



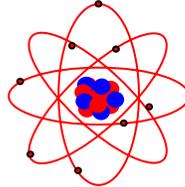
**STATE OF CONNECTICUT  
DEPARTMENT OF  
EMERGENCY MANAGEMENT AND HOMELAND SECURITY**



**ADVISORY BULLETIN 2009-2**

**March 4, 2009**

**RE: NUCLEAR SAFETY EMERGENCY PROGRAM (NSEP)  
Application and Guidance Package for FY 2010**



**APPLICATIONS ARE DUE BY MARCH 31, 2009**

**NUCLEAR SAFETY EMERGENCY PROGRAM POLICES AND PROCEDURES**

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**Section 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) to reimburse eligible costs of salaries and related expenses. The NSEP is a dual purpose program enhancing both municipal readiness and the readiness of state agencies in responding to emergencies at the Millstone Nuclear Power Generation Facility. Forms in this application package are marked either for municipal or state use or both. All funding allocations under the NSEP must have a J-Number Authorization prior to any expenditure of funds.

**Section 2. Authority:** Title 28, Section 28-31, Subsections (a) through (e) inclusive. Title 28, Section 28-31 states in part: "Moneys in the account shall be expended by the Commissioner of the Department of Emergency Management and Homeland Security in conjunction with the Commissioner of 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."

**Section 3. Program Summary:** The Nuclear Safety Emergency Program was established in 1981 to provide funding to municipalities and state agencies to enhance the safety of Connecticut's Nuclear power generation facilities. The operators of Connecticut's Nuclear power generation facility located in Waterford and the operators of the now decommissioned nuclear generation facility in Haddam provide annual funding for planning, training, exercises and the purchase of specialized response equipment that is directly related to the goal of maintaining and improving safety and responding to emergencies at the Nuclear power generation facility.

#### **Section 4. Procedure for Participation in the Nuclear Safety Emergency Program:**

- 4.1 General:** The NSEP fund is administered as a reimbursement program only. Only expenditures directly related to the Connecticut Radiological Emergency Response Plan and the Nuclear Safety Emergency Program are eligible. Allowable reimbursements must be authorized in advance by a letter of allocation (J-Number) from DEMHS.
- 4.2 Procedural Guidance for Services Rendered:** Municipalities (including host communities) or agencies desiring to obtain reimbursement for services rendered or salaries incurred in an upcoming fiscal year will be required to submit a formal budget request to DEMHS by March 31, 2009. Once the formal budget request is approved by DEMHS, the local municipality or agency must submit itemized requests within the funding amounts defined under the formal budget when eligible costs are anticipated. (Changes to the tasks listed in the formal budget are allowed; however, those changes must be included with the letter of request).

- 4.3 Letter of Allocation for Recurring Costs:** DEMHS will issue a letter of Allocation (J-Number) for Recurring Costs up to the amount of the municipal or agency budget upon receipt and approval of a request letter submitted by each municipality and state agency. The purpose of the letter of allocation is to authorize and provide funding (reimbursement process using J-Numbers) for certain services and expenses which reoccur annually. Eligible expenses are listed below. This letter of allocation is automatically cancelled at the end of each fiscal year and any un-obligated balances are then transferred back to the program account. The following recurring costs are allowable:
- 4.4 Local Emergency Management Director's Salary:** 100% of the local director's salary is reimbursable for the month of an exercise and the two (2) preceding months. (If a municipality is a member of both the Emergency Management Performance Grant and NSEP, funding if available for the local director's salary will be paid by the NSEP. If sufficient funding is not available within the NSEP, then EMPG funding will be used that authorizes a 50% cost share. Up to 25% of the remaining match may be funded by the NSEP thus resulting in 75% of the director's salary being reimbursable) Straight-time and backfill salaries (including temporary salary rates established by the town) for the Director are also eligible. If no salary rate is established by the town a default stipend amount of \$200 / day will be used.
- 4.5 Other Town Employees:** Salaries of other town employees are eligible only if the services are performed entirely to accomplish the purposes of the Nuclear Safety Emergency Program. The eligible services are reimbursable at either the regular, straight-time or backfill rate during the same three (3) month period. However, salaries that would be routinely paid by the town regardless of program participation are not reimbursable. Only work performed during exercises or during required preparatory training is reimbursable. If no salary rate is established by the town a default stipend amount of \$200 / day will be used.
- 4.6 Reimbursement of Semi-Private Agencies:** Semi-private agencies (Red Cross, Salvation Army, etc.) may be eligible for reimbursement when these agencies incur costs in support of towns exercise or response operations. Towns must track all bills from these agencies for exercise participation and itemize such costs as part of their J-Number request and on town claims for reimbursement.
- 4.7 Expendables:** Purchase of expendable items must be funded from within the municipal or agencies NSEP budget and must be accounted for as a forecasted expense. Therefore, it is necessary for towns and agencies to manage the annual allocation of funds in order to obtain both necessary services and necessary miscellaneous items in addition to training and exercise requirements. Examples of expendables are: batteries, radio maintenance parts and labor, signs, ropes, barricade material, message forms, maps, repair parts etc.
- 4.8 Telephone Costs:** Monthly recurring costs are reimbursable and are limited to 1 authorized telephone service (land line, cell phone, and blackberry) or data line rental. No reimbursement for calls or data transfers will be provided except during exercises and drills. In general, only those costs related to the emergency management function are reimbursable.
- 4.9 Maintenance Costs:** Maintenance of a Direction and Control communications system (batteries, repairs, repair parts, monthly telephone rent) and service charges is allowable for Emergency Management/REP phones only. Maintenance costs incurred from one-time procurements of communication equipment must be

