

---

## GRANT APPLICATION SUMMARY SHEET

---

**Grant Name:** Emergency Management Performance Grant (EMPG) 19-22  
**Department:** OFFICE OF EMERG. MGMT.  
**Grantor:** U.S. DEPARTMENT OF HOMELAND SECURITY  
**Pass-Through Grantor (If applicable):** TENN. EMERG. MGMT.  
**Total Applied For:** \$188,350.00  
**Metro Cash Match:** \$188,350.00  
**Department Contact:** Drusilla Martin  
862-5462  
**Status:** CONTINUATION

**Program Description:**

Funding to subsize Emergency Management Program for Nashville/Davidson County.  
NOTE: In the past few years OEM has received an estimated amount of about \$188,350. The application does not request a specific amount. TEMA disburse funding after it determines how much will be awarded for the entire State. A letter is attached to the application requiring the Mayor to sign so Metro can be considered if there are any funds to be awarded for year 2020. The amount of funding is determined by the Tennessee Emergency Management Agency (TEMA) after they know how much is awarded for the entire state.

**Plan for continuation of services upon grant expiration:**

Contingent upon availability of funds.

**APPROVED AS TO AVAILABILITY OF FUNDS:**

**APPROVED AS TO FORM AND LEGALITY:**

  
\_\_\_\_\_  
Director of Finance                      Date      12-11-19

  
\_\_\_\_\_  
Metropolitan Attorney                      Date      12/13/19

**APPROVED AS TO RISK AND INSURANCE:**

  
\_\_\_\_\_  
Director of Risk Management Services                      Date      12/12/19



John Cooper, Mayor

**OFFICE OF EMERGENCY MANAGEMENT**

**EMERGENCY OPERATIONS CENTER**  
*Director William Swann*

December 5, 2019

TEMA Middle Region  
Attn: Mr. Chris Johnson  
3041 Sidco Drive  
Nashville, Tennessee 37204

Dear Mr. Johnson:

Davidson County is requesting continuation of EMPG funding for FFY 2020. If any additional funding becomes available please keep us in mind. Please contact me or William Swann, EMA Director/Director Chief if you have any questions and thank you for your consideration in this matter.

Respectfully,

John Cooper, County Mayor

cc: District Coordinator

**2020 EMERGENCY MANAGEMENT PERFORMANCE GRANT  
AWARD APPLICATION**

Please fill out this application and return it to your regional office.

**APPLICANT:**

I would like to participate in the 2020 Emergency Management Performance Grant (EMPG) Program. (Please submit a letter from your county Mayor requesting participation in this program).

I would NOT like to participate in the 2020 Emergency Management Performance Grant (EMPG) Program.

**If applying for participation, please read and fill out next step:**

This is a 50% matching program. Please list the 2020 EMPG eligible budget amount.

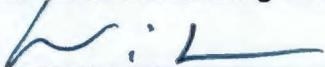
**2020 EMPG Eligible Budget Amount:**

**\$921,500**

Remember, in addition to the ability of local government to provide the 50% match, requirements for entry and continuation in the program include:

- an Emergency Management Agency established by local ordinance/laws
- having a full-time Emergency Program Manager
- compliance with Title VI of the Civil Rights Act of 1964
- having an approved human resources merit system
- having a State approved Basic Emergency Operations Plan (BEOP)
- compliance with the Tennessee Code Annotated (TCA- 58) on Emergency Management (EM)
- maintaining and operating the *Tennessee Early Warning Advisory System (TEWAS)* phone in the 24-hour warning point.
- Compliance with the National Incident Management System (NIMS)

