

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE RATIFIED SUBMISSION OF A GRANT APPLICATION TO THE WYOMING OFFICE OF HOMELAND SECURITY FOR THE FFY 2020 EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM (EMPG), ON BEHALF OF THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING TO REQUEST FUNDING FOR EMERGENCY MANAGEMENT IN THE AMOUNT OF \$141,378.91.

FOR THE PURPOSE OF: REQUESTED FUNDS WILL BE USED TO SUPPORT EMERGENCY MANAGEMENT OPERATIONS FOR FY2021.

WITNESSETH

WHEREAS, the Wyoming Office of Homeland Security receives FFY 2020 EMPG funds from the Federal Emergency Management Agency and;

WHEREAS, the Wyoming Office of Homeland Security distributes a portion of these FFY 2020 EMPG funds to Wyoming Counties and;

WHEREAS, the Laramie County Board of Commissioners is eligible to apply for and receive FFY 2020 EMPG funds for the Emergency Management and;

WHEREAS, the Governing Body of Laramie County desires to participate in the Wyoming Office of Homeland Security Emergency Management Performance Grant Program (EMPG) by sponsoring this grant application to assist in financing the Emergency Management Agency; and

WHEREAS, the Governing Body of Laramie County has been provided with preliminary cost estimates and information on this project; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY that a grant application for \$141,378.91 be submitted to the Wyoming Office of Homeland Security for consideration of assistance in funding the Laramie County Emergency Management Agency under the FFY 2020 EMPG grant program, and that the County provide a 50% match (\$141,378.91) towards all operational items listed in the EMPG budget.

BE IT FURTHER RESOLVED, that Sandra Newland, or her successor in the position of Laramie County Grants Manager, is appointed as agent of the Laramie County Board of Commissioners to execute and submit applications and certifications for these funds and to receive funds and implement the programs funded under this grant.

PASSED, APPROVED AND ADOPTED THIS 5TH DAY OF MAY 2020.

By: _____
Gunnar Malm, Chairman

Date: _____

ATTEST:

Debra Lee, Laramie County Clerk

Date: _____

Received and Approved as to Form only By:

Mark Voss, County Attorney

Date: 4/20/20

Thank you for submitting your EMPG Application. If you have any questions, please contact me.

Timestamp	4/20/2020 10:11:00
Name of Jurisdiction	Laramie County, Wyoming
Jurisdiction DUNS #	197732709
Type of Jurisdiction	County
Name	Sandra Newland, Jeanine West
Title	Grants Manager, Director of Cheyenne/Laramie County Emergency Management
Phone number	307-633-4201, 307-633-4333
Email	snewland@laramiecounty.com, jwest@laramiecounty.com
Name	Sandra Newland, Jeanine West
Title	Grants Manager, Director of Cheyenne/Laramie County Emergency Management
Phone number	307-633-4201, 307-633-4333
Email	snewland@laramiecounty.com, jwest@laramiecounty.com
Has your agency completed and submitted a THIRA and SPR? (Due October 1st, 2018)	Yes
Does your agency have a formal adoption of NIMS in the form of a resolution on file with WOHS?	Yes
Does your agency have an CPG 101 v.2 compliant Emergency Operations Plan (EOP)?	Yes
Does your agency have a multi-year Training and Exercise Plan (TEP)?	Yes
Did your agency submit 5 After Action Reviews to WOHS for the 12 month period of October 1, 2018 - September 30, 2019?	Yes
Has your agency submitted a current TIC Plan to WOHS?	Yes
How many full-time local/tribal emergency	

management personnel are staffed at your agency?	2
How many part-time local/tribal emergency management personnel are staffed at your agency?	1
What is the total number (full-time equivalent) of local/tribal emergency management personnel supported by your EMPG funding?	2
Have all EMPG funded personnel completed the FEMA Professional Development Series as well as IS-100, 200, 700, 800?	Yes
What amount of federal funds was awarded to your agency for FY19 EMPG?	140,900.00
What amount of federal funds is being requested by your agency for FY20 EMPG? (50% match required by agency)	141,378.91
Provide a detailed budget for identified Work Plan activities	<p>Managers \$64,235.85 Regular Employees \$75,835.98 Total \$140,071.83, Health Insurance \$26,071.00 Dental Insurance \$1,377.00 Life Insurance \$228.00 Retirement \$18,187.00 Social Security \$7,492.00 Medicare \$1,754.00 Workers Compensation \$2,113.00 Total \$57,222.00 ,NA,NA,NA,NA,NA,R&M HVAC \$20,164.00 Building Rent \$38,000.00 Postage \$200.00 Printer Supplies Toner & Ink \$2,000.00 Office Supplies \$4,000.00 Telephone \$7,200.00 Cell Phone/Wireless Cards \$4,800.00 Continuing Education \$1,500.00 Electric-Gas-Propane \$7,600.00</p> <p>Total \$85,464.00 ,NA</p>
	Managers \$64,235.85 Regular Employees \$75,835.98 Total \$140,071.83, Health Insurance \$26,071.00

