

Emergency Management Performance Grant (EMPG)

FY 10 CERTIFICATE

Oregon Emergency Management (OEM) and the City/County of Portland, Oregon, participating in the Federal Emergency Management Agency's Emergency Management Performance Grant (EMPG) Program, hereby agree to cooperate in the implementation and maintenance of an emergency management program that addresses the potential hazards to the jurisdiction in accordance with the funding requirements of the EMPG program.

Minimal basic requirements for participation in the EMPG program include the following elements numbered 1 through 5. These elements will be supported by specific activities identified in the attached Emergency Management Program FY 10 Yearly Work Plan that is an integral part of this agreement.

1. Coordination and implementation of a local integrated Emergency Management System in accordance with ORS Section 401.
2. Review and update emergency management plans, policies, guidelines, and standard operating procedures.
3. Emergency Operations Plans are to be exercised in accordance with DHS/FEMA State and Local HSEEP Exercise Requirements.
4. EMPG funded Emergency Management Program staff will attend a minimum of twenty (20) hours of related training during the fiscal year.
5. Consistent with local resources and needs, additional activities will be programmed as deemed necessary and appropriate by the Chief Executive Officer.

ADMINISTRATION

The City/County will submit reports as required, which list the accomplishment of activities as identified in the Emergency Management Program FY 10 Yearly Work Plan. If a deviation from the Work Plan occurs, such will be explained in the Activity Narrative Section of the Work Plan. Where completion of an activity involves production of a tangible product, e.g., Hazard Analysis, Emergency Guidelines, Training Agenda, etc., a copy of that product will be provided to OEM with the report of the time period in which it was produced or completed.

All funds must be spent and accounted for in accordance with 44 CFR Part 13 and 2 CFR Part 225. All funds received through the EMPG Program will be provided on a reimbursable basis. Supporting documentation for all expenses must be maintained and available on request. All reports and billing submissions must meet the timelines in the OEM Administrative Rules or a reduction in funding may occur. Exceptions will be handled on a case-by-case basis.

Local EMPG Certificate - page 2 of 2

The Chief Executive Officer must approve the Emergency Management Program FY 10 Yearly Work Plan and in the final report of the fiscal year must certify completion of the minimum requirements for EMPG funding as set forth above.

Failure to complete these minimum requirements may result in elimination of funding for the following year, a demand for the return of funds for the year covered by this agreement, or both.

CERTIFICATION

We, the undersigned, do hereby certify that we understand the Yearly Work Plan and the elements 1 through 5, as previously listed, are the minimum requirements that must be met in order to qualify for EMPG funding for the 2010 Federal Fiscal Year.

At the end of the fiscal year we will provide certification to OEM that the minimum requirements have been met.

Chief Executive Officer



Emergency Program Manager

Date

ACKNOWLEDGMENTS

Oregon Emergency Management hereby acknowledges the receipt of the Portland, Oregon City/County Emergency Management Program Work Plan for Federal Fiscal Year 2010 and assures the pass through of available funds for eligible items and activities in compliance with the Federal Emergency Management Agency's requirements for EMPG funds.

Director
Oregon Emergency Management

Date

ATTACHMENT: Local Emergency Management Program FY 10 Yearly Work Plan

Jurisdiction: City of Portland, Oregon

- Quarter: Annual Submission
 First (due January 15th)
 Second (due April 15th)
 Third (due July 15th)
 Fourth (due October 15th)

EMF #: 5.12 – Training Program

Objective: To provide a comprehensive, all hazards training program to address the needs of local, state, federal, private sector, non-profit, and Tribal entities.

Required:

- EMF-5.12.1 EMPG funded personnel complete a minimum of 20 hours of emergency services related training
 EMF-5.12.2 EMPG funded personnel attend annual EMPG Workshop
 EMF-5.12.3 OPS Center training.

