



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



**ADVISORY BULLETIN 2017-1
NUCLEAR SAFETY EMERGENCY PROGRAM (NSEP) FUND**

Guidance Package for SFY 2017

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- 1. Purpose:** The purpose of this advisory bulletin is to provide policy guidance and administrative procedures for utilization of the Nuclear Safety Emergency Program (NSEP) fund to reimburse eligible costs incurred in support of the Radiological Emergency Preparedness (REP) and Response Program in Connecticut. The REP program and plans address emergency planning and preparedness for fixed nuclear facilities and/or spent fuel storage sites at Millstone Station in Waterford, CT, Haddam, CT and Buchanan, NY. Program costs are incurred by both State and Municipal Offsite Response Organizations. The Nuclear Safety Emergency Program Fund was established in 1981 to provide funding to municipalities and state agencies to support emergency preparedness for and response to Connecticut's Nuclear power generation facilities pursuant to Federal Guidance found in NUREG 0654, FEMA REP - 1. The licensee of Millstone Station's two nuclear power plants in Waterford, and the licensee of the Connecticut Yankee Independent Spent Fuel Storage Installation (ISFSI) in Haddam currently provide the annual funding for the program.
- 2. Authority: Connecticut General Statutes Title 28, Chapter 518b, Section 28-31, Subsections (a) through (e) inclusive** states in part: "Moneys in the account shall be expended by the Commissioner of the Department of Emergency Services and Public Protection in conjunction with the Commissioner of Energy and Environmental Protection, only to support the activities of a nuclear safety emergency preparedness program and only in accordance with the plan approved by the Secretary of the Office of Policy and Management... The program shall include, but not necessarily be limited to: (1) Development of a detailed fixed facility nuclear emergency response plan for areas surrounding each nuclear electrical generation facility and each away-from-reactor spent fuel storage facility, (2) annual training of state and local emergency response personnel, (3) development of accident scenarios and exercising of fixed facility nuclear emergency response plans, (4) provision of specialized response equipment necessary to accomplish this task, (5) support for the operations and personal services costs of the radiological instrument maintenance and calibration facility, as necessary to replace any reduction in current federal funding, and (6) any other measures as may be required by the Nuclear Regulatory Commission and the Federal Emergency Management Agency." (See Appendix E of this guidance document for the full reference.)
- 3. Program Summary:** Funding in the Nuclear Safety Emergency Program account shall be expended by the Commissioner of the Department of Emergency Services and Public Protection in conjunction with the Commissioner of the Department of Energy and Environmental Protection (DEEP), only to support the activities of a nuclear safety emergency preparedness program and only in accordance with the plan approved by the Secretary of the Office of Policy and Management. The Deputy Commissioner of Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) expends the funding through a delegation of authority from the Commissioner of DESPP in accordance with Connecticut General Statutes Section 29-1b(b). Under Conn. Gen. Stat. 28-31(b), the Deputy Commissioner of DESPP/DEMHS, as authorized by the Commissioner of DESPP, "may expend such additional funds as are necessary to assure and maintain emergency operations center capabilities and specialized response equipment necessary to implement the fixed facility nuclear emergency response plans."

Specifically, the NSEP provides funding for administrative functions within DESPP/DEMHS, including personnel costs related to the administration of the funding. Administrative functions include: review and authorization of budgets, reimbursements, etc. Administrative costs are capped at 25% of the annual assessment. (Section 28-31, subsection (b) of Chapter 518b – Nuclear Preparedness).

The remaining 75% of the NSEP funding is provided for program administration and operation by DESPP/DEMHS and DEEP, including the following:

- Development of a detailed fixed facility nuclear emergency response plan for areas surrounding each nuclear electrical generation facility and each away-from-reactor spent fuel storage facility.
- Annual training of state and local emergency response personnel.
- Development of accident scenarios and exercising of fixed facility nuclear emergency response plans.
- Provision of specialized response equipment necessary to accomplish this task.
- Support for the costs of calibration, maintenance, and distribution of radiological survey meters, dosimetry, and Potassium Iodide (KI) for emergency workers and in the case of KI, the public.
- Any other measures as may be required by the Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA).

The Deputy Commissioner of DESPP/DEMHS or his/her designee may expend such additional funds as are necessary to assure and maintain emergency operations center capabilities and specialized response equipment necessary to implement the fixed facility nuclear emergency response plans. State Emergency Operations Center capabilities are currently, but not exclusively, maintained by three (3) operational staff positions within DESPP and five (5) operational staff positions within DEEP, whose duties also include the performance of items 5.1 through 5.4 and 5.5, below.

The remainder of the account may then be allocated by the Deputy Commissioner of DESPP/DEMHS or his/her designee to reimburse program participants for costs incurred in carrying out the purposes of the overall program.

4. **Administration:** The NSEP account is administered by DESPP/DEMHS as a reimbursement-only program. Expenditures directly related to the Connecticut Radiological Emergency Response Plan and Preparedness Program are eligible for reimbursement, and only those municipalities and agencies identified in the Radiological Emergency Response Plan are eligible for reimbursement through this program.

All program documentation from municipalities, such as budget allocation request submittals, reimbursements, and appeals should be sent to the DESPP/DEMHS Deputy Commissioner through the appropriate DESPP/DEMHS Regional Coordinator, with a copy to the DESPP/DEMHS Radiological Emergency Program Supervisor.

