

Application - BALDWIN COUNTY FY25 EMPG

Draft



Application Summary

This form outlines all project details, including Scope of Work, all costs, and location worksheets.

Title: BALDWIN COUNTY FY25 EMPG

Total Project Cost: \$842,060.00

Eligible Amount: \$842,060.00

Cost Summary:	Organization	\$715,060.00
	Planning	\$115,000.00
	Training	\$12,000.00

Note: these values will only update after the form is saved.

Funding Sources:

Federal - \$421,030.00
State - \$0.00
Local - \$421,030.00

DUNS #: 078962305

UEI #: MMDHCQ2E82J5

Districts:

- US Congressional - < no value >
- State Legislative (House) - < no value >
- State Legislative (Senate) - < no value >

FEMA Obligation Data:

Federal Number - < no value >

2023 FMA

25 EMPG FY 2025 EMPG
 Emergency Management
 Performance Grant
 Start Date: October 1, 2024

Applicant

Baldwin County EMA-EMPG
 County Jurisdiction: Baldwin
 Baldwin County (Division A
 Region)
 UEI: MMDHCQ2E82J5
 FIPS: AL01033
 DUNS #: 078962305 Type:
 County

Workflow Summary

Introduction

Summary Information

Grant: 25 EMPG FY 2025 EMPG

Project Type: Standard

UEI Number:

Title:

Used to help identify the Project. Ex: "Jurisdiction - Project Name".

Program Participants:

List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have joined or withdrawn from your program in the last year.

Primary Contact:

[Edit](#)

Email Address: vernon.dandridge@baldwincountyal.gov

Phone: 251-972-6809

Alternate Contact:

[Edit](#)

Organization: Baldwin County EMA

Email Address: Danon.Smith@baldwincountyal.gov

Phone: 251-972-8510

Authorized Contact:

[Edit](#)

Email Address: BCEMA@baldwincountyal.gov

Phone: 251-972-6809

Emergency Management Director:

[Edit](#)

Email Address: tom.tyler@baldwincountyal.gov

Phone: 251-972-8517

Grant Financial Officer:

Katrina Taylor - Grants Coordinator

[Edit](#)

Email Address: katrina.taylor@baldwincountyal.gov

Phone: 251-937-0323

This application contains Work Activity and Costs in the following areas:

Planning
Training
Exercise
Organization

Hold Ctrl key to select multiple areas.

Federal Funding Accountability and Transparency Act Certification (FFATA)

You shall report the names and total compensation of each of the five most highly compensated executives for the preceding completed fiscal year, if:

- a. in the sub-grantee's preceding fiscal year, the sub-grantee received
 - i. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
- b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

Are all of the above statements true?

No

Baldwin County EMA FY25 BUDGET

Projection	Organization	Object	Account Description	2025 Approved Budget
25004	100	44300	Grants	\$0.00
25004	10052300	51030	Overtime	\$8,000.00
25004	10052300	51050	Car Allowance	\$0.00
25004	10052300	51060	Longevity	\$2,500.00
25004	10052300	51130	Salaries Wages	\$680,060.00
25004	10052300	51211	Retirement Tier I	\$15,976.00
25004	10052300	51212	Retirement Tier II	\$37,311.00
25004	10052300	51220	Health Insurance	\$158,352.00
25004	10052300	51230	Life Insurance	\$696.00
25004	10052300	51240	Social Security	\$50,061.00
25004	10052300	51250	Workers Compensation	\$12,170.00
25004	10052300	51260	Unemployment	\$653.00
25004	10052300	51270	Air Medicare	\$1,380.00
25004	10052300	51290	Disability	\$1,189.00
25004	10052300	51500	Contract Services	\$210,000.00
25004	10052300	51530	Pest Control	\$750.00
25004	10052300	51540	Legal Services	\$2,845.00
25004	10052300	51560	Employee PhysDrug Testing	\$400.00
25004	10052300	51700	Training	\$12,000.00
25004	10052300	51710	Dues	\$3,600.00
25004	10052300	52110	Office Supplies Equipment	\$35,000.00
25004	10052300	52116	Shelter Supplies	\$4,500.00
25004	10052300	52120	Gas Oil	\$7,373.00
25004	10052300	52130	Materials and Other Supplies	\$1,500.00
25004	10052300	52150	Tires Tire Repair	\$4,000.00
25004	10052300	52160	Cleaning Supplies	\$2,800.00
25004	10052300	52180	Emergency Food Supplies	\$2,000.00
25004	10052300	52190	Misc Supplies	\$2,100.00
25004	10052300	52210	Rental Exp	\$6,400.00
25004	10052300	52280	Uniforms	\$2,000.00
25004	10052300	52310	Repairs Maintenance Bldgs	\$30,000.00
25004	10052300	52340	Repairs Maint Motor Veh	\$18,000.00
25004	10052300	52350	Computer Maintenance	\$25,000.00
25004	10052300	52351	Computer Support Services	\$90,188.00
25004	10052300	52385	Repairs & Maint. - Other	\$20,000.00
25004	10052300	52510	Telephone	\$40,000.00
25004	10052300	52520	Postage	\$300.00
25004	10052300	52530	Advertising	\$7,000.00
25004	10052300	52600	Travel	\$20,000.00
25004	10052300	52720	Insurance Motor Vehicle	\$3,275.00
25004	10052300	52730	Surety Bonds	\$0.00
25004	10052300	54070	Licenses & Tags	\$100.00
25004	10052300	54090	Subscriptions	\$0.00
25004	10052300	54100	Books Pamphlets	\$10,000.00
25004	10052300	55240	Capital Outlay Improvements	\$0.00
25004	10052300	55410	Capital Outlay Furn Equip	\$0.00
25004	10052300	55500	Capital Outlay -Motor Vehicles	\$0.00
25004	10052300	55510	Capital Outlay MV Equipment	\$0.00
25004	10052300	55800	Capital Outlay ComputerComm	\$50,000.00
25004	10052300	62304	Transfer To Fund 304	\$0.00