Select at least two:

EMF-5.12.4 Conduct or participate in training. Courses should be identified by name and involved staff in the appropriate quarter:

- EMF-5.12.4.1 AWR-160 WMD Awareness
 EMF-5.12.4.2 COOP and COG
 EMF-5.12.4.3 Disaster Response and/or Recovery
 EMF-5.12.4.4 EMAC
 EMF-5.12.4.5 Emergency Management Conferences/Workshops
 EMF-5.12.4.6 EMI or NFA Courses
 EMF-5.12.4.7 EOC Courses
 EMF-5.12.4.8 FEMA Independent Study Program
 EMF-5.12.4.9 Hazard Mitigation Courses
 EMF-5.12.4.10 ICS 100-400
 EMF-5.12.4.11 ICS Position Specific Courses
 EMF-5.12.4.12 ODP Consortium Courses
 EMF-5.12.4.13 Other:

Performance Measure and Basis of Evaluation: Minimum training requirements are met by EMPG funded staff:

We have been notified that OPS Center is not required training for the City of Portland.

Challenges/Risks: Personnel turnover. Training can be interrupted by actual events and weather.

Please reword to say:" Personnel turnover makes tracking training requirments difficult.

Quarterly Activity	
1st Quarter Activity (10/1/09-12/31/09)	Expected Outcome:
	Results:
2nd Quarter Activity (1/1/10-3/31/10) EMI 3/15-19	Expected Outcome: 1 EMPG staff and 1 POEM staff attend EMI course - EMAP. AWR 160 and ICS 100/700 scheduled to be taught.
	Results:
3rd Quarter Activity (4/1/10-6/30/10) exact dates tba	Expected Outcome: 1 EMPG staff and 1 POEM staff attend EMI course - Advanced PIO. AWR 160, ICS 100 & 300 and ECC 101 scheduled to be taught.
	Results:
4th Quarter Activity (7/1/10-9/30/10) exact dates tba	Expected Outcome: AWR 160 and ICS 300 % 400 scheduled to be taught. Identified POEM staff to attend Emergency Management Conference. EMPG staff to attend EMPG workshop.
	Results:

Jurisdiction: City of Portland, Oregon

- Quarter: Annual Submission
 First (due January 15th)
 Second (due April 15th)
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 EMF-5.12.4.3 Disaster Response and/or Recovery
 EMF-5.12.4.4 EMAC
 EMF-5.12.4.5 Emergency Management Conferences/Workshops
 EMF-5.12.4.6 EMI or NFA Courses
 EMF-5.12.4.7 EOC Courses
 EMF-5.12.4.8 FEMA Independent Study Program
 EMF-5.12.4.9 Hazard Mitigation Courses
 EMF-5.12.4.10 ICS 100-400
 EMF-5.12.4.11 ICS Position Specific Courses
 EMF-5.12.4.12 ODP Consortium Courses
 EMF-5.12.4.13 Other:

Performance Measure and Basis of Evaluation: Minimum training requirements are met by EMPG funded staff:

We have been notified that OPS Center is not required training for the City of Portland.

Challenges/Risks: Personnel turnover. Training can be interrupted by actual events and weather.

Please reword to say: " Personnel turnover makes tracking training requirements difficult.

Quarterly Activity	
1st Quarter Activity (10/1/09-12/31/09)	Expected Outcome: Participate in first of 3 Fix It Fairs, conduct NET/ARES HAM radio exercise, community outreach presentations. Fall NET Class complete.
	Results: 11 Major outreach events including a Fix It Fair (Beyond 3 Days and Know Your Neighborhood presented), 6 30-min radio shows, a Winter Preparedness Brown Bag luncheon to city employees and a training to 100 faith based educators. NET and ARES conducted their inaugural HAM radio exercise from all 31 Portland Fire Stations.
2nd Quarter Activity (1/1/10-3/31/10) Fix it Fair 1-10; Brown Bag 1-28	Expected Outcome: Participate in last two of 3 Fix It Fairs, 2 Brown Bag lunches; 2 Fix It Fairs (Beyond 3 Days and Know Your Neighborhood), 2 school presentations, 4 interviews about Haiti and earthquakes, 2 Brown Bags (Family Plan and Sustainable Food).
	Results:
3rd Quarter Activity (4/1/10-6/30/10)	Expected Outcome: Participate in 2 Brown Bag lunches, EQ Preparedness Month activities/events, HAM radio exercise, Spring NET class complete
	Results:
4th Quarter Activity (7/1/10-9/30/10)	Expected Outcome: Business preparedness event, Preparedness Month activities/events, National Night Out
	Results:

Jurisdiction: City of Portland, Oregon

- Quarter: Annual Submission
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EMF #: 5.9, 5.14 – Public Education and Outreach

Objective: To provide emergency preparedness information and training to the general public. Develop a strong Public Information program across the state.

