



**STATE OF WISCONSIN \ DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN EMERGENCY MANAGEMENT**

2400 WRIGHT STREET
P.O. BOX 7865
MADISON, WISCONSIN 53708-7865
Telephone (608) 242-3232
Facsimile (608) 242-3247
24-Hour Emergency Hotline: 1-800-943-0003
<http://emergencymanagement.wi.us>

**INFORMATION & GUIDANCE MEMO
11-02-05**

DATE: November 17, 2005

TO: County Emergency Management Directors

FROM: Johnnie L. Smith, Administrator
Wisconsin Emergency Management

SUBJECT: FEDERAL FISCAL YEAR 2006 EMERGENCY MANAGEMENT
PERFORMANCE GRANT, EPCRA PLANNING AND ADMINISTRATION
GRANT AND PLAN OF WORK

This Information and Guidance Memo transmits the Emergency Management Performance Grant (EMPG) and the EPCRA/LEPC Plan of Work. Also provided are the required documents for both the EMPG and EPCRA Planning and Administration Grants.

Federal Fiscal Year (FFY) 2006 will continue to stress adherence to the program requirements negotiated for both the EMPG and EPCRA programs. To continue to receive EMPG and EPCRA Grant funding, all established program elements must be accomplished in accordance with the grant agreements and the supporting Plan of Work.

Wisconsin Emergency Management (WEM) has established a performance agreement with the Federal Emergency Management Agency (FEMA) as part of the U.S. Department of Homeland Security. This agreement establishes a number of basic objectives for the emergency management program statewide. These objectives are contained in the WEM Emergency Management Performance Grant with FEMA and are in effect through FFY 2006.

Local governments are legally bound by this contractual agreement for the performance of the objectives for which they receive grant funds. The awarding of funds under this agreement is contingent upon successful completion of the previous year's Plan of Work. A local jurisdiction earns renewed stewardship of grant funding by successfully completing previous stewardship assignments.

State and federal allocations for support of local emergency management programs remains consistent with established levels. The EMPG funding formula was established and transmitted to the County Emergency Management Offices with the issuance of Information and Guidance

Memo 07-01-01 and should be considered as a base for funding in FFY 2006 pending approval and release of funds at the federal level. EPCRA grant allocations for the support of the County LEPC were provided by memo on August 4, 2005, and were in accordance with the previously established funding formula.

The properly executed grant application forms, along with the required support documents and Plan of Work, are to be submitted to the designated WEM Regional Office by November 30, 2005. If you have any questions concerning this Information and Guidance Memo or any of the documents included with this package, please contact your Regional Director.

ATTACHMENTS:

1. EMPG Application Package
 - a. EMPG Application Instructions
 - b. DMA Form 1036/EMPG Budget Worksheet
 - c. FEMA Form 85-17/EMPG Staffing Pattern
 - d. FEMA Debarment Certification
 - e. DMA Form 1140/Merit System Certification
 - f. DMA Form 1037/EMPG Reimbursement Requests
 - g. Civil Rights Compliance Checklist
2. EPCRA Grant Application Package
 - a. Procedures and Instructions
 - b. Application Form and Budget Sheet
 - c. Request for Final Reimbursement Form and Budget Sheet
 - d. EPCRA Planning Grant Formula
3. EMPG/EPCRA Grant Policy Statement
4. EMPG/EPCRA Plan of Work
 - a. Instructions for completing FFY 2006 Plan of Work
 - b. FFY 2006 Plan of Work Forms

DISTRIBUTION:

Maj. Gen. (WI) Albert W. Wilkening, TAG (I&G Memo only)
WEM Staff

* Previous Information & Guidance Memo 11-01-05: EPCRA Facilities without Off-site Plans Scheduled Plan of Work Action Report