All program documentation from state agencies, such as budget allocation request submittals, reimbursements, and appeals should be sent to the DESPP/DEMHS Deputy Commissioner through the DESPP Strategic Planning and Community

Preparedness Unit, Emergency Management Program Specialist, with a copy to the DESPP/DEMHS Radiological Emergency Program Supervisor.

Email and scanned signed documents are acceptable and encouraged.

5. **Budget Process:** Budget allocation requests for the NSEP are submitted to DESPP/DEMHS. DESPP/DEMHS then compiles the municipal/state agency budgets along with the DESPP/DEMHS and DEEP budgets, and submits the entire package to the Office of Policy and Management (OPM) for approval. Copies of the budget allocation request documentation will be kept on file at DESPP/DEMHS.

- 5.1 **Annual Budget Allocation Requests:** Program participants anticipating incurring costs in support of the REP program in an upcoming fiscal year are required to ***submit a formal budget request to DESPP/DEMHS by March 1, 2016 using either the existing budget format or the new NSEP financial tool.*** (See Appendix A of this guidance document for the NSEP financial tool entitled "Allocation Request Form".) DESPP/DEMHS will send a reminder to participants in December, with the previous year's budget indicated. If no budget request is received by March 1, the budget will be reset to \$0 for the upcoming fiscal year.

- 5.2 **Consideration:** DESPP/DEMHS may go back to program participants for more detail needed on budget requests. Once DESPP/DEMHS finalizes each budget, the DESPP/DEMHS Deputy Commissioner submits the entire program budget to OPM for their approval.

- 5.3 **Approval:** Once the final budget is approved by OPM, program participants will receive their approved budgets. Towns that use the new NSEP Financial Tool will receive their approved allocations and tracking numbers assigned to each line item on the tool. Towns that elect to use the existing budget procedure may request allocations and tracking numbers based on their approved budgets. Expenditures can then be made referencing the assigned TN after allocations are approved.

- 5.4 **Extensions of FY Budget:** Program participants may request an extension if it is anticipated that a line item expenditure will not be able to be completed by the end of the fiscal year. Tracking numbers may be extended into the first quarter of the next fiscal year, up to August 15.

- 5.5 **Amendments of Approved Budgets:**

- 5.5.1 **State agencies:** If a state agency wishes to reallocate funding or request additional funding, the Commissioner of that agency must submit a formal letter of request to the DESPP/DEMHS Deputy Commissioner. (See Section 4.0 of this guidance document for the submittal procedure). The request will be reviewed by appropriate DESPP staff and a recommendation made to the DESPP/DEMHS Deputy Commissioner. If approved by the DESPP/DEMHS Deputy Commissioner, a revised

budget allocation and tracking number will be provided to the requestor within 10 working days of receipt of the agency's letter of request.

State agencies are responsible for maintaining audit quality records of each expenditure using the NSEP program funds, and shall provide a report of expenditures, along with the back-up documentation, electronically to DESPP/DEMHS by **August 15th of each year**. This back-up documentation may be in the form of a CORE CT Voucher report, provided that the state agency provides a full description of the item(s) purchased or service(s) rendered in the description field of the CORE CT report. "Full description" shall include the make, model number, and quantity of the item or service being purchased, or other applicable identifying information. This description shall appear on all transactions including journal entries and transfers. Each state agency shall retain copies of all NSEP related invoices for state auditing purposes.

DESPP/DEMHS and the DEEP signed a Memorandum of Understanding (MOU) on July 31, 2013 which formalizes the policies of the NSEP between the two agencies; identifies the deadline for DESPP/DEMHS to submit a closeout report of the NSEP each year on November 1 to DEEP; and identifies dates for the payments from each utility.

5.5.2 Municipalities: If a municipality wishes to reallocate funding or request additional funding, the Chief Executive Officer must submit a formal letter of request to the DESPP/DEMHS Deputy Commissioner. (See Section 4.0 of this guidance document for the submittal procedure). All budget amendment requests will be reviewed within DESPP/DEMHS and submitted to the DESPP/DEMHS Deputy Commissioner for final review and approval. If approved, a revised budget allocation and line item tracking number will be provided to the requestor.

5.6 Closeout and Carryover of Funds: The NSEP fund will be closed out by November 1st each year. The transfer of remaining un-spent funding from a prior fiscal year is not permitted in the NSEP unless an emergency exists. Any emergency requests to move unexpended funding must be made in writing from the Chief Executive Officer of a municipality or Commissioner of a State Agency to the DESPP/DEMHS Deputy Commissioner. All requests will be reviewed via the normal approval process.

5.7 Appeals Process: Program participants *may appeal the denial of a budget allocation or amendment request within 30 days* of the date of the denial. (See Section 4.0 of this guidance document for the appeal process). Denials made by the DESPP/DEMHS Deputy Commissioner or their designee are final and cannot be appealed, but can be amended. The amended request must contain sufficient additional information in order for the request to be reconsidered for approval.

6. Eligible Expenditures

- 6.1 Local Emergency Management Director's Salary:** 100% of the local director's salary and fringe benefits are reimbursable for the fiscal quarter (3-month period) in which an exercise is held. In a year when no exercise is held, 100% of the local director's salary is reimbursable for one fiscal quarter (3-month period) nuclear program-related planning and/or training.

If a municipality is a member of both the Emergency Management Performance Grant (EMPG) and NSEP, the municipality has the option of using either funding source. If NSEP funding is available the municipality should use the town's NSEP funding because they will receive a 100% reimbursement. If no NSEP funding remains, the community may use EMPG funding and be reimbursed at a rate of 50%. If a community desires to use both NSEP and EMPG simultaneously, then EMPG can cover 50% of the cost with NSEP covering 25 % of the total thus resulting in 75% of the salary being reimbursable for the 90-day period.

