



CITY OF KNOXVILLE, TENNESSEE

CITY COUNCIL

AGENDA INFORMATION SHEET

**AGENDA DATE:** February 9, 2010  
**DEPARTMENT:** Emergency Management (KEMA)  
**SR. DEPT. DIRECTOR:** Alan Lawson, 215-1166

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**AGENDA SUMMARY**

Requesting approval to submit application form to the Tennessee Emergency Management Agency for the Emergency Management Performance Grant.

**COUNCIL DISTRICT(S) AFFECTED**

N/A

**BACKGROUND**

Emergency Management Performance Grants (EMPG) provides funding to assist State and local governments to sustain and enhance all-hazards emergency management capabilities. Emergency management must be able to coordinate in the context of natural and man-made hazards, as well as technological events, that threaten the security of the homeland and the safety and well-being of citizens. An all-hazards approach to preparedness, including the development of a comprehensive program of planning, training, and exercises, sets the stage for an effective and consistent response to any threatened or actual disaster or emergency, regardless of the cause.

The Emergency Management Performance Grant (EMPG) allows for State/Federal reimbursement of up to 50% of eligible expenses from the normal operating budget of the Knoxville-Knox County EMA office. Eligible expenses include salaries, office operating expenses, fleet services, utilities, building rent, purchase of Emergency management vehicles, etc.

**OPTIONS**

Approve or Disapprove

**RECOMMENDATION**

Approve

**ESTIMATED PROJECT SCHEDULE**

Contract period is September 1, 2009 to September 30,2010.

**PRIOR ACTION/REVIEW**

N/A

**FISCAL INFORMATION**

Knoxville-Knox County Emergency Management Agency ("KEMA") has an EMPG eligible operating budget of THREE HUNDRED THOUSAND AND NO/100 DOLLARS (\$300,000) for fiscal year 2009-2010 and is eligible to apply for an Emergency Management Performance Grant for up to fifty percent (50%) of its eligible expenses for fiscal year 2009-2010 in the amount of \$150,000.

**ATTACHMENTS**

Copy of form

Respectfully submitted:

A handwritten signature in black ink that reads "Alan Lawson". The signature is written in a cursive style with a large initial 'A'.

Alan Lawson, Director  
Knoxville-Knox County  
Emergency Management Agency

RESOLUTION

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE COUNCIL OF THE CITY OF KNOXVILLE AUTHORIZING THE MAYOR TO FILE A GRANT APPLICATION WITH THE STATE OF TENNESSEE, DEPARTMENT OF THE MILITARY, AND THE TENNESSEE EMERGENCY MANAGEMENT AGENCY, FOR FUNDS IN THE AMOUNT OF \$150,000.00 WHICH WILL SUBSIDIZE THE KNOXVILLE-KNOX COUNTY EMERGENCY MANAGEMENT AGENCY BUDGET FOR SALARIES AND OPERATING EXPENSES FOR FISCAL YEAR 2009-2010.

RESOLUTION NO: \_\_\_\_\_

REQUESTED BY: Emergency Management  
PREPARED BY: LAW

APPROVED: \_\_\_\_\_

APPROVED AS AN EMERGENCY MEASURE: \_\_\_\_\_

MINUTE BOOK: \_\_\_\_\_ PAGE \_\_\_\_\_

WHEREAS, the State of Tennessee, Department of the Military, and the Tennessee Emergency Management Agency (the "State") has the authority to provide Emergency Management Performance Grants ("EMPG") to eligible entities to sustain and enhance emergency management capabilities; and

**WHEREAS,** Knoxville-Knox County Emergency Management Agency (“KEMA”) has an EMPG eligible operating budget of THREE HUNDRED THOUSAND AND NO/100 DOLLARS (\$300,000.00) for fiscal year 2009-2010; and

**WHEREAS,** KEMA is eligible to apply for an Emergency Management Performance Grant for up to fifty percent (50%) of its eligible expenses for fiscal year 2009-2010; and

**WHEREAS,** Knoxville-Knox County Emergency Management Agency (“KEMA”) desires to apply for a grant for funds in the amount of ONE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$150,000.00) from the State in order to subsidize the KEMA budget for salaries and operating expenses for fiscal year 2009-2010; and