- EMF-5.9-1 Conduct 3 Map Your Neighborhood/72 hour preparedness trainings
- EMF-5.9-2 Distribution of Map Your Neighborhood brochures
- EMF-5.9-3 Participate and report public education and outreach events
- EMF-5.9.4 Inform OEM PIO of pending events.
- EMF-5.9.5 Increased coordination with nonprofit, NGO's and private sector
- EMF-5.9.6 Conduct Amateur Radio (ARES), training, and equipment tests
- EMF-5.9.7 Participate in Earthquake, Tsunami and Volcano preparedness events

Performance Measure and Basis of Evaluation: Verifying that the training is complete and useable in an actual emergency through exercises. Number of Emergency Preparedness presentations/outreach conducted.

HAM Radio exercises twice annually, three Fix It Fair participation, activities and events for EQ Preparedness Month, National Night Out and National Preparedness Month

Challenges/Risks: Motivating other agencies and local governments to participate in the training and education process. Lack of interest in emergency preparedness by general public.

Quarterly Activity	
1st Quarter Activity (10/1/09-12/31/09)	Expected Outcome:
	Results:
2nd Quarter Activity (1/1/10-3/31/10) EMI 3/15-19	Expected Outcome: 1 EMPG staff and 1 POEM staff attend EMI course - EMAP. AWR 160 and ICS 100/700 scheduled to be taught.
	Results:
3rd Quarter Activity (4/1/10-6/30/10) exact dates tba	Expected Outcome: 1 EMPG staff and 1 POEM staff attend EMI course - Advanced PIO. AWR 160, ICS 100 & 300 and ECC 101 scheduled to be taught.
	Results:
4th Quarter Activity (7/1/10-9/30/10) exact dates tba	Expected Outcome: AWR 160 and ICS 300 % 400 scheduled to be taught. Identified POEM staff to attend Emergency Management Conference. EMPG staff to attend EMPG workshop.
	Results:

Jurisdiction: City of Portland, Oregon **Quarter:** Annual Submission
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EMF #: 5.7.1 - Planning

Objective: Developing, revising, or enhancing emergency management plans:

Required:

- EMF-5.7.1.1 EOP current and promulgated within last 5 years (2006-2010)
Date:
- EMF-5.7.1.2 Hazard Analysis current and updated within last 5 years (2006-2010)
Date:
- EMF-5.7.1.3 Participate in GAP Analysis II

Select at least two:

- EMF-5.7.1.4 Emergency Management Assessment Program (EMAP) Self Assessment
- EMF-5.7.1.5 Disaster Housing Plan or strategy, to include:
- EMF-5.7.1.5.1 Identify by name and location those organizations and local agencies within your jurisdiction that have a role to play in providing emergency shelter and/or disaster housing, including agencies involved in issuing government permits or waivers that may be required.
- EMF-5.7.1.5.2 Provide a list and display on a map four geographically diverse locations around your jurisdiction that would make good staging areas for manufactured homes.
- EMF-5.7.1.6 Mass Commodities Distribution Plan or Logistics and Resource Management Plan, to include:
- EMF-5.7.1.6.1 Identify at least three (3) Community Points of Distribution (C-PODS) to include latitude and longitude of each location
- EMF-5.7.1.7 Developing/enhancing comprehensive emergency management plans
- EMF-5.7.1.8 Developing/enhancing large-scale and catastrophic event incident plans
- EMF-5.7.1.9 Developing/enhancing COOP/COG plans
- EMF-5.7.1.10 Developing/enhancing evacuation plans, including alerts/warning, crisis communications, sheltering, and re-entry
- EMF-5.7.1.11 Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- EMF-5.7.1.12 Developing/enhancing emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation

Note: Development or revision of any plan or Annex MUST include the conduct of at least a tabletop exercise of said plan, and does not count as one of the two items to be selected. All exercise activities should be reflected under the EXERCISE EMF (5.13.3).