- 6.2 Other Municipal Employees:** Salaries of other municipal employees are reimbursable for the fiscal quarter (3-month period) in which an exercise is held. In a year when no exercise is held, 100% of the other municipal employees salary is reimbursable for one fiscal quarter (3-month period) nuclear program-related planning and/or training. The eligible services are reimbursable at either the regular, straight-time, or backfill rate during the three (3) month period. However, salaries that would be routinely paid by the municipality regardless of program participation are not reimbursable. Only work performed during REP planning, REP training, or REP exercises or during required REP preparatory training is reimbursable.

- 6.3 Non-Municipal Part-Time Administrative or Support Staff Not Otherwise Employed by the Town:** Part-time administrative or support staff is eligible in the same manner as full-time staff. If no equivalent position exists within the town, towns will use the hourly rates established for volunteer EMDs and their Clerical Staff. If no salary rate is established by the municipality, a default stipend amount of \$200 per day will be used.

- 6.4 Volunteer Time for EMD and Clerical Staff:** For Emergency Management Directors and Deputy EMDs, volunteer time will be reimbursed at a rate of \$35.00 per hour up to \$280.00 per day. For Clerical Staff, volunteer time will be reimbursed at \$30.00 per hour up to \$240.00 per day. In addition to the standard form used for all reimbursements, all requests for the reimbursement of volunteer time must include documentation showing dates and hours worked, a brief description of the work performed, hourly rate of pay and a signed letter on town letterhead from the Chief Executive Officer or Finance Director verifying the accuracy and validity of the volunteer time.

- 6.5 Expendable items:** Examples of REP program expendables are: batteries, radio maintenance parts and labor, signs, ropes, barricade material, message forms, maps, repair parts, etc.

- 6.6 Communications and IT Systems and Equipment:** All communications and information technology equipment purchased must conform to the State of Connecticut Communications Interoperability Plan (SCIP) and the standards established by the State of Connecticut Interoperable Communications Committee. Communications equipment requests will be approved for interoperable communications systems only. No exclusively intra-departmental communications systems will be approved for funding.

Agencies and municipalities must state the total cost of the communications or IT system to be purchased and the share of that system being requested for NSEP funding. The share of NSEP funding being requested for the replacement or upgrading of communications or IT systems should be no more than 25% of the total system cost.

- 6.6.1 Radio Towers:** The total reimbursement for the purchase and installation of any fixed radio tower is limited to \$32,000.00 or 25% of the total system cost whichever occurs first.
- 6.6.2 Recurring Costs:** Annual recurring costs such as communications costs, salaries, and EOC operations are reimbursable in the three month period before a rehearsal or exercise. Communications costs are limited to one (1) authorized telephone service (land line, cell phone, and blackberry) or data line rental. Telephone costs for routine business are not reimbursable. In a year when no exercise is held, recurring costs are reimbursable for up to ninety (90) days of nuclear program-related planning and/or training activities. If a municipality is a member of both the EMPG and NSEP, the municipality has the option of using either funding source. If NSEP funding is available, the municipality should use the town's NSEP funding because they will receive a 100% reimbursement. If no NSEP funding remains, the municipality may use EMPG funding and be reimbursed at a rate of 50%. If a municipality desires to use both NSEP and EMPG simultaneously, then EMPG can cover 50% of the cost with NSEP covering 25 % of the total thus resulting in 75% of the recurring costs being reimbursable for the 90-day period.
- 6.6.3 Upgrading of Telephone / Cell phone Communications in conjunction with Interoperable Communications:** Two (2) means of communications with the DESPP/DEMHS Regional Office are required to fulfill the requirements of the Federal REP program guidance. According to the CT REP plan, the primary means of communication will be by land-line or cellular telephone communications. The secondary means should be an interoperable radio communications system such as high band radio. Both of these systems should also be capable of direct communications with local municipal departments (including the school department) during an emergency.

- 6.7 Maintenance Costs:** All equipment maintenance costs must be financed from annual NSEP allocations. Therefore, NSEP budget planning must include recurring maintenance costs within the annual NSEP budget.

6.8 Training, Drills, and Exercises: EMDs and staff that participate in exercises or drills must fulfill the requirements of NUREG 0654/FEMA REP-1, Governor's Executive Order 34 (see Appendix F of this guidance document) and generally follow FEMA's HSEEP guidance (<https://www.fema.gov/media-library/assets/documents/32326>). Expenses and salaries incurred assembling the necessary personnel and in conducting the training are allowed. Please see Section 10 of this guidance document for a list of required training and exercises.

6.9 Mobile Alerting/Public Address: Equipment needed to extend public alerting to areas not covered by sirens or for an alternate method of route alerting. NOTE: Route alerting capability is a requirement under the federal REP Program Manual Guidance and Evaluation Criteria, which incorporates FEMA NUREG 0654/FEMA REP-1 (06/2013).

6.10 Emergency Operations Center (EOC) Equipment and Refurbishing: Eligible expenditures include: Lights, curtains, work tables, maps, frames, room dividers, charts, and other items necessary to ensure adequate facilities in the EOC.

6.10.1 Bi-Annually and once every eight years, FEMA evaluates all program EOCs and determines them adequate to fulfill the needs of the REP program. If FEMA determines any EOC inadequate, or if an emergency condition arises, an allocation to correct that condition will be approved.