Classification	Description	Qty	Price	Total
Area Organization				
Type Salaries	100HF-01-SUSB - GA Support Staff Salary and Benefits (direct costs)	1	\$ 680,060.00	\$680,060.00
AEL Code (List) 100HF-01-SUSB-GA Support Staff Salary and Benefits (direct costs)				
Area Training				
Type Travel Out of State	120TW-01-TWCO - Fees for attending training workshops and/or conferences	1	\$ 12,000.00	\$12,000.00
AEL Code (List) 120TW-01-TWCO- Fees for attending training workshops and/or conferences				
Area Organization				
Type Supplies and Operating Expenses	100RE-01-OFSP - Office supply expenses supporting M&A activities (consumables)	1	\$ 35,000.00	\$35,000.00
AEL Code (List) 100RE-01-OFSP- Office supply expenses supporting M&A activities (consumables)				
Area Planning				
Type Supplies and Operating Expenses	140MP-01-MAIN - Maintenance, service, and support for office equipment supporting Planning activities	1	\$ 115,000.00	\$115,000.00
AEL Code (List) 140MP-01-MAIN- Maintenance				
Application Total				\$842,060.00
Grand Total				\$842,060.00

Funding Sources

Method: By Percent By Amount

Funding Source /
Other Agency

Estimated Federal Share: % \$421,030.00

Estimated State Share: % \$0.00

Estimated Non-Federal Share: % \$421,030.00

Total Allocated: % \$842,060.00

Please upload a Cost Estimate document to support the estimated cost of this Project:

No documents.

Elected Official

Is the Emergency
Management Coordinator a
full-time position?

Yes

Name of Chief Elected
Official:

Matthew McKenzie

Title of Chief Elected Official:

Chairman of Baldwin County Commission

Email of Chief Elected
Official:

bcema@baldwinco

Chief Elected Official Mailing Address

Same as Agency:

Yes

Alabama,

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

O.M.B. No. 1660-0025
Expires July 31, 2007

FOR
FY 2025

CA FOR (Name of Recipient)

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

An applicant must check each item that they are certifying to:

- Part I** FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II** FEMA Form 20-16B, Assurances-Construction Programs
- Part III** FEMA Form 20-16C, Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part IV** SF LLL, Disclosure of Lobbying Activities *(If applicable)*

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Matthew P. McKenzie

Typed Name of Authorized Representative

Chairman-Baldwin County Commission

Title

Signature of Authorized Representative

Date Signed

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472. You are not required to complete this form unless a valid OMB control number is displayed in the upper corner on this form. **Please do not send your completed form to the above address.**

FMA Planning Application

- * **Application Title:** Baldwin County FY25 EMPG
- * **Application Number:**
- * **Application Year:** 2025
- * **Grant Type:** [FMA Planning Application](#)
- * **Address:**

Applicant Information	
* Name of Applicant	Baldwin County Commission--EMA
* State	Alabama
Congressional District	ONE (1)
* Type of Applicant	<input type="checkbox"/> State Government <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Indian Tribal Government <input type="checkbox"/> Special Governmental District <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other
If Private Non-Profit,	
Legal status, function, and facilities owned:	
State Tax Number: (e.g. 11-111111)	
Federal Tax Number: (e.g. 11-111111)	
If Other, please specify:	
* Federal Employer Identification Number (EIN). If Indian Tribe, this is Tribal Identification Number.	
* What is your DUNS Number?	
* Are you the application preparer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
* Does your organization have a Smartlink account?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
* Is the application preparer the Point of Contact?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
* Is application subject to review by Executive Order 12372 Process?	
Yes. <input type="checkbox"/> This preapplication/application was made available to the Executive Order 12372 Process for review on:	
No. <input type="checkbox"/> Program is not covered by E.O. 12372 <input type="checkbox"/> Or program has not been selected by state for review	
* Is the applicant delinquent on any Federal debt?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Explanation:	

Contact Information	
Point of Contact Information	
	<input checked="" type="checkbox"/> Mr.

