded by EMPG
Total funded by Local Funds

\$0	0.00
\$0	0.00

NEW - A Position Description Form must be submitted for each position listed in this tab.

Name	Title	Position to whom Employee reports	% OF TIME spent on Emergency Management			% OF TIME spent on non - EM activities	ALL FUNDING SOURCES	TOTAL	GROSS Salary & Benefits Information	
			FUNDED BY EMPG FUNDS	FUNDED BY OTHER FEDERAL FUNDS	FUNDED BY LOCAL FUNDS				Gross Annual Salary	Gross Annual Benefits
			0.00%	0.00%	0.00%	100.00%	100.00%	\$0	\$0	
Job description to include emergency management responsibilities								\$0	\$0	
NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.								\$0	\$0	
								Amount funded by EMPG	\$0	
								Amount funded by Local Funds	\$0	
								FTE Status	Please select	
			0.00%	0.00%	0.00%	100.00%	100.00%	\$0	\$0	
Job description to include emergency management responsibilities								\$0	\$0	
NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.								\$0	\$0	
								Amount funded by EMPG	\$0	
								Amount funded by Local Funds	\$0	
								FTE Status	Please select	
			0.00%	0.00%	0.00%	100.00%	100.00%	\$0	\$0	
Job description to include emergency management responsibilities								\$0	\$0	
NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.								\$0	\$0	
								Amount funded by EMPG	\$0	
								Amount funded by Local Funds	\$0	
								FTE Status	Please select	
			0.00%	0.00%	0.00%	100.00%	100.00%	\$0	\$0	
Job description to include emergency management responsibilities								\$0	\$0	
NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.								\$0	\$0	
								Amount funded by EMPG	\$0	
								Amount funded by Local Funds	\$0	
								FTE Status	Please select	
			0.00%	0.00%	0.00%	100.00%	100.00%	\$0	\$0	
Job description to include emergency management responsibilities								\$0	\$0	
NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.								\$0	\$0	
								Amount funded by EMPG	\$0	
								Amount funded by Local Funds	\$0	
								FTE Status	Please select	
			0.00%	0.00%	0.00%	100.00%	100.00%	\$0	\$0	
Job description to include emergency management responsibilities								\$0	\$0	
NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.								\$0	\$0	
								Amount funded by EMPG	\$0	
								Amount funded by Local Funds	\$0	
								FTE Status	Please select	
			0.00%	0.00%	0.00%	100.00%	100.00%	\$0	\$0	
Job description to include emergency management responsibilities								\$0	\$0	
NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.								\$0	\$0	
								Amount funded by EMPG	\$0	
								Amount funded by Local Funds	\$0	
								FTE Status	Please select	
			0.00%	0.00%	0.00%	100.00%	100.00%	\$0	\$0	
Job description to include emergency management responsibilities								\$0	\$0	
NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.								\$0	\$0	
								Amount funded by EMPG	\$0	
								Amount funded by Local Funds	\$0	
								FTE Status	Please select	
			0.00%	0.00%	0.00%	100.00%	100.00%	\$0	\$0	
Job description to include emergency management responsibilities								\$0	\$0	
NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.								\$0	\$0	
								Amount funded by EMPG	\$0	
								Amount funded by Local Funds	\$0	
								FTE Status	Please select	
			0.00%	0.00%	0.00%	100.00%	100.00%	\$0	\$0	
Job description to include emergency management responsibilities								\$0	\$0	
NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.								\$0	\$0	
								Amount funded by EMPG	\$0	
								Amount funded by Local Funds	\$0	
								FTE Status	Please select	

NEW - leave blank as Position Description Forms are required for each position funded with EMGP or Match.

Total Personnel Costs	\$0
Amount funded by EMGP	\$0
Amount funded by Local Funds	\$0
FTE Status	Please select

20EMPG LOCAL APPLICATION

SPEND PLAN & TIMELINE

Emergency Management Organization: City of Redmond Office of Emergency Management (OEM)

The Spend Plan is the detailed budget for your EMPG award and match expenditures. What is entered can be modified as circumstances warrant, but the entries will inform your grant agreement and matching funds budget.

20EMPG Award **\$36,123** *see calculation below*

EMPG Budget Amount	\$0.00	<i>not enough allocated; please adjust</i>	M&A Amount	\$0.00
Match Budget Amount	\$0.00	<i>not enough allocated; please adjust</i>		<i>M&A under allowable 5%</i>
EMPG Indirect Amount	\$0.00	<i>% of expenditures</i>		0.00%

NEW - FY20 OVERALL EM BUDGET **\$0.00** *Include total local & grant funds dedicated to emergency management*

#DIV/0! % of EM budget that EMPG represents

Item #	Position & Name or Item	Amount	Program Area/EMF #	Solution Area	Budget Category	Fund Source
1				Please Select		
2				Please Select		
3				Please Select		
4				Please Select		
5				Please Select		
6				Please Select		
7				Please Select		
8				Please Select		
9				Please Select		
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11				Please Select		
12				Please Select		
13				Please Select		
14				Please Select		
15				Please Select		
16				Please Select		
17				Please Select		
18				Please Select		
19				Please Select		
20				Please Select		
		\$0.00				

SPENDING TIMELINE

Please select your general time frame for **EMPG** spending (by category) below. The answers will help draft the reimbursement dates for your grant agreement.