financed from annual allocations. Therefore, town planning must include solutions to recurring maintenance costs within the annual allocations. Approximately 10% of acquisition cost should be “budgeted” against annual allocations.

- 4.10 Training Expenses:** Expenses and salaries incurred assembling necessary personnel and conducting necessary training.
- 4.11 Exercise Costs:** Direct costs resulting from participation in state and federally evaluated exercises.
- 4.12 Drilling Costs:** Direct costs resulting from participation in state or town training drills.
- 4.13 Expendables:** Such as signs, ropes, barricades, message forms, reference materials, maps, etc.
- 4.14 Over-time Pay:** Is authorized for emergency activations for radiological response. Overtime pay for training and exercises is not automatically authorized and must be considered on a case by case basis.

### **Section 5. Eligible Cost Categories:**

Funding in the Nuclear Safety Emergency Program account shall be expended by the Commissioner of the Department of Emergency Management and Homeland Security, in conjunction with the Commissioner of 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 28-31(b) Conn. Gen. Stat., the commissioner of Emergency Management and Homeland Security “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 DEMHS (including personnel costs related to the administration of the program, e.g.; review and authorization of fund payments, review and authorization of budgets, maintenance of spreadsheets) which are capped at 25% of the annual assessment by Section 28-31, subsection (b) of Chapter 518b – Nuclear Preparedness.

The remaining 75% of the NSEP funding is provided for DEMHS and DEP operational purposes, including the following:

- 5.1 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.
- 5.2 Annual training of state and local emergency response personnel.
- 5.3 Development of accident scenarios and exercising of fixed facility nuclear emergency response plans
- 5.4 Provision of specialized response equipment necessary to accomplish this task.

- 5.5 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
- 5.6 Any other measures as may be required by the Nuclear Regulatory Commission and the Federal Emergency Management Agency.
- 5.7 The Commissioner of the Department of Emergency Management and Homeland Security (DEMHS) 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 the Department of Emergency Management and Homeland Security (DEMHS) and five (5) operational staff positions within the Department of Environmental Protection (DEP), whose duties also include the performance of items 5.1 through 5.6.
- 5.8 The remaining funding 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.

**Section 6. Special Requirements (Caps on funding amounts) for Procurement of Specific Types of Equipment:**

- 6.1 The total reimbursement for the purchase and installation of generators for providing backup power to EOC facilities is capped at \$25,000.00
- 6.2 The total reimbursement for the purchase and installation of any fixed radio tower is capped at \$25,000.00.
- 6.3 Communications equipment requests will be approved only for Direction & Control. No exclusively inter-departmental communications systems will be approved for funding.
- 6.4 Maintenance costs incurred from one-time procurements of communication equipment must be financed from annual NSEP allocations. Therefore, town planning must include recurring maintenance costs within the annual allocations. Approximately 10% of acquisition costs should be “budgeted” against annual allocations.
- 6.5 All J-number requests must state the total cost of the communications system to be purchased and the share of that system being requested for NSEP funding. In practice the share of NSEP funding being requested for the replacement or upgrading of communications systems should be no more than 25% of the total system cost.