6.10.2 Other than if deemed inadequate by FEMA or for an emergency condition, refurbishment costs may not be approved more often than every eight years, which is the length of the FEMA REP program evaluation cycle.

6.11 Generators:

6.11.1 Mobile Generators: The reimbursement for the purchase of one mobile generator to power the Interoperable Communications radio systems at the EOC or at a field site is limited to \$6,000.

6.11.2 Fixed Generators: The reimbursement for the purchase and installation of fixed generators for providing backup power to EOC facilities is limited to \$35,000.

6.12 Overtime pay: Overtime pay is approved during actual emergency activations of the CT REP Plan. However, overtime pay for REP program training and exercises may be requested through the budget approval process. ***However, every effort should be made to schedule training and exercises during regular working hours.*** Some factors for consideration of approval may include, but is not limited to, the following:

- The necessity to hold training after normal working hours (e.g. Evenings or Weekends).

- The necessity to hold training during the weekday when staff have already worked an overnight shift.
- The requesting organization is made up of mostly volunteer staff.

7. Ineligible Expenditures:

- 7.1 Departmental Expenses:** Any expenses which are part of the normal operations of a department are not eligible.
- 7.2 Telephone Costs:** Only costs directly related to phones (land line and cellular) procured through the NSEP program or dedicated to the program are eligible. Telephone costs for routine business are not reimbursable.
- 7.3 Unrelated Equipment:** Equipment not needed to operate the municipal direction, control and notification system, or the Emergency Operations Center is not eligible.
- 7.4 Duplicate reimbursement:** No salary or other expense charged to the NSEP may be charged to another state or federal program as a reimbursable expense. In addition, no salary or other expense charged to any other program shall be reimbursed through the NSEP.
- 7.5 Matching other State and Federal Programs:** NSEP funding shall not be used as a match to any other Local, State or Federal Program without written authorization from the DESPP/DEMHS Deputy Commissioner or his/her designee.
- 7.6 Conferences and Workshops:** Not allowed unless the majority of the conference or workshop is for Radiological Emergency Preparedness or Response planning or training purposes. Agenda must accompany reimbursement request.
- 7.7 Subscriptions and Publications:** Not allowed unless the subscription or publication is predominantly a REP document.

- 8. Reimbursement Procedure:** To request reimbursement, please use the NSEP Reimbursement forms and attach the following documentation. ***All reimbursement requests must be received by DESPP/DEMHS not later than August 15th*** of each year. When requesting reimbursement, the appropriate tracking number must appear on all documentation. It is recommended that the new NSEP financial tool be used for reimbursements. This tool is intended to speed up the review process for reimbursements. Please allow at least 60 days for reimbursements to be processed. To bill for reimbursement, please attach the following documentation as appropriate:

- List of names, by department, of participants taking part in planning, training or exercises, including the exact job titles and pay grades.
- Time sheets or payroll reports must show hours worked by participants on planning, training or exercises, the date of the exercise or the dates of planning and training directly related to the NSEP. Time sheets must be signed by participants, their direct supervisors, or the local chief executive.
- Vouchers that verify one-time purchases (e.g. new copier), and/or copies of cancelled checks.

- Daily meal allowance per state regulation, and/or copy of cancelled checks for the purchase of food and/or non-alcoholic beverages.
- Vouchers to verify any other expenses and/or cancelled checks.

8.1 All requests for reimbursement must be received by DESPP no later than August 15th (45-days past the end of the State Fiscal Year on June 30th). Failure to submit reimbursements by August 15th of each year may result in denial of the reimbursement. Any incomplete requests which require additional information may be granted a 30-day one-time extension.

8.2 State agencies may use CORE CT Records for their reimbursement requests. Note: DEEP receives its proposed funding directly from the Public Utilities Regulatory Authority (PURA) of DEEP per the DESPP and DEEP Memorandum of Understanding dated July 31, 2013.

9. Pooling of Un-allocated Municipal Budgeted Funds: The primary purpose of the pool funding is to fund projects for municipalities that may have gone unfunded from their original individual budget allocations. On April 15th of each year, all unallocated or unspent municipal funding may be pooled and offered for supplemental projects as defined in the following procedure:

- Step 1: On April 1st DESPP/DEMHS will contact municipal program participants to determine if any allocated funding will remain available and unspent by the end of the fiscal year. Municipalities will communicate their decision, in writing to DESPP/DEMHS, whether they want to release their unspent funds to the pool account by April 15th.
- Step 2: By April 15th of each year, those released funds will be moved to the pool funding line item of the overall NSEP budget.
- Step 3: All municipalities will then be notified of the availability and amount of the pool funding for eligible NSEP projects. The notice will contain a short application form and will set a deadline of May 10th for applications to be submitted to DESPP/DEMHS.
- Step 4: A Committee consisting of the appropriate DESPP/DEMHS Regional Coordinators, Planning Manager, REP Supervisor, and Grant Administrator, will review all Pool Funding Applications. Each member will rank each application from 1 – 10 (10 being the best). This Committee will then make recommendations to the DESPP/DEMHS Deputy Commissioner for allocation of these funds.
- Step 5: Once approved, allocations will be made to each project application as funding permits, based on scores from highest to lowest. No additional funding from another line item will be used.
- Step 6: Successful applicants will be given until August 15th to complete their purchases and seek reimbursement.