<p>Performance Measure and Basis of Evaluation: Plan is developed, revised, updated, exercised and copy provided to OEM.</p>	
<p>Challenges/Risks: Plans being developed by contractor. Lack of buy in from stakeholders. Portland will not be hiring contractors to update any of the required documents. At the time of this agreement the requirements of the GAP Analysis have still not been identified.</p>	
<p>Quarterly Activity</p>	
<p>1st Quarter Activity (10/1/09-12/31/09)</p>	<p>Expected Outcome:</p>
	<p>Results:</p>
<p>2nd Quarter Activity (1/1/10-3/31/10) Update BEOP, exact date tba</p>	<p>Expected Outcome:</p>
	<p>Results:</p>
<p>3rd Quarter Activity (4/1/10-6/30/10) Update Hazard Analysis; exact date tba</p>	<p>Expected Outcome: Update hazard analysis according to update of Mitigation Plan; BEOP will be promulgated</p>
	<p>Results:</p>
<p>4th Quarter Activity (7/1/10-9/30/10) Conduct Gap Analysis exact date tba</p>	<p>Expected Outcome: Gap Analysis will meet standards of procedure as required.</p>
	<p>Results:</p>

Jurisdiction: City of Portland, Oregon

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Jurisdiction: City of Portland, Oregon

- Quarter: Annual Submission
 First (due January 15th)
 Second (due April 15th)
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EMF #: 5.4, 5.7 – Natural Hazard Mitigation Planning	
<p>Objective: Continue the management and implementation of local government natural hazards mitigation plans (NHMPs) and projects using funding that includes, but is not limited to the Pre-Disaster Mitigation (PDM) Program, Flood Mitigation Assistance (FMA) Program, Repetitive Flood Claims (RFC) Program, Severe Repetitive Loss (SRL) Program, and Hazard Mitigation Grant Program (HMGP). All 36 Counties will have a locally adopted FEMA approved NHMP.</p>	
<p>EMF-5.4.1 <input checked="" type="checkbox"/> Make the local NHMP accessible on the Internet.</p> <p style="padding-left: 40px;">Web link: portlandonline.com/oem NHMP date: <u>March - 2010</u></p>	
<p>EMF-5.4.2 <input checked="" type="checkbox"/> Discuss potential mitigation projects and measures with OEM mitigation staff who will provide detailed information, selection criteria, and application requirements for FMA and PDM competitive grants and post-disaster HMGP grants.</p>	
<p>EMF-5.4.3 <input checked="" type="checkbox"/> <i>When feasible</i>, begin implementation of priority mitigation projects, including - as appropriate - identifying specific staff and funding needs.</p>	
<p>EMF-5.4.4 <input checked="" type="checkbox"/> Convene natural hazards committee at least twice a year for plan implementation and maintenance.</p>	
<p>Performance Measure and Basis of Evaluation: NHMP accessible on internet. FEMA NHMP Approved Plan in place. NHMP committee meets at least twice a year.</p>	
<p>Challenges/Risks: Plan revision is delayed. Actual occurrence could disrupt workload and planning process. Reward to say: Funding to implement mitigation measures is the challenge</p>	
Quarterly Activity	
<p>1st Quarter Activity (10/1/09-12/31/09)</p>	<p>Expected Outcome:</p>
	<p>Results:</p>
<p>2nd Quarter Activity</p>	<p>Expected Outcome: Mitigation Plan on website; meeting held with Planning Team</p>

(1/1/10-3/31/10) EMF5.4.1&5.4.4 exact dates tba	
	Results:
3rd Quarter Activity (4/1/10-6/30/10) EMF5.4.2 exact date tba	Expected Outcome: Planning team members identify key actions that would meet funding criteria and meet with OEM
	Results:
4th Quarter Activity (7/1/10-9/30/10) 5.4.3 & 5.4.4 exact date tba	Expected Outcome: 2 nd meeting with report out on implementation of actions
	Results:

FY 2010 EMPG

Jurisdiction: City of Portland, Oregon

Quarter: Annual Submission
 First (due January 15th)
 Second (due April 15th)
 Third (due July 15th)
 Fourth (due October 15th)

EMF #: 5.13 - Exercise Program

Objective: Provide a robust and comprehensive all hazards exercise program to address the needs of local, state, federal, private sector, non-profit, and Tribal entities.