**Section 7. Specific Unallowable Expenses:**

- 7.1 **Departmental Expenses:** Any expenses pertaining to the normal operations of a department are not eligible.

- 7.2 **Telephone Costs:** Only costs directly related to phones (land line, cellular, blackberry etc.) procured through the NSEP program or dedicated to the program are eligible. Routine business costs 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 (Double-Dipping):** No salary or other expense charged to the NSEP may be charged to another state or federal program. 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 Department of Emergency Management and Homeland Security.
- 7.6 **Over-Time Pay:** Not allowed for routine training and exercises unless otherwise approved by DEMHS in writing.

### **Section 8. Letter of Allocation for Non-Recurring Equipment Procurement Costs:**

Procurement of non-expendables, i.e., equipment is authorized only upon the approval of a specific equipment request and the issuance of a letter of allocation (J-Number) from the Commissioner of DEMHS. All requests must be based on the approved formal budget request submitted by each municipality and agency at the beginning of each fiscal year. Requests which exceed the funding amount of the formal budget request will be reviewed on a case by case basis. A letter of allocation for equipment procurement may be extended into only the first quarter of the next fiscal year to allow for the procurement of the equipment. Municipalities must request an extension if it is anticipated that the procurement will not be completed by the end of the fiscal year. The following Non-Recurring (One-Time) equipment costs are allowable.

- 8.1 **Mobile Alerting/Public Address:** Equipment needed to extend general public alerting to parks, beaches, areas not covered by sirens and for the “Paul Revere” alternate method of route alerting. NOTE: Route alerting (Paul Revere Method) capability is a requirement.
- 8.2 **Emergency Operations Center Equipment and Refurbishing:** Lights, curtains, work tables, maps, frames, room dividers, charts and other items necessary to insure efficiency in the EOC.
- 8.3 **Direction and Control Radio Equipment:** This capability has been completed for each town and agency; however, following exercises where deficiencies are identified, new or upgraded equipment may be purchased. DEMHS must approve any upgrades or equipment purchases.
- 8.4 **Amateur Radio Equipment:** RACES/ARES equipment necessary to obtain a back-up capability for communications to DEMHS Regional Office on two (2) meters.
- 8.5 **One Portable Emergency Generator:** To provide electrical power for the Direction and Control radios at the Emergency Operations Center and at a field site. Equipment purchased (cost cap of \$5,000) must be able to power the Direction and Control radio systems.
- 8.6 **Upgrading of Telephone / Cell phone Communications In conjunction with Direction and Control:** Two (2) means of communications with the DEMHS Regional Office are required. The primary means 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 town departments (including the school department) during an emergency. **NOTE:** This requirement applies only to the Chief Executive's capability to provide Direction and Control during the management of an emergency. This requirement does not mandate that each town department be able to communicate with every other town department.

- 8.7 All J-number requests must state the total cost of the communications system to be purchased:** Agencies and Municipalities must state the total cost of the communications system to be purchased and the share of that system being requested for NSEP funding. In practice the share of NSEP funding being requested for the replacement or upgrading of communications systems should be no more than 25% of the total system cost.

**See appendix A for a list of suggestions for improving communications.**

**Section 9. Procedure for the Assigning of J-Numbers:** All J-Numbers (including J-Numbers for Exercises and Training) will be authorized through a letter of allocation signed by the Commissioner of DEMHS.

- 9.1 Towns or state agencies will submit their J-Number Requests to the appropriate DEMHS Regional Office for review. The DEMHS Regional Office will review and accept or deny the request within 10 days. If the request is accepted by the Regional Coordinator, the request for allocation can be mailed to Douglas Glowacki at 25 Sigourney Street.
- 9.2 If the request is denied by the Regional Coordinator, the denial will be in writing and will be subject to the appeal process listed below.
- 9.3 Douglas Glowacki (in conjunction with other staff) will review the request (administrative review) for allocation and accept or deny the request within 10 days. Approved requests will be printed and forwarded to Commissioner Thomas for final approval.
- 9.4 If the request is denied during the administrative review, the denial will be in writing and will be final.
- 9.5 Once the Commissioner signs the request, a J-Number will be assigned to the request and a letter of allocation will be sent to the municipality or state agency authorizing the purchase of equipment or services to occur within a defined period (i.e. 90 days or 30 days after an exercise or training).
- 9.6 The allocation letter will be mailed directly to the requesting agency or municipality. The allocation document will also be copied to a master file at 25 Sigourney Street and another file at the Regional Office (if necessary).
- 9.7 Appeal Process
  - a. An agency or municipality may appeal the denial of a request by the Regional Coordinator within 30 days of the date of the denial. The appeal must be mailed to:

Douglas Glowacki  
Emergency Preparedness Program Specialist  
25 Sigourney Street  
Hartford, CT 06106
  - b. Denials made by the Commissioner are final and cannot be appealed. However, an agency or municipality is encouraged to contact the DEMHS Regional Office and amend or edit the request and re-submit the request.

**Section 10. Reimbursement Procedure:**

- 10.1 When requesting reimbursement, the appropriate J-Number must appear on all documentation.
- 10.2 To bill for reimbursement, use the Receiving Report available at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=302024&demhsPNavCtr=#44106> and attached the following documentation as appropriate:
  - a. List of names, by department, of exercise participants, including the exact job titles and pay grades.
  - b. Time sheets must show hours worked by exercise participants on the exercise date or during special training sessions. Time sheets must be signed by exercise participants, their direct supervisors, or the local chief executive.
  - c. Copies of town agency pay scales which can be related to the job titles and pay grades of the exercise participants must be provided.
  - d. Voucher to verify gasoline expenses, and/or copy of cancelled check
  - e. Reference to meal allowance regulation (state agencies), and/or copy of cancelled check.
  - f. Vouchers to verify any other expenses and/or cancelled checks.
  - g. One-Time equipment procurements must be supported by copies of invoices which clearly indicate nomenclature, serial number and specifications, and proof of purchase (i.e. cancelled check or paid invoice).
  - h. All requests for reimbursement (recurring and one-time costs contained in Sections 4, 5 and 6) must be received by DEMHS no later than 90-days past the end of the fiscal year (September 30<sup>th</sup> of each year). Any incomplete requests which require additional information may be granted a 30-day one-time extension. Failure to submit reimbursements by September 30<sup>th</sup> of each year will result in denial of the reimbursement.

**Section 11. Application - Agencies with paid NSEP staff**

	<p><b>State of Connecticut</b>                  Department of Emergency Management And Homeland Security  <b>NUCLEAR SAFETY EMERGENCY PROGRAM</b>                  Grant Application - Fiscal Year 2010</p>											
<p><b>1.</b> Completed Applications Can Be Mailed To:                  Douglas Glowacki                  Emergency Preparedness Program Specialist                  25 Sigourney Street – 6<sup>th</sup> Floor                  Hartford, CT 06106 Phone:1-860-256-0917</p> <hr/> <p><b>2.</b> In Addition, Please email your Completed Application to:  <a href="mailto:Douglas.glowacki@ct.gov">Douglas.glowacki@ct.gov</a>                  With Subject Line: NSEP Grant Application FY 2010</p>	<p style="text-align: center;">FOR DEMHS USE ONLY</p> <p>Application Tracking #:                  _____</p> <p>Date Received:                  _____</p>											
<p>APPLICANT INFORMATION AND WORKPLAN  <b>FOR STATE AGENCIES ONLY</b></p>												
<p><b>1. Name of Agency Applying For NSEP Funding:</b></p>												
<p><b>4. Point of Contact Name &amp; Address:</b></p> <p>Name: _____ Title: _____</p> <p>Organization: _____</p> <p>Address Line 1: _____</p> <p>Address Line 2: _____</p> <p>City, State, Zip: _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p>												
<p><b>NSEP STAFFING WORKPLAN FOR 2010</b></p>												
<p>Please fill out this work plan for <u>each</u> staff member who receives greater than 25% of his or her funding from the Nuclear Safety Emergency Program.</p>												
<p><b>Staff Member:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Title</td> </tr> <tr> <td style="border-bottom: 1px solid black;">\$ _____</td> <td style="border-bottom: 1px solid black;">% _____</td> </tr> <tr> <td style="text-align: center;">Annual Base Salary</td> <td style="text-align: center;">TOTAL NSEP Funding</td> </tr> <tr> <td style="border-bottom: 1px solid black;">\$ _____</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="text-align: center;">Fringe and Indirect</td> <td style="text-align: center;">TOTAL NSEP Funding</td> </tr> </table>			Name	Title	\$ _____	% _____	Annual Base Salary	TOTAL NSEP Funding	\$ _____	\$ _____	Fringe and Indirect	TOTAL NSEP Funding
Name	Title											
\$ _____	% _____											
Annual Base Salary	TOTAL NSEP Funding											
\$ _____	\$ _____											
Fringe and Indirect	TOTAL NSEP Funding											
<p><b>OVERVIEW:</b> Provide a brief job description for this staff person.</p>												