Since pool funding is the result of the pooling of unexpended funding from all municipal program participants, under no circumstances can a participant that receives a pool funding allocation be able to transfer the pool funding into their own regular NSEP budget. Any unspent pool funding will be reverted back into the NSEP account.

10. Training and Exercise Requirements: Regular training and exercises are considered key components of the REP program. These requirements will continue the goal of professional development for local Emergency Management Directors and their deputies and maintain planning and operational capabilities. Please note that REP exercises can be counted towards the requirements contained in the EMPG program for paid staff.

10.1 REP Program Training: The following online, FEMA Independent Study Courses are necessary background courses and specific to the Radiological Emergency Program (REP):

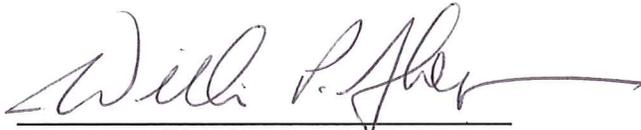
Course Description	Estimated Completion Time
• IS-3 Radiological Emergency Management.	10 Hours
• IS-331 Introduction to REP Exercise Evaluation.	10 Hours
• IS-836 Nuclear/Radiological Incident Annex .	1 Hour

Municipal REP program participants must send their certificates of completion to the DESPP/DEMHS Regional Coordinator, who will submit these records to the DESPP/DEMHS Training Unit.

Agency participants can submit their certificates of completion directly to DESPP/DEMHS Training Unit as per the State Agency Training and Exercise Plan (SATEP).

10.2 REP Program Required Exercises: DESPP/DEMHS will coordinate with Dominion Millstone to hold annual REP Exercises. All program participants are required to fully participate in the bi-annual evaluated exercise. Program participants may also be required to participate in other REP exercises (e.g. bi-annual un-evaluated exercises, table top exercises, functional exercises etc.) as dictated by the needs of the program as set forth in the Federal REP Program Manual and the Connecticut Radiological Emergency Response Plan.

11. Points of Contact: Any questions or concerns from municipalities should be referred to the DESPP/DEMHS Regional Coordinator for resolution. Questions from State Agencies can be referred to the DESPP/DEMHS REP Supervisor Cindy Tangney at cynthia.tangney@ct.gov or to the DESPP/DEMHS NSEP Program Specialist Doug Glowacki at douglas.glowacki@ct.gov.



William P. Shea
Deputy Commissioner
Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security

28 JAN 16

Date

Appendix A – Allocation and Reimbursement Request Form

State of Connecticut Department of Emergency Services and Public Protection
NUCLEAR SAFETY EMERGENCY PROGRAM

SECTION I FUNDING		SECTION II – DOCUMENTATION OF COSTS		SECTION III – COST AND PAYMENT INFORMATION		
NISEP ANNUAL BUDGET		For each allocation being claimed please fill in the appropriate items below. Please use one section per allocation. If you have more than 5 allocations please attach a second sheet. Fiscal Year 2016 From 7/1/15 to 6/30/16 Town Name: WATERFORD		Proof of Payment: Please provide a copy of the check used to pay the bill or invoice and a copy of the bill or invoice.		
Total Budget:	\$10,000.00			ALL DIRECT COSTS PERSONNEL EQUIPMENT ETC.	ATTACH COPY OF CHECK OR PAID RECEIPT	DATE OF PAYMENT
ALLOCATION TOTALS						
Total of All Allocations:	\$9,000.00					
Request #1	\$4,000.00	Breakdown of Allocation Costs		\$1,000.00		
Description of Allocation Request:		Personnel Costs (Salary or Stipend)				
		Fringe Benefits				
		Equipment or Supplies Costs		\$3,000.00		
		Maintenance Costs				
		Other Costs				
		Total:		\$4,000.00	Balance	\$0.00
Request #2	\$750.00	Breakdown of Allocation Costs				
Description of Allocation Request:		Personnel Costs (Salary or Stipend)				
		Fringe Benefits				
		Equipment or Supplies Costs		\$750.00		
		Maintenance Costs				
		Other Costs				
		Total:		\$750.00	Balance	\$0.00
Request #3	\$1,750.00	Breakdown of Allocation Costs				
Description of Allocation Request:		Personnel Costs (Salary or Stipend)				
		Fringe Benefits				
		Equipment or Supplies Costs				
		Maintenance Costs				
		Other Costs				
		Total:		\$0.00	Balance	\$1,750.00
Request #4	\$2,000.00	Breakdown of Allocation Costs				
Description of Allocation Request:		Personnel Costs (Salary or Stipend)				
		Fringe Benefits				
		Equipment or Supplies Costs				
		Maintenance Costs				
		Other Costs				
		Total:		\$0.00	Balance	\$2,000.00
Request #5	\$500.00	Breakdown of Allocation Costs				
Description of Allocation Request:		Personnel Costs (Salary or Stipend)				
		Fringe Benefits				
		Equipment or Supplies Costs				
		Maintenance Costs				
		Other Costs				
		Total:		\$0.00	Balance	\$500.00
Unallocated:				\$0.00	Balance	\$500.00
CORRECTIONS:				\$4,750.00	Balance	\$4,250.00
1.				ACTION REQUIRED:		
2.				1.		
3.				2.		
4.				3.		
5.				4.		
6.				5.		

Certification: I hereby certify that the information contained herein is based on official accounting records, and that project outlays shown have been made in accordance with applicable grant terms and conditions, and that documentation is available to support these project outlays.