**WHEREAS,** this grant will benefit the citizens of Knoxville by providing KEMA with increased resources to prepare for and to respond in the event of a civil emergency.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KNOXVILLE:**

**SECTION 1:** The Council of the City of Knoxville hereby approves and authorizes the Mayor of the City of Knoxville, or his designated representative, to:

(a) execute and file an application with the State in order to obtain an Emergency Management Performance Grant in an amount up to ONE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$150,000.00); and

(b) furnish such additional information as the State may require in connection with the grant application; and

(c) if such grant application is approved, to accept the grant award from the State in order to subsidize the KEMA budget for salaries and operating expenses for fiscal year 2009-2010 and to execute any and all documents necessary to accept such a grant award.

**SECTION 2:** This Resolution shall take effect from and after its passage, the welfare of the City requiring it.

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Presiding Officer of the Council

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Recorder

**2010 EMERGENCY MANAGEMENT PERFORMANCE GRANT  
AWARD APPLICATION**

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

**APPLICANT:**

**Knoxville-Knox County Emergency Management Agency**

I would like to participate in the 2010 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 2010 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 2010 EMPG eligible budget amount.

**2010 EMPG Eligible Budget Amount:**

**\$ 300,000**

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)**

**Alan Lawson, Director**

**Phone Number including (Area Code)**

**865-215-1166**

# GRANT ROUTING FORM

## INFORMATION TO BE COMPLETED BY INITIATING DEPARTMENT

Please complete 1-15 electronically.

- Grant Identifying Number to be assigned by TEMA upon completion
- Grantor Tennessee Emergency Management Agency
- Initiating Department Name Knoxville-Knox County Emergency Management Agency
- Organ Number 062710
- Initiating Department Contact Diane Fox 215-1166
- Is the following information attached to this form?
  - Grant Application  Yes  No
  - Sample Award Agreement (in duplicate)  Yes  No
  - Request to Legal for Resolution  Yes  No
- Grant Amount 150,000  
*(This is the amount from the grantor, not including any contributions from the City)*
- Match Amount 150,000 \*
- Is match amount currently budgeted?  Yes  No \*  
If not, what is the proposed source of the match? \_\_\_\_\_
- Will any new positions be created by this grant?  Yes  No  
If so, how are these positions to be funded beyond the life of the grant? \_\_\_\_\_
- What other costs are associated with receipt of this grant? (Please note such things as future recurring costs needed to continue the relevant service.) 0
- Calculate the present value of the cost to the City of Knoxville for this grant, including any match or other upfront costs or future recurring costs. (Contact Jim York at 215-2013 for discount rate to be used.) \_\_\_\_\_
- Are there any grant restrictions that will result in the rebate of all or some portion of the grant proceeds? 0
- What is the life of the grant? 10/1/2009 - 9/30/2010
- Is this a reimbursement grant or an advance grant? reimbursement

Print document and submit to Finance Dept. This document requires 8 1/2" x 14" (Legal) size paper.

## INFORMATION TO BE COMPLETED BY FINANCE DEPARTMENT

- Date Received 2-1-10
- Date to Analyst N/A

## ANALYST:

- Responsible Analyst David 2-1-10
- Are all costs (match or other) associated with this acceptance of this grant currently budgeted?  
\*Match is met with operating funds
- Comments \_\_\_\_\_
- Date to Finance Director 2-2-10

## FINANCE DIRECTOR:

- Comments \_\_\_\_\_
- Finance Director's Signature James York
- Date to Mayor 2-2-10

## INFORMATION TO BE COMPLETED BY MAYOR

- Comments \_\_\_\_\_
- Mayor's Signature [Signature]
  - Approved (Forward to Legal)
  - Denied (Return to Finance)
- Date to Legal (if approved) or Finance (if denied) \_\_\_\_\_

## INFORMATION TO BE COMPLETED BY LEGAL DEPARTMENT

- Resolution prepared by Alison
- Date for Council Review Feb 9, 2010
- Return this form to analyst noted above upon preparation of resolution.