<p>Provide a detailed budget for identified Work Plan activities</p>	<p>Dental Insurance \$1,377.00 Life Insurance \$228.00 Retirement \$18,187.00 Social Security \$7,492.00 Medicare \$1,754.00 Workers Compensation \$2,113.00 Total \$57,222.00 ,NA,NA,NA,NA,NA,R&M HVAC \$20,164.00 Building Rent \$38,000.00 Postage \$200.00 Printer Supplies Toner & Ink \$2,000.00 Office Supplies \$4,000.00 Telephone \$7,200.00 Cell Phone/Wireless Cards \$4,800.00 Continuing Education \$1,500.00 Electric-Gas-Propane \$7,600.00</p> <p>Total \$85,464.00 ,NA</p>
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<p>Provide a detailed budget for identified Work Plan activities</p>	<p>Workers Compensation \$2,113.00 Total \$57,222.00 ,NA,NA,NA,NA,NA,R&M HVAC \$20,164.00 Building Rent \$38,000.00 Postage \$200.00 Printer Supplies Toner & Ink \$2,000.00 Office Supplies \$4,000.00 Telephone \$7,200.00 Cell Phone/Wireless Cards \$4,800.00 Continuing Education \$1,500.00 Electric-Gas-Propane \$7,600.00</p> <p>Total \$85,464.00 ,NA</p>
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	,NA
If you are requesting funding for travel, please provide detailed information including dates, location, and purpose of travel.	NA
If you are requesting funding for training, please provide detailed information for each training. Training #1	NA
If you are requesting funding for training, please provide detailed information for each training. Training #2	NA
If you are requesting funding for training, please provide detailed information for each training. Training #3	NA
If you are requesting funding for training, please provide detailed information for each training. Training #4	NA
If you are requesting funds for more than four (4) trainings during the grant performance period, please add comments below and ensure your current TEP is on file with WOHS for reference.	NA
If you are requesting funding for equipment, please provide detailed information including AEL code if one has been identified.	No equipment is being requested or purchased with EMPG funds or matching funds.
If you are requesting funding for exercises, please provide detailed information for each exercise.	NA
If you are requesting funding for planning, please provide detailed information for each	NA

planning activity.	
<p>If you are requesting funding for operating expenses, please provide detailed information including type of expense and contract/lease dates (if applicable).</p>	<p>The Laramie County Emergency Management Agency is requesting funding for operating expenses to include: salaries, benefits, printer & office supplies, HVAC, rent, postage, telephone & cell phone, electricity/gas and continuing education.</p> <p>Salaries and benefits are being requested for two full time positions and part time for a third position. These positions are instrumental to facilitate emergency planning and response in the community. We are requesting funding to support our office operations to include printer and office supplies, telephone, and cellphones. The supplies allow us to provide services to the community to include exercises, planning, mitigation and response. We are also requesting funds to help support the storage of equipment purchased with Homeland Security funding in the past through building rent, security, electricity and gas. All lease related bills are paid on a monthly basis. We have a lease with Messenger through September 2020 which we renew this lease on an annual basis, but pay on a monthly basis. This facility houses our emergency response command unit, mass casualty trailer, CERT trailers, generators, and other emergency response equipment. This facility allows us to respond to emergencies quickly and keeps our equipment in proper working order.</p>
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Provide a detailed budget narrative justifying the requested funding for the identified Work Plan activities - If you prefer, you may email this narrative to sephra.moyte1@wyo.gov

life safety, incident stabilization and property preservation. Based on these goals, and aligned with the core capabilities identified in our THIRA process, we have identified the following priorities for our program: resource typing, public notification, public health and medical services, national disaster recovery framework planning, operational coordination, and fire management and suppression. Each of the following priorities is detailed below and is incorporated into our work plan for the next fiscal year.

Resource Typing - Resource typing is defining and categorizing, by capability, the resources requested, deployed and used in incidents. Resource typing definitions are established for a common language and they define resource (equipment, teams, and units) minimum capabilities. NIMS resource typing definitions serve as the common language for the mobilization of resources. Laramie County has identified resource typing as a program priority moving forward.

Public Notification - Laramie County has multiple avenues of public notification such as outdoor warning sirens, CodeRed, IPAWS, media outlets, emergency services and amateur radio. This year, our focus will be to continue to research ways of enhancing our notifications through all outlets currently in place to ensure proper notification is accessible to all residents including those with access and functional needs (AFN).