Signature: _____
Emergency Management Director

Signature: _____
Financial Officer

Appendix B – NSEP Budget and Reimbursement Tool



PAGE 1. NSEP REIMBURSEMENT REQUEST DATA SHEET

Town or Agency Name:

Address:

EMD or Contact Person Name:

Phone Number:

SPGA UNIT USE ONLY

SECTION I: Reimbursement Information: Please complete one report for up to 5 allocations for which you are seeking reimbursement and attach the NSEP Budget and Reimbursement Tool.

Total amount seeking reimbursement: \$

In addition to the documentation required in Section I please attach copies of your documentation clearly labeled with the corresponding allocation numbers.

Section II: Documentation: Check all that apply to your program and attach documentation to this form with the corresponding allocation numbers from the NSEP Budget and Reimbursement Tool.

Personnel/Fringe	Organization/Equipment/Other	In-kind
<input type="checkbox"/> Financial system payroll report with the following: <ul style="list-style-type: none"> <input type="checkbox"/> Employees Name <input type="checkbox"/> Dates of Service <input type="checkbox"/> Check Numbers <input type="checkbox"/> Number of Hours <input type="checkbox"/> Hourly rate <input type="checkbox"/> Actual Fringe <input type="checkbox"/> Identify Payroll codes if other than regular and overtime. <input type="checkbox"/> Submit documentation if fringe is other than the standard rate. <input type="checkbox"/> Stipend: provide copy of check with indication that this is a stipend payment.	<input type="checkbox"/> Invoices <input type="checkbox"/> Copy of checks or financial accounting system report with vendor name, invoice number, check number, amount and date. <input type="checkbox"/> If reimbursement documentation does not agree to invoice amount highlight and provide calculation used for reimbursement (ie. Phone bills, reimbursable items on credit cards) <input type="checkbox"/> Mileage: submit completed mileage reporting form or municipal form with the same information that is on our mileage form available on the DEMHS website at www.ct.gov/demhs .	<input type="checkbox"/> Volunteer time- In Kind Services Form attached or internal form with the same information that is on our in-kind services form available on our website at www.ct.gov/demhs . <input type="checkbox"/> Other: Please describe. <p style="text-align: center;">Necessary Training</p> <input type="checkbox"/> IS-3 Radiological Emergency Management <input type="checkbox"/> IS-331 Introduction to REP Exercise Evaluation <input type="checkbox"/> IS-836 Nuclear / Radiological Incident Annex

For DESPP/DEMHS Use Only Below this point:

Regional Coordinator Check:

- The municipality or agency has provided the required documentation and project outlays match the documentation provided.
- The required reimbursement forms are attached for the allocations seeking reimbursement (NSEP Budget and Reimbursement Tool) and all documentation has been checked for accuracy.

Signature of Regional Coordinator:

Date:

Signature of EMPS:

Date:

For DESPP/DEMHS Use Only

Fund	Dept	SID	Program	Account	CH1	CH2	Bud Ref	Project
12060	32982	90428			190103		2016	

July 6, 2015

The Honorable (NAME)
Commissioner
Department of Public Health
410 Capitol Avenue
Hartford, CT 06134

Dear Commissioner (NAME):

The purpose of this correspondence is to make an allocation to the Department of Public Health from the Nuclear Safety Emergency Preparedness fund for the sole purpose of funding [the following line item] or [item outside the original Plan].

The funding of _____ has been approved as 2016-3 in the amount of **\$2,000** (Two Thousand dollars). Please show the assigned allocation number on all documentation. This allocation will expire at the end of the current Fiscal Year on June 30, 2016.

In accordance with Section 4.4 of the 2016-1 NSEP Advisory Bulletin, you are responsible for maintaining audit quality records of each individual agency expenditure made using the NSEP program funds, and shall provide a report of expenditures, along with the back-up documentation, electronically to DESPP/DEMHS by September 30th of each year. This back-up documentation may be in the form of a CORE CT Voucher report, provided that you provide a full description of the item(s) purchased or service(s) rendered in the description field of the CORE CT report. "Full description" includes the make, model number, and quantity of the item or service being purchased, or other applicable identifying information. This description shall appear on all transactions including journal entries and transfers. You shall retain copies of all invoices in-house for state auditing purposes.

Should you need any further assistance in completing this process please feel free to contact Doug Glowacki, Emergency Management Program Specialist at (860) 685-8469 or via email to douglas.glowacki@ct.gov.

Sincerely,

Deputy Commissioner
Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security
cc:
File Copy

Appendix C- Meal Allowance

Meal Allowance Regulations for State Agencies

Eligible meals during training and response exercises and actual events will be compensated based on the existing Administrative and Residual (A&R) meal allowance. The current A&R meal allowance for FY 2016 is as follows:

Breakfast:	\$11.00
Lunch	\$15.00
Dinner	\$26.00
Gratuity@15%	<u>\$ 7.80</u>
Per Diem	\$59.80

Appendix E
Connecticut General Statute Title 28, Chapter 518b Nuclear Preparedness

Sec. 28-31. Nuclear safety emergency preparedness: Account; program; plan. (a) The Public Utilities Regulatory Authority shall establish a nuclear safety emergency preparedness account, which shall be a separate, non-lapsing account within the General Fund, and which shall be financed through assessments of all Nuclear Regulatory Commission licensees that own or operate nuclear power generating facilities in the state. The authority shall initially assess the licensees for a total of two million dollars. The authority may assess licensees for such amounts as necessary for the purposes of the account, provided the balance in the account at the end of the fiscal year may not exceed three hundred thousand dollars. The authority shall annually assess the licensees, upon the request of the Commissioner of Emergency Services and Public Protection, for funding to support annual expenses of five staff positions in the Department of Energy and Environmental Protection and three staff positions in the Department of Emergency Services and Public Protection. Personnel shall be assigned to said staff positions solely for the purposes of the program established pursuant to subsection (b) of this section. Federal reimbursements and grants obtained in support of the nuclear safety emergency preparedness program shall be paid into the General Fund and credited to the account. The authority shall develop an equitable method of assessing the licensees for their reasonable pro rata share of such assessments. All such assessments shall be included as operating expenses of the licensees for purposes of rate-making. All moneys within the account shall be invested by the State Treasurer in accordance with established investment practices and all interest earned by such investments shall be returned to the account.