Budget Category	Start Date	End Date
Salaries & Benefits	Please Select	Please Select
Overtime/Backfill	Please Select	Please Select
Consultants/Contractors	Please Select	Please Select
Goods & Services	Please Select	Please Select
Travel/Per Diem	Please Select	Please Select
Equipment	Please Select	Please Select

Standard Agreement Timeline

Date	Activity
June 1, 2020	Grant Agreement start date
January 31, 2021	Submit reimbursement request
April 30, 2021	Submit reimbursement request

August 31, 2021	Grant Agreement end date
October 15, 2021	Submit final reimbursement request, additional reports, and/or deliverables.

AWARD

COUNTIES/CITIES

Population	65,860
Per Capita Amount	\$0.55
Award Amount	\$36,123

20EMPG LOCAL APPLICATION

CERTIFICATION

Emergency Management Organization: City of Redmond Office of Emergency Management (OEM)

By signing, I certify:

- The above Emergency Management Organization (EMO) has an emergency management program that includes the emergency management functions or is working towards fulfilling the emergency management functions per RCW 38.52.010 in order “to mitigate, prepare for, respond to, and recover from emergencies and disasters.”
- The EMO has met all eligibility requirements per WAC 118-09-030 or is working towards meeting the criteria for eligibility.
- The EMO will not supplant local funds with grant funds.
- The EMO understands match requirements and is able to meet the match for the current award amount.
- The EMO will ensure and maintain adoption and implementation of the National Incident Management System (NIMS), a condition of receipt of DHS preparedness funding.
- All EMPG- and match-funded trainings are listed in the multi-year Training and Exercise Plan (TEP).
- Grant funds are being used to increase capability for high-priority core capabilities with low capability levels, validate capability levels, and maintain and/or sustain current capabilities.
- All EHP rules and regulations will be adhered to.
- All EMPG- and match-funded personnel will complete all trainings required by the EMPG grant guidance.
- All information provided is accurate.
- If any information changes during the grant performance period, a revised application will be submitted, as appropriate.

Signature of Director (or Assistant Director)

Date

Name of Director

Title

20EMPG LOCAL APPLICATION

GRANT AGREEMENT BUDGET

Emergency Management Organization: City of Redmond Office if Emergency Management (Office)

Below is the consolidated data from the Spend Plan tab that will be inserted in your grant agreement.

This is for reference only.

20EMPG GRANT AWARD AMOUNT \$ - please review Blue Spend Pla

SOLUTION AREA	CATEGORY	Federal Award Amount	Match Amount
PLANNING	Salaries & Benefits	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -
	Goods & Services	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -
	Subtotal	\$ -	\$ -
ORGANIZATION	Salaries & Benefits	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -
	Goods & Services	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -
	Subtotal	\$ -	\$ -
EXERCISE	Salaries & Benefits	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -
	Goods & Services	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -
	Subtotal	\$ -	\$ -
TRAINING	Salaries & Benefits	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -
	Goods & Services	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -
	Subtotal	\$ -	\$ -
EQUIP	Equipment	\$ -	\$ -
	Subtotal	\$ -	\$ -
M&A	Salaries & Benefits	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -
	Goods & Services	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -
	Subtotal	\$ -	\$ -
	Indirect	\$ -	\$ -
<i>Indirect Cost Rate Agreement on file</i>		<i>XX%</i>	<i>for Time Period of</i>
		<i>XXXX</i>	
TOTAL Grant Agreement AMOUNT:		\$ -	\$ -

20EMPG

ALLOCATION METHODOLOGY

Per WAC 118-09-040, the pass through amount of the State EMPG award is "allocated to eligible EMOs on a per capita basis modified by the allocation methodology set forth in this subsection. Per capita determinations for county and city EMOs shall be based on the official population estimates annually established by the Washington state office of financial management (OFM) under RCW 43.62.020."

Below is an example of how awards are calculated and determined:

<i>Example:</i>	<i>Calculation</i>	<i>Reference</i>
EMPG State Award	\$7,550,758	118-09-040 (1)(a)
5% for Management and Administration (M&A)	\$377,538	
	\$7,173,220	
63.5% for Local/Tribal Pass Through awards	\$4,554,995	118-09-040(1)(a)
<hr/>		
Base Award for Least Populated Counties	\$27,896	118-0-040(1)(d)(ii)
Number of Least Populated Counties	18	118-09-040(1)(d)(iv)
Total Amount allocated to Least Populated Counties	\$502,125	
<hr/>		
Base Award for Tribes	\$143,464	118-09-040(1)(b)
Total Amount allocated to Tribes	\$143,464	
<hr/>		
63.5% for Local/Tribal Pass Through awards	\$4,554,995	
Total Amount allocated to Least Populated Counties	\$502,125	
Total Amount allocated to Tribes	\$143,464	
Amount for Per Capita allocation	\$3,909,405	118-09-040(1)(b)
<hr/>		
State Population (current estimate)	7,721,466	
Least Populated Counties Population Total	418,770	
Tribal Population Total	175,056	
Population for Per Capita calculation	7,127,640	
<hr/>		
Amount for Per Capita allocation	\$3,909,405	
Population for Per Capita calculation	7,127,640	
Per Capita amount	\$0.55	

Award amounts are calculated by multiplying the population amount by the per capita amount.

<i>Example:</i>		
County A Population (no participating cities)	156,985	118-09-040(1)(b)
Per Capita amount	\$0.55	
County A Award	\$86,104	

<i>Example:</i>		
City A Population	35,798	118-09-040(1)(b)
Per Capita amount	\$0.55	
City A Award	\$19,635	

If a county has participating cities, the population amount for the city will be subtracted from the county population total before calculating the county's award.

<i>Example:</i>		
Total County A Population	156,985	118-09-040(1)(b)
City A Population	35,798	
Adjusted County Population	121,187	
Per Capita amount	\$0.55	
County A Award	\$66,469	
City A Award	\$19,635	