Title	<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.
* First Name	Vernon
Middle Initial	
* Last Name	Dandridge
Title	Planning & Grants Division Manager
* Agency/Organization	Baldwin County Emergency Management Agency
* Address 1	
Address 2	
* City	Robertsdale
* State	Alabama
* ZIP	36567
* Phone	251-972-6809
Fax	
* Email	vernon.dandridge@baldwincountyal.gov

Alternate Point of Contact Information

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.
First Name	
Middle Initial	
Last Name	
Title	
Agency/Organization	
Address 1	
Address 2	
City	
State	
ZIP	
Phone	
Fax	
Email	

Subgrant Applications

Rank	Application Number	Application Title	Name	Non-Federal Share	Federal Share	Federal Share %

Plan Schedule		
Subgrant Applicant	Total Duration	Unit of Time
Title of your proposed activity		
Proposed Period of Performance		
Overall duration of the grant	Unit of Time	
	<input type="checkbox"/> Day(s) <input type="checkbox"/> Week(s) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	

Budget	
File Name	Date Attached
Subgrant Applicant	Requested Amount
Total	\$

Assurances and Certifications	
Forms	Status
Part I: FEMA Form 20-16A, Assurances Non-Construction Programs.	Incomplete/Complete <input type="checkbox"/> Not Applicable
Part II: FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements.	Incomplete/Complete
Part III: SF-LLL, Disclosure of Lobbying Activities (Complete only if applying for a grant of more than \$100,000 and have lobbying activities using Non-Federal funds. See Form 20-16C for lobbying activities definition.)	Incomplete/Complete <input type="checkbox"/> Not Applicable

FEMA Form 20-16A, Assurances-Non-Construction Programs
<p>Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.</p> <p>As the duly authorized representative of the applicant, I certify that the applicant:</p> <ol style="list-style-type: none"> Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State,

through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 USC Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 USC Section 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 USC Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 USC Section 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 USC 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 USC Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 USC Section 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of Davis-Bacon Act (40 USC Section 276a to 276a-7), Copeland Act (40 USC Section 276c and 18 USC 874), and the Contract Work Hours and Safe Standards Act (40 USC Section 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 USC Section 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 USC Section 17401 et seq.); (g) protection of underground source of drinking water under the Safe Drinking Water Act of 1974, as amended, (PL 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (PL 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 USC Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC Section 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 USC Section 469a-1 et seq.)

14. Will comply with PL 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (PL 89-544, as amended, 7 USC 2131 et seq.) pertaining to the care, handling, treatment of warm blooded animals held research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 USC Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC Section 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

I, _____, hereby sign this form as of _____.

FEMA Form 20-16C

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions;

Standard Form LLL Disclosure of Lobbying Activities Attached

(c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontract(s)) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its

principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or locally) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Explanation:

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.623:

(A) The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e. regional office or FEMA office.

(f) Taking one of the following actions against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

* Place of Performance			
Street	City	State	Zip
23100 McAuliffe Drive	Robertsdale	Alabama	36567

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

I, _____, hereby sign this form as of _____.

Standard Form LLL: Disclosure of Lobbying Activities

<p>* 1. Type of Federal Action</p> <p><u>B</u></p> <ul style="list-style-type: none"> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance 	<p>* 2. Status of Federal Action</p> <p><u>A</u></p> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post award 	<p>* 3. Report Type</p> <p><u>A</u></p> <ul style="list-style-type: none"> a. initial filling b. material change <p>For Material Change Only :</p> <p>year : quarter</p> <p> :</p> <p>date of last report :</p>
<p>4. * Name and Address of Reporting Entity:</p> <p>Reporting Entity Type:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p>Tier, if known: _____</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No.4 is a Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, If known:</p>	
<p>* 6. Federal Department/Agency</p> <p>Federal Emergency Management Agency</p>	<p>* 7. Federal Program Name/Description</p> <p>Emergency Management Performance Grant</p> <p>CFDA Number, if applicable: 97.042</p>	

8. Federal Action Number, <i>if Known</i> :	9. Award Amount, <i>if Known</i> : \$
10a. Name and address of Lobbying Registrant: <i>(if individual, last name, first name, MI)</i>	10b. Individuals Performing Services: <i>(including address if different from No.10a) (last name, first name, MI)</i>
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	
I, _____, hereby sign this form as of _____.	

Note: Fields marked with an * are required.