**Signature of Authorizing Official (EMA DIRECTOR)**



**Name and Title (Type or Print)**

William Swann

**Phone Number including (Area Code)**

615-880-2955

FEDERAL EMERGENCY MANAGEMENT AGENCY EMERGENCY MANAGEMENT ASSISTANCE STAFFING PATTERN				FISCAL YEAR 2020	DATE
NAME OF ORGANIZATION Office of Emergency Management				STATE TENNESSEE	DATE
POSITION TITLE (1)	GROSS ANNUAL SALARY (Fed. Share) (2)	FEMA FUNDING PROGRAM (3)	WORK YEARS (4)	DATE HIRED OR VACANCY (Mo/Yr) (5)	REMARKS (Name - Optional) (6)
OEM Operations Mgr	69,361.86	EMPG	22	10/20/1995	
OEM Field Ops Coord	70,109.12	EMPG	23	3/14/1994	
OEM Grants Coordinator	47,928.88	EMPG	15	7/16/2002	
OEM Planning/Training Coord	57,514.35	EMPG	14	2/1/2003	
OEM Communications Officer	35,204.95	EMPG	15	7/16/2003	
OEM Communications Officer	32,796.66	EMPG	0	4/2/2012	
OEM Communications Officer	35,204.95	EMPG	15	9/11/2017	
OEM Communications Officer	35,722.67	EMPG	8	6/4/2012	
OEM Communications Officer	32,778.72	EMPG	0		Employed less than 1 year
TOTAL					0.00



**SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020**

**PAID BY**

**DAVIDSON COUNTY**

**EMPLOYEE: Horace Scott Harris POSITION: OEM Field Ops Coordinator**

**GROSS ANNUAL SALARY \$70,109.12**

**BENEFITS PAID BY COUNTY:**

<b>FICA-EMPLOYER'S PART</b>	<b>\$5,363.35</b>	<b>7.65%</b>
<b>RETIREMENT – EMPLOYER'S PART</b>	<b>\$8,651.47</b>	<b>12.34%</b>
<b>HEALTH INSURANCE – EMPLOYER'S PART</b>	<b>\$11,900</b>	

**NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.**





**SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020**

**PAID BY**

**DAVIDSON COUNTY**

**EMPLOYEE: Brian Jackson**

**POSITION: OEM Communications Officer**

**GROSS ANNUAL SALARY** **\$35,204.94**

**BENEFITS PAID BY COUNTY:**

<b>FICA-EMPLOYER'S PART</b>	<b>\$2,693.18</b>	<b>7.65%</b>
<b>RETIREMENT – EMPLOYER'S PART</b>	<b>\$4,344.29</b>	<b>12.34%</b>
<b>HEALTH INSURANCE – EMPLOYER'S PART</b>	<b>\$11,900</b>	

**NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.**







# **SCHEDULE OF SALARY AND BENEFITS FOR FFY 2020**

**PAID BY**

**DAVIDSON COUNTY**

**EMPLOYEE: Cotie A. Rocchietti POSITION: OEM Communications Officer**

**GROSS ANNUAL SALARY \$32,778.72**

**BENEFITS PAID BY COUNTY:**

<b>FICA-EMPLOYER'S PART</b>	<b>\$2,507.58</b>	<b>7.65%</b>
<b>RETIREMENT – EMPLOYER'S PART</b>	<b>\$4,044.90</b>	<b>12.34%</b>
<b>HEALTH INSURANCE – EMPLOYER'S PART</b>	<b>\$11,900</b>	

**NOTE: COMPLETE THIS FORM FOR EACH EMPLOYEE.**

# PROPOSED LOCAL EMA BUDGET FOR FFY-2020

## DAVIDSON COUNTY

<b>Line Item</b>	<b>2020 Budget</b>
<b>Salaries (Includes Sal &amp; Local Transfer Match)</b>	<b>\$459,800</b>
<b>Employee Benefits</b>	<b>\$161,000</b>
<b>Utilities</b>	<b>\$0</b>
<b>EMA Office space rental (not eligible if you have Federally funded EOC)</b>	<b>\$0</b>
<b>Telephone &amp; Long Distance</b>	<b>\$39,400</b>
<b>Cellular Phones &amp; Pagers</b>	<b>\$1,000</b>
<b>EM Travel (Must attach Vehicle Log)</b>	<b>\$0</b>
<b>EM Office Supplies/Postage/Etc.</b>	<b>\$1,400</b>
<b>EM Vehicle Repair/Maint/Fuel</b>	<b>\$0</b>
<b>Equipment Repair/Maint</b>	<b>\$113,600</b>
<b>Replacement/Upgrade Cost</b>	<b>\$0</b>
<b>User Fees</b>	<b>\$0</b>
<b>Sanitation including Janitorial Service for building</b>	<b>\$0</b>
<b>Dues &amp; Subscription Fees (Including EMAT)</b>	<b>\$10,600</b>
<b>Property &amp; Liability Insurance</b>	<b>\$0</b>
<b>Vehicle Insurance</b>	<b>\$0</b>
<b>Total</b>	<b><u>\$786,800</u></b>

