



**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**PAUL D. ESTEFAN**  
**DIRECTOR CIVIL PREPAREDNESS**

(203) 797-4630

November 24, 2014

Mayor Mark D Boughton

Honorable Member of the City Council

City of Danbury

155 Deer Hill Avenue

Danbury, Ct.

Dear Mayor Boughton & Honorable Members of the City Council,

Attached is a grant resolution for the 10/01/14 to 09/30/2015 Emergency Management & Planning Grant for your consideration.

If you have any questions please feel free to contact me.

Sincerely,

Paul D Estefan

Director

Cc: File Estefan 125





# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A.D. 2014

**RESOLVED** BY THE CITY COUNCIL OF THE CITY OF DANBURY

**WHEREAS**, the Federal "Emergency Management Performance Grant" (EMPG) program is again being offered to the City of Danbury through the State Department of Emergency Services and Public Protection (DESPP) Division of Emergency Management and Homeland Security (DEMHS); and

**WHEREAS**, this funding is offered through the State and Local Assistance Program and assists municipalities in emergency management activities including staffing and Emergency Operations Centers (EOC); and

**WHEREAS**, the maximum award of this funding will not exceed \$41,403.50 and requires an equal cash or in-kind match that will be met through general operations of the emergency management team and facilities for the performance period of 10/1/14-9/30/15.

**NOW, THEREFORE, BE IT RESOLVED THAT** Mayor Mark D. Boughton, or his designee, Paul D. Estefan, Emergency Management Director, is hereby authorized to apply for and accept said funding and is authorized to sign any contracts/documents in connection therewith to effectuate the purposes of said grant.



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



November 18, 2014

The Honorable Mark D. Boughton  
Mayor  
City of Danbury  
155 Deer Hill Avenue  
Danbury, CT 06810

Dear Mayor Boughton:

The 2015 Emergency Management Performance Grant Program (EMPG) application process has begun. The State and Local Assistance Program (SLA) is accepting budgets and applications to provide funding for municipal Emergency Operations Centers (EOC), staffing and other emergency management activities.

The per capita allocation for this year will be \$0.50 cents per capita (same as last year). A baseline of \$3,000.00 will be used for towns with a population less than 6,000 persons. The maximum allocation for the municipality of Danbury this year will be \$41,403.50. This funding is being provided from the EMPG FFY 2014 account and requires an equal amount in cash or in-kind match provided by the municipality. The in-kind cost cap remains at \$10,000.00 and the in-kind share cap remains at 66% of the annual allocation (See attached Advisory Bulletin for details).

Enclosed is your Emergency Management Performance Grant (EMPG) application package. This package includes all of the forms necessary to complete the application. In order to receive full funding, municipalities must complete the program requirements listed in the Advisory Bulletin and prepare an application for the performance period of 10/1/14 through 9/30/15. This package must be returned by mail to this office by **December 22nd, 2014**.

For this year a new budget and reimbursement form is being introduced. The EMPG Financial Tool is a MS Excel spreadsheet that each town will use to enter your annual budget request. This same form is also used when a municipality is ready to submit their quarterly reimbursement request. The form automatically calculates the balance of remaining funding thus replacing the old financial report and closeout report.

The Department of Emergency Services and Public Protection (DESPP) Division of Emergency Management and Homeland Security (DEMHS) requires that all towns participating in the EMPG Program have a functional Emergency Operations Center, an updated Local Emergency Operations Plan, access to Web EOC, and a VHF High Band

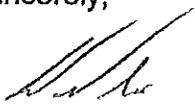
**25 Sigourney Street, 6<sup>th</sup> floor, Hartford, CT 06106**  
Phone: 860.256.0800 / Fax: 860.256.0815  
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Radio with a minimum power output of 35 Watts dedicated to operate on the channel assigned to their DEMHS Regional Office.

The Federal Emergency Management Agency (FEMA) is requiring that all local Emergency Management Directors and any staff that are paid by the EMPG complete IS 100, 200, 700, 800. For this year all paid EMPG staff should also begin completing the Professional Development Series (IS 120, 230, 235, 240, 241, 242 and 244) courses. These courses only need to be completed once as long as the EMD and staff have not changed. EMD's and their staff must participate in a minimum of 4 exercises / real world events and 1 statewide exercise each year. Governor Malloy has also re-affirmed Connecticut's commitment to conform to the National Incident Management System (NIMS) by signing Executive Order 34 which mandates that all emergency management personnel be trained and complete annual exercises required to be NIMS compliant.

It is strongly recommended that your community take advantage of this valuable program to sustain and enhance your emergency management programs. If you have any questions, please feel free to contact our Region 5 office at 203-591-3509 and [Thomas.vannini@ct.gov](mailto:Thomas.vannini@ct.gov).

Sincerely,



Douglas Glowacki  
Emergency Management Program Specialist

attachments

cc:  
Mr. Paul Estefan, Emergency Management Director