**Planned Drills and Exercises for FY 2010:** *Provide a list of drills and exercises planning for FY 2010.*

**Equipment Needs:** *Identify the specific equipment needs for your staff in FY 2010*

**Anticipated Emergency Responses:** *Based on past years, describe the number and type of likely emergency responses.*

**Section 12. Budget - Agencies/Towns without NSEP paid staff**

**NUCLEAR SAFETY EMERGENCY FUND BUDGET ESTIMATE  
STATE FISCAL YEAR 2010 (7/1/09 TO 6/30/10)**

**Agency / Municipality:** \_\_\_\_\_

**A. Recurring Expenses:**

**1. Personnel compensation for training, drills, and exercises.**

For State Agencies

\$ _____	\$ _____	% _____	\$ _____
Annual Base Salary	Fringe and Indirect	NSEP Percentage	NSEP Funding Requested

For Municipalities

Personnel compensation for training, drills, and exercises.      \$ \_\_\_\_\_

**2. Scheduled maintenance of Direction & Control and  
Emergency Operations Center equipment.**

\_\_\_\_\_ \$ \_\_\_\_\_

**3. Expendables (Items over \$5,000 must be listed individually).**

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL**      \$ \_\_\_\_\_

**B. One-Time Procurement of Specialized Response Equipment:**

**1. Emergency Operation Center equipment.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**2. Direction & Control, Communications equipment.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**3. Other (DEMHS prior Approved).**

\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL**      \$ \_\_\_\_\_

**TOTAL NSEP REQUEST**      \$ \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBMITTED:** \_\_\_\_\_

Emergency Management Director

## **Appendix A**

### **Suggestions for Improving Telephone Communications**

1. Obtain an adequate number of plug-in, standby telephones with one central number and a roll-over capability.
2. Purchase quality equipment. Phones should have a signal light or flashing buttons to ensure that calls are not missed during an emergency response.
3. Standby phones should be marked as Emergency Management telephones.
4. When possible a separate phone and number (hotline) should be reserved for the Chief Elected Official to allow him/her to communicate directly with the DEMHS Regional Office or EOC in Hartford.
5. If there is a noise problem anticipated in the EOC during emergency operations, please consider purchasing noise cancelling headsets for operators.
6. All phones should be hardwired and capable of completing outgoing calls without routing through a PBX or other central switchboard.

Caution: Prior to 1984, recurring communications charges were not reimbursable by the Nuclear Safety Emergency Account. That action was taken as an economy measure during the initial phases of fund implementation. Beginning in calendar year 1984, authorization to claim reimbursement for communications maintenance expenses is allowed as part of the annual exercise allocation. This permits town budgeting reimbursement for batteries, repairs, repair parts, calibration, antenna work, and telephone rent. However, recurring monthly costs for the actual phone calls made from these phones are not eligible for reimbursement except for calls made during exercises and drills.

This provision for recurring costs is only for phones that are dedicated to Emergency Management and/or Radiological Emergency Preparedness.

July 6, 2009

**Appendix B**

The Honorable (NAME)  
Commissioner  
Department of Environmental Protection  
79 Elm Street  
Hartford, CT 06106

**Sample Agency J-Number Allocation**

Dear Commissioner (NAME):

The purpose of this correspondence is to make an allocation to the Department of Environmental Protection from the Nuclear Safety Emergency Preparedness fund for the sole purpose of funding the salaries of five staff positions within the DEP/Division of Radiation.