Public Health and Medical Services - A focus of Emergency Management is the continued relationship with Public Health and Medical Services. Public Health is identified as a leading core capability and leading emergency support function in our emergency response plans. Infectious disease response, operational coordination, operational communications and fatalities management are a critical portion of our P.O.E.T.E.

National Disaster Recovery Framework Planning – During this next fiscal year, we will continue to work towards the development of a Distribution Management Plan for Laramie County. This will be in coordination with our local and regional partners and be included in the update to our county Emergency Response Plan.

Threat Hazard Identification Risk Assessment – As a continuation from previous years EMA will update and complete the 2020 THIRA to include a scenario based on long term power outages. During this next fiscal year we will work to assess and build on our surveys of critical infrastructure.

Operational Coordination – Identified from multiple real world events, the need for operational coordination across all mission areas has been identified by a coordinated group of first responders. This group will establish and exercise an operational structure and process designed to coordinate response to multi agency events.

All of the activities and goals outlined above will meet our high priority capabilities to provide quality Emergency Management services within Laramie County. It is in addressing the five

mission areas of prevention, security, mitigation, response and recovery. Requested funding supports our agency's ability to provide these key services in the community.

Wyoming Office of Homeland Security - 2020 EMPG Work Plan Project Application Questions - For Review Purposes Only -

All EMPG Applications due May 4th, 2020

* Required

Jurisdiction Information

1. Name *

Laramie County

2. Jurisdiction DUNS # *

197732709

3. Type of Jurisdiction *

Mark only one oval.

☒

County

☐

Tribe

☐

State Agency Other

☐

Grant Administrator & Point of Contact

Grant Administrator

4. Name *

Sandra Newland

5. Title *

Laramie County Grants Manager

6. Phone number *

(307) 633-4201

7. Email *

snewland@laramiecounty.com

Authorized Point of Contact

Report Preparer (to contact in regards to this application)

8. Name *

Jeanine West

9. Title *

Director of Cheyenne/Laramie County Emergency Management

10. Phone number *

(307) 633-4333

11. Email *

jwest@laramiecounty.com

Application Questions

12. Has your agency completed and submitted a THIRA and SPR? (Due October 1st, 2018) *

Mark only one oval.

☒

Yes

☐

No

13. Does your agency have a formal adoption of NIMS in the form of a resolution on file with WOHS? *

Please make sure WOHS has a copy of the resolution

Mark only one oval.

☒

Yes

☐

No

14. Does your agency have an CPG 101 v.2 compliant Emergency Operations Plan (EOP)? *

Please make sure most recent copy is on file at WOHS

Mark only one oval.

☒

Yes

☐

No

15. Does your agency have a multi-year Training and Exercise Plan (TEP)? *

Please make sure most recent copy is on file at WOHS

Mark only one oval.

☒

Yes

☐

No

16. Did your agency submit 5 After Action Reviews to WOHS for the 12 month period of October 1, 2018 - September 30, 2019? *

Mark only one oval.

☒ Yes
☐ No

17. Has your agency submitted a current TIC Plan to WOHS? *

Mark only one oval.

☒ Yes
☐ No

EMPG Personnel

18. How many full-time local/tribal emergency management personnel are staffed at your agency? *

2

19. How many part-time local/tribal emergency management personnel are staffed at your agency? *

1

20. What is the total number (full-time equivalent) of local/tribal emergency management personnel supported by your EMPG funding? *

2

21. Have all EMPG funded personnel completed the FEMA Professional Development Series as well as IS-100, 200, 700, 800? *

Link to PDS (<https://training.fema.gov/is/searchis.aspx?search=pds>)

Mark only one oval.

☒ Yes
☐ No

Funding Requested

22. What amount of federal funds was awarded to your agency for FY19 EMPG? *

\$140,900.00

23. What amount of federal funds is being requested by your agency for FY20 EMPG? (50% match required by agency) *

\$141,378.91

Detailed Budget

Federal Funds Only

24. Provide a detailed budget for identified Work

Plan activities

Salary

Managers	\$64,235.85
Regular Employees	\$75,835.98

Total	\$140,071.83
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25. Provide a detailed budget for identified Work Plan activities

Fringe Benefits

Health Insurance	\$26,071.00
Dental Insurance	\$1,377.00
Life Insurance	\$228.00
Retirement	\$18,187.00
Social Security	\$7,492.00
Medicare	\$1,754.00
Workers Compensation	\$2,113.00
Total	\$57,222.00