<i>Task/Program Elements</i>	<i>Projected Quarter Completion</i>
<b>EMAP STANDARD 3.1 – Program Administration, Plans &amp; Evaluation</b>	
<ul style="list-style-type: none"> <li>Review Basic Emergency Operations Plan annually and update as required.</li> <li>Annual Program Worksheet is completed and signed by County Emergency Management Director.</li> </ul>	<p>4<sup>th</sup> Quarter</p> <p>1<sup>st</sup> Quarter</p>
<b>EMAP STANDARD 3.2 – Program Coordinator</b>	
<ul style="list-style-type: none"> <li>Current letter of appointment is on file with TEMA.</li> <li>Director or designee will attend regional directors’ meetings</li> </ul>	<p>1<sup>st</sup> Quarter</p> <p>On Occurrence</p>
<b>EMAP STANDARD 3.3 – Advisory Committee</b>	
<ul style="list-style-type: none"> <li>EM Advisory Committee meet on a regular basis and includes the “whole community” approach to EM. (if applicable)</li> </ul>	On Occurrence
<b>EMAP STANDARD 4.1 – Administration and Finance</b>	
<ul style="list-style-type: none"> <li>Submit Staffing Pattern and Salary and Benefits form to the regional office with a letter from County Mayor requesting EMPG funding for the next FFY by 30 June.</li> <li>Ensure all files relating to emergency management funding and activities are current and open for review.</li> <li>Submit Quarterly Activity Reports by the 15<sup>th</sup> day of each new federal fiscal quarter to the Regional Office.</li> <li>Submit quarterly Funding Certification with supporting documentation by the 15<sup>th</sup> day of each new federal fiscal quarter to the Regional Office.</li> </ul>	<p>3<sup>rd</sup> Quarter</p> <p>Quarterly</p> <p>Quarterly</p> <p>Quarterly</p>
<b>EMAP STANDARD 4.2 – Laws and Authorities</b>	
<ul style="list-style-type: none"> <li>Review the Local Ordinance/Executive Order that established the Local EMA Office and up-date the document as needed to remain in compliance with the TCA, Title 58-Chapter 2, Part 1 (Disasters, Emergencies and Civil Defense.)</li> </ul>	1 <sup>st</sup> Quarter
<b>EMAP STANDARD 4.3 – Hazard Identification &amp; Risk Assessment</b>	
<ul style="list-style-type: none"> <li>Review the counties Hazard and Vulnerability Assessment and make adjustments as needed.</li> </ul>	3 <sup>rd</sup> Quarter
<b>EMAP STANDARD 4.4 – Hazard Mitigation</b>	
<ul style="list-style-type: none"> <li>Review and update Hazard Mitigation Plan as needed/required</li> </ul>	3 <sup>rd</sup> Quarter
<b>EMAP STANDARD 4.5 – Prevention and Security</b>	
<ul style="list-style-type: none"> <li>Be an active member of the Homeland Security District; attend meetings and insure the county is meeting district goals and objectives.</li> </ul>	Quarterly
<b>EMAP STANDARD 4.6 – Planning</b>	
<ul style="list-style-type: none"> <li>Review and update Annex and ESFs to the BEOP as required</li> <li>Attend LEPC meetings and provide a copy of each LEPC meeting minutes to the Regional Office</li> </ul>	<p>4<sup>th</sup> Quarter</p> <p>On Occurrence</p>