The funding of the salaries for the five staff positions has been approved as **J-2**, in the amount of **\$615,011** (Six Hundred and Fifteen Thousand and eleven dollars). Please show the assigned J-number on all documentation. This J-number will expire at the end of the current Fiscal Year on June 30, 2010.

Please follow the reimbursement procedures outlined in Advisory Bulletin 30-1, including submission of audit quality documentation. Additionally, the Single Audit Act requires that all grants, federal or state must be itemized in your audit. As soon as available, a copy of your annual audit documenting Nuclear Safety Emergency Preparedness Fund expenditures must be provided to:

FAM  
Department Emergency Management & Homeland Security Fiscal Unit  
25 Sigourney Street – 6<sup>th</sup> Floor  
Hartford, CT 06106-5042

Should you need any further assistance in completing this process please feel free to contact (contact person), Program Specialist at (860) 256-0917. Thank you again for your continued valuable work in support of the Nuclear Safety Emergency Program.

Sincerely,

Commissioner  
Department of Emergency Management  
and Homeland Security

JMT/dwg  
cc: File Copy

July 6, 2009

**Appendix B**

(NAME)  
Emergency Management Director  
Town of Ledyard  
101 Col Ledyard Highway  
Ledyard, CT 06123

**Sample Municipal J-Number Allocation**

Dear Mr. (NAME):

The purpose of this correspondence is to make an allocation to the Town of Ledyard from the Nuclear Safety Emergency Preparedness fund for the sole purpose of funding 25% of the cost to replace the aging town Direction and Control system as requested in the letter dated June 30th.

The replacement of the Direction and Control system has been approved as **J-2**, in the amount of **\$25,000** (Twenty Five Thousand dollars) and shall not exceed 25% of the total system cost of \$100,000 as stated in the letter of request. With this allocation the balance of the FY 2010 equipment line item for the town of Ledyard is \$10,000. Please show the assigned J-number on all documentation. This J-number will expire at the end of the current Fiscal Year on June 30, 2010.

Please follow the reimbursement procedures outlined in Advisory Bulletin 30-1, including submission of audit quality documentation. Additionally, the Single Audit Act requires that all grants, federal or state must be itemized in your audit. As soon as available, a copy of your annual audit documenting Nuclear Safety Emergency Preparedness Fund expenditures must be provided to:

FAM  
Department Emergency Management & Homeland Security Fiscal Unit  
25 Sigourney Street – 6<sup>th</sup> Floor  
Hartford, CT 06106-5042

Should you need any further assistance in completing this process please feel free to contact (Contact Person), Program Specialist at (860) 256-0917. Thank you again for your continued valuable work in support of the Nuclear Safety Emergency Program.

Sincerely,

Commissioner  
Department of Emergency Management  
and Homeland Security

JMT/dwg  
cc: File Copy

**Appendix C**

**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 2009 is as follows:

Breakfast:	\$10.00
Lunch	\$14.00
Dinner	\$25.00
Gratuities @ 15%	<u>\$ 7.35</u>
Per Diem	\$56.35

**Appendix D – NSEP Statute C.G.S. 28-31**

**Sec. 28-31. Nuclear safety emergency preparedness. Account. Program.** (a) The Department of Public Utility Control shall establish a nuclear safety emergency preparedness account, which shall be a separate, nonlapsing 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 department shall initially assess the licensees for a total of two million dollars. The department 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 department shall annually assess the licensees, upon the request of the Commissioner of Emergency Management and Homeland Security, for funding to support annual expenses of five staff positions in the Department of Environmental Protection and three staff positions in the Department of Emergency Management and Homeland Security. 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 department 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 Management and Homeland Security, in conjunction with the Commissioner of 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 Management and Homeland Security 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 Management and Homeland Security 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 November first, annually, the Commissioner of Emergency Management and Homeland Security, in consultation with the Commissioner of 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 December 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 Department of Public Utility Control 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 Management and Homeland Security 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.)

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 ten to twenty-five; 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 (1) Subsec. (a) to eliminate requirement that department annually assess licensees for a total of two hundred thousand dollars and to provide when account balance falls below three hundred thousand dollars, department may assess licensees for necessary amounts provided balance may not exceed three hundred thousand dollars and department may assess licensees for special nonrecurring expenses for a total not to exceed one hundred thousand dollars, and (2) Subsec. (b) to authorize director to expend not more than twenty-five per cent 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.