26. Provide a detailed budget for identified Work Plan activities

Travel

N/A

27. Provide a detailed budget for identified Work Plan activities

Training

N/A

28. Provide a detailed budget for identified Work Plan activities

Equipment

N/A

29. Provide a detailed budget for identified Work Plan activities

Exercises

N/A

30. Provide a detailed budget for identified Work Plan activities

Planning

N/A

31. Provide a detailed budget for identified Work Plan activities

Operating expenses (i.e. Rent, Utilities, Telephone, etc)

R&M HVAC	\$20,164.00
Building Rent	\$38,000.00
Postage	\$200.00
Printer Supplies Toner & Ink	\$2,000.00
Office Supplies	\$4,000.00
Telephone	\$7,200.00
Cell Phone/Wireless Cards	\$4,800.00
Continuing Education	\$1,500.00
Electric-Gas-Propane	\$7,600.00
Total	\$85,464.00

32. Provide a detailed budget for identified Work Plan activities

Other (List description in budget narrative)

N/A

Additional Project Information

33. If you are requesting funding for travel, please provide detailed information including dates, location, and purpose of travel.

We are not requesting funding for travel.

34. If you are requesting funding for training, please provide detailed information for each training. Training #1

Please include the date, whether you are conducting or attending the training, if the training is required by EMPG funded personnel, and if the training is identified in your agency's TEP.

N/A

35. If you are requesting funding for training, please provide detailed information for each training. Training #2

Please include the date, whether you are conducting or attending the training, if the training is required by EMPG funded personnel, and if the training is identified in your agency's TEP.

N/A

36. If you are requesting funding for training, please provide detailed information for each training. Training #3

Please include the date, whether you are conducting or attending the training, if the training is required by EMPG funded personnel, and if the training is identified in your agency's TEP.

N/A

37. If you are requesting funding for training, please provide detailed information for each training. Training #4

Please include the date, whether you are conducting or attending the training, if the training is

required by EMPG funded personnel, and if the training is identified in your agency's TEP.

N/A

- 38. If you are requesting funds for more than four (4) trainings during the grant performance period, please add comments below and ensure your current TEP is on file with WOHS for reference.**

Please include the date, whether you are conducting or attending the training, if the training is required by EMPG funded personnel, and if the training is identified in your agency's TEP.

N/A

- 39. If you are requesting funding for equipment, please provide detailed information including AEL code if one has been identified.**

The AEL is available at <http://www.fema.gov/authorized-equipment-list>. Some equipment items require prior approval before the obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required.

No equipment is being requested or purchased with EMPG funds or matching.

- 40. If you are requesting funding for exercises, please provide detailed information for each exercise.**

Please include the name, date, location, type of exercise and if the exercise is identified in your agency's TEP.

N/A

- 41. If you are requesting funding for planning, please provide detailed information for each planning activity.**

Please include any specific planning activities (if applicable), the type of plan and an expected completion date.

N/A

- 42. If you are requesting funding for operating expenses, please provide detailed information including type of expense and contract/lease dates (if applicable).**

The Laramie County Emergency Management Agency is requesting funding for operating expenses to include: salaries, benefits, printer & office supplies, HVAC, rent, postage, telephone & cell phone, electricity/gas and continuing education.

Salaries and benefits are being requested for two full time positions and part time for a third position. These positions are instrumental to facilitate emergency planning and response in the community. We are requesting funding to support our office operations to include printer and office supplies, telephone, and cellphones. The supplies allow us to provide services to the community to include exercises, planning, mitigation and response. We are also requesting funds to help support the storage of equipment purchased with Homeland Security funding in the past through building rent, security, electricity and gas. All lease related bills are paid on a monthly basis. We have a lease with Messenger through September 2020 which we renew this lease on an annual basis, but pay on a monthly basis. This facility houses our emergency response command unit, mass casualty trailer, CERT trailers, generators, and other emergency response equipment. This facility allows us to respond to emergencies quickly and keeps our equipment in proper working order.

- 43. Provide a detailed budget narrative justifying the requested funding for the identified Work Plan activities - If you prefer, you may email this narrative to s_ephra.moyte1@wyo.gov**

Please be sure to include how the requested funding addresses areas of need (high-priority core

capabilities with low capability levels) as identified by your most current Threat Hazard Identification Risk Assessment (THIRA)/State Preparedness Report (SPR). Please also describe how these funds will support the building or sustainment of the core capabilities as outlined in the National Preparedness Goal including the 5 mission areas - Prevention, Protection, Mitigation, Response and Recovery. Link to National Preparedness Goal (https://www.fema.gov/media-library-data/1443799615171-2aae90be55041740f97e8532fc680d40/National_Preparedness_Goal_2nd_Edition.pdf)

Managers	\$64,235.85
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Powered by