<b>EMAP STANDARD 4.7 – Incident Management</b>	
<ul style="list-style-type: none"> <li>Report incidents and missions to the SEOC/SWP and/or regional office in a timely manner.</li> <li>Note mission and incident and other EM activities in the quarterly report.</li> <li>Utilize TEMA’s WebEOC as a disaster management/information tool</li> </ul>	<p>On Occurrence</p> <p>Quarterly</p> <p>On occurrence</p>
<b>EMAP STANDARD 4.8 – Resource Management and Logistics</b>	
<ul style="list-style-type: none"> <li>Develop/update Resource management SOG for the County</li> </ul>	1 <sup>st</sup> Quarter
<b>EMAP STANDARD 4.9 – Mutual Aid</b>	
<ul style="list-style-type: none"> <li>Review Established procedures for requesting and receiving Mutual Aid Resources based local agreements and state law.</li> </ul>	4 <sup>th</sup> Quarter
<b>EMAP STANDARD 4.10 – Communications and Warning</b>	
<ul style="list-style-type: none"> <li>Test local communications and warning systems on a regular basis.</li> <li>Establish connectivity with Tennessee Early Warning Advisory System (TEWAS) to the 24-hour warning point and check monthly.</li> <li>Update key elected and appointed officials contact list using state provided format on a quarterly basis.</li> </ul>	<p>Monthly</p> <p>Monthly</p> <p>Quarterly</p>
<b>EMAP STANDARD 4.11 – Operations and Procedures</b>	
<ul style="list-style-type: none"> <li>Ensure operational checks are performed on all assigned radiological detection equipment.</li> <li>Review and update operational checklist for EOC activation.</li> <li>Review and update operational checklists for CRP and POD operations</li> </ul>	<p>Quarterly</p> <p>2<sup>nd</sup> Quarter</p> <p>2<sup>nd</sup> Quarter</p>
<b>EMAP STANDARD 4.12 – Facilities</b>	
<ul style="list-style-type: none"> <li>Ensure the program has a primary and alternate facility identified and capable of coordinating and supporting sustained response and recovery operations.</li> </ul>	1 <sup>st</sup> Quarter
<b>EMAP STANDARD 4.13 – Training</b>	
<ul style="list-style-type: none"> <li>Develop a Multi-Year Training Plan (2 year)</li> <li>Complete the annual NIMS reporting tool as required</li> <li>Maintain records on NIMS requirements and encourage all agencies to meet the training objectives.</li> <li>Demonstrate a good faith effort in coordinating and conducting required NIMS training for EM personnel in accordance with NIMS recommendations</li> <li>Coordinate and conduct specialty, hazardous materials and general emergency management training for the jurisdiction’s response personnel.</li> <li>Director or designee attends the TEMA/EMAT Annual Training Workshop.</li> </ul>	<p>4<sup>th</sup> Quarter</p> <p>As required</p> <p>Quarterly</p> <p>3<sup>rd</sup> Quarter</p> <p>As required</p> <p>On Occurrence</p>

<p><b>Note:</b> Should the Director or designee not be able to attend due to unforeseen circumstances, an extraordinary circumstance statement should be submitted to the Regional Administrator before the conference date.</p> <ul style="list-style-type: none"> <li>• Complete WebEOC Training</li> <li>• Complete Damage Assessment/Initial Impact Assessment Training</li> <li>• Emergency Management Director and paid staff receiving EMPG funding must complete the Independent Study Professional Development Series courses and complete the basic NIMS training as required.</li> </ul>	<p>2<sup>nd</sup> Quarter 2<sup>nd</sup> Quarter  Quarterly</p>
<p><b>EMAP STANDARD 4.14 – Exercises, Evaluations and Corrective Actions</b></p>	
<ul style="list-style-type: none"> <li>• Complete/update the multi-year exercise plan based on local hazards.</li> <li>• EMPG funded positions will participate in a minimum of 3 exercises and submit required documentation as required by EMPG Guidance</li> <li>• Local EMA to participate with Severe Weather Awareness Week activities.</li> <li>• TEMA’s Exercise Report Form will be used for exercise reporting. (An actual occurrence may NOT be substituted for an exercise.</li> </ul>	<p>4<sup>th</sup> Quarter  Quarterly  2<sup>nd</sup> Quarter  On Occurrence</p>
<p><b>EMAP STANDARD 4.15 – Crisis Communications, Public Education and Information</b></p>	
<ul style="list-style-type: none"> <li>• Provide public education, information programs and presentations that provide education and information through the whole cycle of emergency management: preparedness, response, recovery and mitigation.</li> </ul>	<p>As requested</p>

<p><i>William Swann</i></p>		<p>12/5/19</p>
(Print) Local Director	Signature	Date
(Print) District Coordinator	Signature	Date
(Print) Regional Administrator	Signature	Date Approved



RADIO COMMUNICATIONS PLAN		Incident Name				Date/Time Prepared			Operational Period Date/Time	
Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1										
2										
3										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
Prepared By					Location: County- State-Tr					

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.