Required:

EMF-5.13.1 Develop and conduct either a functional or full scale exercise, as outlined in the State Four Year (FY 2010-2013) Exercise Plan.

EMF-5.13.2 Submit HSEEP Exercise After Action Reports and Improvement Plans within 60 days of exercise conduct to State ETO.

EMF-5.13.3 Conduct at least a tabletop exercise on newly developed or revised Plans and Annexes as outlined in EMF #5.7.1: Planning. Submit After Action Reports as outlined in EMF-5.13.2.

List Plan(s) or Annex(es) to be exercised:

FERC

None being done this FY

Optional:

EMF-5.13.4 Document actual occurrences utilizing EMERS (FEMA Form 95-16). Submit report to State ETO within 60 days of end of incident.

Performance Measure and Basis of Evaluation: Develop, conduct, and evaluate exercises to test policies, plans, procedures, and equipment and to verify training. Evaluation based on HSEEP complaint After Action Reports and Improvement Plans. Actual Occurrences documented and reported.

Challenges/Risks: Actual event may cause cancellation of planned exercise. Exercise partners may have to withdraw from exercise participation.

Quarterly Activity	
1st Quarter Activity (10/1/09-12/31/09)	Expected Outcome:
	Results:
2nd Quarter Activity (1/1/10-3/31/10)	Expected Outcome: Initial Planning conference and design team meetings will start for the damage assessment TTX and the FSE Dam Failure.
	Results:
3rd Quarter Activity (4/1/10-6/30/10) Dam Assess tba	Expected Outcome: Mid Planning Conference will take place, will start design of Communications TTX and Damage Assessment TTX will be exercised.
	Results:
4th Quarter Activity (7/1/10-9/30/10) TTX July 28 FSE Aug 11	Expected Outcome: Final Planning Conference - both Comm TTX and FSE Dam Failure exercise will be conducted. AAR will take place, AAR & IP will be written for the Damage Assessment TTX.
	Results:

FY 10 EMPG Budget Request

183606

Jurisdiction: Portland Office of Emergency Management

Prepared by: Sarah Liggett

Contact Info: Sarah Liggett (503) 823-2055/Andreea Codorean (503) 823-6944

Please provide a 12 months budget for the FY 10 EMPG funding. Those jurisdictions still expending FY 09 EMPG funds must first exhaust those allocations before expending FY 10 funds.

	Grant Funds	Match Funds
Personnel \$\$ requested (salary and benefits)	\$ 105,960	\$ 105,960
Services & Supplies	\$ 69,402	\$ 69,402
Capital Outlay and/or items over \$5,000*	\$ 5,500	\$ 5,500
Total FY 10 Request	\$ 180,862	\$ 180,862

*Please list each Capital Outlay and/or items over \$5,000 separately.

All Items detailed on separate spreadsheet.

EOC Funding * - Please see separate guidance document on EOC Funds

	Grant Funds	Match Funds
EOC Construction	\$ 0	\$
EOC Renovation	\$ 0	\$

EMPG Funded Personnel

Please provide the following information:

- Positions to be funded by the EMPG Program:

Position Name	Name of Incumbent	EMPG FTE*
Program Manager - Planning	Patty Rueter	1 Full time
Program Manager - Exercise/Training	Patty Hopkins	1 Full time

*EMPG FTE should indicate whether full time or part time, and if part time indicate the % of time in program. Please account for both grant and match time in the FTE field.

- Position and name of Emergency Management Director, if not EMPG funded and listed above:

Position Name	Name of Incumbent
Director	Carmen Merlo

NOTE: When submitting EMPG Requests for Reimbursements, please ensure all items have been included in your budget request. At a minimum, a detailed general ledger report must accompany each request. If the GL does not breakout payroll (per employee) payroll reports for each employee must also be received.