(b) Moneys in the account shall be expended by the Commissioner of Emergency Services and Public Protection, in conjunction with the Commissioner of Energy and Environmental Protection, only to support the activities of a nuclear safety emergency preparedness program and only in accordance with the plan approved by the Secretary of the Office of Policy and Management under subsection (c) of this section. The program shall include, but not necessarily be limited to: (1) Development of a detailed fixed facility nuclear emergency response plan for areas surrounding each nuclear electrical generation facility and each away-from-reactor spent fuel storage facility, (2) annual training of state and local emergency response personnel, (3) development of accident scenarios and exercising of fixed facility nuclear emergency response plans, (4) provision of specialized response equipment necessary to accomplish this task, (5) support for the operations and personal services costs of the radiological instrument maintenance and calibration facility, as necessary to replace any reduction in current federal funding, and (6) any other measures as may be required by the Nuclear Regulatory Commission and the Federal Emergency Management Agency of the United States Department of Homeland Security. Moneys in the account shall be distributed as follows to carry out the purposes of the program: The Commissioner of Emergency Services and Public Protection may expend not more than twenty-five per cent of the proceeds of the maximum annual assessment for administrative functions incident to the program. The Commissioner of Emergency Services and Public Protection may expend such additional funds as are necessary to assure and maintain emergency operations center capabilities and specialized response equipment necessary to implement the fixed facility nuclear emergency response plans. The remaining moneys in the account may be allocated to other state agencies and used to reimburse municipalities for costs incurred in the purchase and maintenance of equipment and for services rendered in carrying out the purposes of the program.

(c) Not later than May first, annually, the Commissioner of Emergency Services and Public Protection, in consultation with the Commissioner of Energy and Environmental Protection, shall submit to the Secretary of the Office of Policy and Management a plan for carrying out the purposes of the nuclear safety emergency preparedness program during the next state fiscal year. The plan shall include

proposed itemized expenditures and measures for the program. The secretary shall review the plan and, not later than June first, annually, approve the plan if it conforms to the provisions of this section.

(d) All moneys within the nuclear safety emergency preparedness account may be expended only in accordance with the provisions of this section.

(e) Notwithstanding the provisions of subsection (a) of this section, the Public Utilities Regulatory Authority may allow an additional assessment of the licensees to supplement the initial assessment of such licensees if either the Nuclear Regulatory Commission or the Federal Emergency Management Agency of the United States Department of Homeland Security disapproves or informs, in writing, the Commissioner of Emergency Services and Public Protection that it is likely to disapprove the nuclear safety emergency preparedness plan and additional funds are or would be needed to conform the plan to acceptable standards.

(P.A. 81-409, S. 1, 2; P.A. 84-85; P.A. 86-312, S. 12, 21; P.A. 88-135, S. 9; P.A. 89-241; P.A. 91-326, S. 3, 4; May Sp. Sess. P.A. 92-12, S. 9, 10; P.A. 98-226, S. 1; P.A. 99-190, S. 7, 9; P.A. 04-219, S. 23; June Sp. Sess. P.A. 05-3, S. 23; P.A. 09-27, S. 2.; P.A. 11-51, S. 134; P.A. 11-80, S. 1)

History: P.A. 84-85 amended Subsec. (c) to require plan to be based on fiscal year rather than calendar year; P.A. 86-312 changed emergency preparedness "fund" to a separate nonlapsing "account" within the general fund and amended Subsec. (b) to increase percentage of annual assessment proceeds director may expend to carry out his responsibilities from 10% to 25%; P.A. 88-135 substituted office of "emergency management" for office of "civil preparedness" in Subsecs. (b), (c) and (e); P.A. 89-241 amended Subsec. (a) to eliminate requirement that department annually assess licensees for a total of \$20,000 and to provide when account balance falls below \$300,000, department may assess licensees for necessary amounts provided balance may not exceed \$300,000 and department may assess licensees for special nonrecurring expenses for a total not to exceed \$100,000, and amended Subsec. (b) to authorize director to expend not more than 25% of proceeds of maximum annual assessment for administrative functions incident to program and to expend additional funds as necessary to maintain emergency operations center capabilities and specialized response equipment; P.A. 91-326 amended Subsec. (a) to provide for an annual assessment of Nuclear Regulatory Commission licensees operating nuclear power generating facilities for funding to support certain staff positions in the department of environmental protection and the office of emergency management; May Sp. Sess. P.A. 92-12 amended Subsec. (a) to increase from three to five the number of staff positions in department of environmental protection to be funded from annual assessment, to eliminate reference to radiation and noise control division and to make changes for statutory consistency; P.A. 98-226 transferred responsibility for the program from the director of the Office of Emergency Management to the Commissioner of Public Safety, amended Subsec. (a) by changing the permanent cap on the account to a cap at the end of the fiscal year, eliminating assessments for nonrecurring expenses, and adding one additional staff position, amended Subsec. (b) by including program support for the radiological instrument maintenance and calibration facility, and amended Subsec. (c) by requiring that program measures be included in the annual program plan (Revisor's note: A reference in Subsec. (b) to "director of the Commissioner of Public Safety" was changed editorially by the Revisors to "Commissioner of Public Safety"); P.A. 99-190 substituted "Adjutant General of the Military Department" for "Commissioner of Public Safety" and "Military Department" for "Department of Public Safety", effective July 1, 1999; P.A. 04-219 amended Subsec. (e) to substitute Commissioner of Emergency Management and Homeland Security for director of the Office of Emergency Management, effective January 1, 2005; June Sp. Sess. P.A. 05-3 amended Subsecs. (a), (b), (c) and (e) to substitute Commissioner of Emergency Management and Homeland Security for Adjutant General of the Military Department and Department of Emergency Management and Homeland Security for Military Department and to make technical changes, effective July 1, 2005; P.A. 09-27 amended Subsec. (c) to change date of plan submission from November 1 to May 1, annually, and date for secretary's review from December 1