FY 10 EMPG Budget Request Detail - POEM - Est.

			EMPG Est.	Local Match
Personnel - 2 mgmt. positions*	Detail		105,960	105,960
	50% Salary	\$41,820	\$41,820	
	50 % Benefits	\$11,268	\$11,052	
	50% total	\$53,088	\$52,872	105,960
Services & Supplies				
	Space Rental	POEM - Office Space Rental Six month Estimate	56,552	56,552
	Travel and Training		1,000	1,000
	Equipment (Items under \$5,000)	See detail - page 2	11,850	11,850
	Capital Outlay and/or Items over \$5,000*	See detail - page 2	5,500	5,500
TOTAL REQUEST			\$180,862	\$180,862

	Salary	Benefits	Total
Use as basis for estimate - will change (Increase) slightly with benefits and COLA adjustments, if any			
Patty Rueter	83,640	22,536	106,176
Patty Hopkins	83,640	22,103	105,743
		44,639	211,919
	50% (est. average)		105,960

Space Rental - POEM Offices Note: Lease currently under negotiation Amount is an estimate based on current year rate - allowance made for increase.	\$109,201 annually (current year)		109,201	56,552
				50%
				56,552

Travel and Training				
Patty Rueter	Estimated Travel		1,000	500
Patty Hopkins	Estimated Travel		1,000	500
				1000

FY 10 EMPG Budget Request Detail - POEM - Est. - (Continued)

Capital Outlay and/or Items over \$5,000*

For use at POEM Administration Offices

Note: Equipment requested for the following critical reasons

- > POEM not currently co-located with Emergency Coordination Center (ECC)
- > Will enable POEM to monitor situations as they develop
- > Conference TV and Equipment is used for incident briefings situation analysis and WEB meetings

Capital Outlay and/or Items over \$5,000*	Quantity	Cost Each	Cost Total	Grant Request	Local Match
Switcher/video matrix and display monitor	1	6,000	6,000	3,000	3,000
Desktop computer with quad graphics card	1	5,000	5,000	2,500	2,500
TOTALS				5,500	5,500
Related Equipment (Equipment - Items under \$5,000)					
Consumer grade LG 55 inch/1080p/240Hz LCD HDTV model 55LH55	5	2,400	12,000	6,000	6,000
Installation of TVs and cables - For LGs	1	2,000	2,000	1,000	1,000
Distribution Amp	1	500	500	250	250
Cables - for Amp	1	2,000	2,000	1,000	1,000
Installation and Setup - for Display Monitor	1	2,000	2,000	1,000	1,000
High Quality InFocus projector and screen including installation	1	3,500	3,500	1,750	1,750
New laptop for conference room	1	1,700	1,700	850	850
TOTALS			34,700	11,850	11,850

FY 10 EMPG Budget Request Detail - POEM - Est. - (Continued)

Capital Outlay and/or Items over \$5,000*

For use at POEM Administration Offices

Note: Equipment requested for the following critical reasons

- > POEM not currently co-located with Emergency Coordination Center (ECC)
- > Will enable POEM to monitor situations as they develop
- > Conference TV and Equipment is used for incident briefings situation analysis and WEB meetings

Capital Outlay and/or Items over \$5,000*	Quantity	Cost Each	Cost Total	Grant	
				Request	Local Match
Switcher/video matrix and display monitor	1	6,000	6,000	3,000	3,000
Desktop computer with quad graphics card	1	5,000	5,000	2,500	2,500
TOTALS				5,500	5,500
Related Equipment (Equipment - Items under \$5,000)					
Consumer grade LG 55 inch/1080p/240Hz LCD HDTV model 55LH55	5	2,400	12,000	6,000	6,000
Installation of TVs and cables - For LGs	1	2,000	2,000	1,000	1,000
Distribution Amp	1	500	500	250	250
Cables - for Amp	1	2,000	2,000	1,000	1,000
Installation and Setup - for Display Monitor	1	2,000	2,000	1,000	1,000
High Quality InFocus projector and screen including installation	1	3,500	3,500	1,750	1,750
New laptop for conference room	1	1,700	1,700	850	850
TOTALS			34,700	11,850	11,850