to June 1, annually; pursuant to P.A. 11-51, "Commissioner of Emergency Management and Homeland Security" and "Department of Emergency Management and Homeland Security" were changed editorially by the Revisors to "Commissioner of Emergency Services and Public Protection" and "Department of Emergency Services and Public Protection", respectively, effective July 1, 2011; pursuant to P.A. 11-80, "Department of Public Utility Control", "department", "Department of Environmental Protection" and "Commissioner of Environmental Protection" were changed editorially by the Revisors to "Public Utilities Regulatory Authority", "authority", "Department of Energy and Environmental Protection" and "Commissioner of Energy and Environmental Protection", respectively, effective July 1, 2011.

Appendix F

STATE OF CONNECTICUT

BY HIS EXCELLENCY

2013 JUN 12 PM 12:12

DANNEL P. MALLOY

GOVERNOR

EXECUTIVE ORDER NO. 34

WHEREAS, the United States Department of Homeland Security National Incident Management System (NIMS) provides a consistent, nationwide system to enable federal, state, tribal, and local governments, as well as the private sector and non-governmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location or complexity; and

WHEREAS, it is necessary and desirable that federal, state, local, and tribal agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate efficient and effective incident management, it is critical that federal, state, tribal, and local governments and organizations use standardized terminology and organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources has improved, and will continue to improve, the State of Connecticut's ability to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the NIMS concepts have improved, and will continue to improve, the State of Connecticut's ability to provide a coordinated and integrated program of emergency management and homeland security through local, regional and state-wide collaborative planning, training, exercise, response, recovery, prevention and mitigation; and

WHEREAS, the Incident Command System (ICS) components of NIMS are presently, and must continue to be, an integral part of various incident management activities throughout the State of Connecticut; and

WHEREAS, the continued use of the NIMS and an integrated ICS by the State of Connecticut is vital to ensuring continued access to federal funds from a variety of sources, which funds are used to further increase the preparedness of Connecticut to respond to incidents that threaten the health, welfare, safety and security of the residents of Connecticut;

NOW, THEREFORE, I, Dannel P. Malloy, Governor of the State of Connecticut, by virtue of the power and authority vested in me by the Constitution and Statutes of the State of Connecticut, do hereby **ORDER AND DIRECT** that:

1. Executive Order No. 10 of Governor M. Jodi Rell concerning the NIMS program is hereby rescinded in its entirety and the following is substituted in lieu thereof;
2. NIMS, as promulgated and, from time to time, revised by the United States Department of Homeland Security, shall continue to be established and recognized as the standard system within the State of Connecticut for the management of domestic incidents that affect the health, welfare, safety and security of the residents of Connecticut;
3. The Commissioner of the State of Connecticut Department of Emergency Services and Public Protection ("DESPP") and the Deputy Commissioner of DESPP for the Division of Emergency Management and Homeland Security ("DEMHS") shall take such action as they shall deem advisable to establish and support training programs, policies,

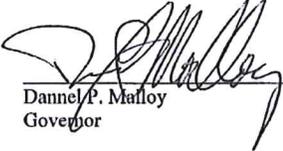
Appendix F

procedures, and protocols to implement and maintain the NIMS and integrated ICS components within all appropriate emergency operations and all other plans for the State of Connecticut, so as to ensure effective and efficient levels of incident management;

4. All other Commissioners and Department Heads shall work with DESPP/DEMHS to ensure that: all appropriate agency emergency activities and other plans follow the NIMS components; all agency staff and contractors with roles in emergency preparedness, planning, response, or recovery are trained in the appropriate NIMS and ICS components, including active participation in planning, training and exercises; and
5. For purposes of funding the activities of DESPP/DEMHS in carrying out the purposes of this Executive Order, the DESPP/DEMHS, as necessary or permitted in accordance with applicable law and to the extent available may: (1) apply for grants from governmental or other sources; (2) accept and expend such grants on behalf of itself, municipalities, or such other state agencies as is advisable; and (3) operate within the existing appropriations of the agency.

This order shall take effect immediately.

Dated at Hartford, Connecticut, this 12th Day of June 2013.


Daniel P. Malloy
Governor

By His Excellency's Order


Denise Merrill
Secretary of the State

