Emergency Management Performance Grant

EMPG Program Updates

- FY 2018 EMPG Local Awards
- Anticipated FY 2019 Local Awards
- Administered by the State Emergency Management Agency

Local Historical Funding

- **FY17: $3,811,575.70**
  - Spent: $3,580,763.62
    - Personnel: $3,131,249.87
    - Supplies: $557,541.02
    - Travel: $57,229.24
    - Equipment: $65,555.57
- **FY18: $3,741,996.15**
  - Spent: $3,421,214.49* Still closing out 26 subs.
    - Personnel: $3,125,795.75
    - Supplies: $514,648.77
    - Travel: $50,688.06
    - Equipment: $50,863.57

EMPG Working Group

- Provides recommendations for priorities and parameters of the grant

- It is made up of:
  - 9 Regional EMD Representatives
  - 9 Regional MOEMA Representatives
  - Facilitated by SEMA

Missouri EMPG Baseline Requirements

- Designate a 24/7 Emergency Operations Center (EOC)
- Maintain a Local Emergency Operations Plan (LEOP)
- Implement the National Incident Management System (NIMS)
- Complete FEMA/SEMA training requirements
- Participate in at least two (2) annual exercises
- Conduct or participate in an annual Training and Exercise Plan Workshop (TEPW)
- Utilize WebEOC during incidents, events and trainings
- Participate in Threat and Hazard Identification and Risk Assessment (THIRA) updates

Inventory

- Equipment funded with the EMPG shall require an inventory list to be provided to SEMA every 2 years, although you should update your inventory annually.
- EMPG funded deployable equipment should be entered into SalamanderLive.
- Equipment is any item with a per unit value of $1,000 or more and has a useful life of 1 year or more.
  - If an agency has a lower capitalization level, the entity will abide by the more restrictive in tracking equipment

Funding Priorities for FY19

- Essential Emergency Management Personnel and Benefits
- Essential EOC Supplies/Operating Expenses
- Essential Emergency Management Travel
- Essential EOC Equipment

Essential Emergency Management Personnel and Benefits

- Examples of Essential Emergency Management Personnel funded positions:
  - Emergency Management Director
  - Assistant Emergency Management Director
  - Emergency Management Administrative Assistant
  - Existing EMPG funded positions

Essential Emergency Management Personnel and Benefits

- Salary (full-time, part-time)
- Benefits (OASI, Retirement, Insurance, etc.)
- Contracted EMA Personnel

Essential EOC Supplies/Operating Expenses

Essential EOC Supplies/Operating Expenses

- EOC Maintenance (copier, computer, generator, etc.)
- General Office Supplies (paper, pens, paperclips, etc.)
- Phone
- Postage
- Registration Fees (fees, dues, etc.)
- Rent
- Subscriber Services (internet, satellite, cable, etc.)
- Utilities (electric, water, gas, etc.)
- Vehicle Maintenance (EM vehicles for EMPG federally funded positions only)
- Contractual (Services, maintenance, etc.)
- Other (must be itemized and justified at time of application. Computer, projector, chair, etc.)

Essential Emergency Management Travel

Essential Emergency Management Travel Expenses

- Fuel
- Lodging
- Mileage
- Per Diem/Meals (12 hour travel rule, overnight)
- Vehicle Rental
- Other (Parking, taxi, airfare, etc.)

Essential EOC Equipment Expenses

Essential EOC Equipment

- Essential EOC equipment must directly support the jurisdiction's EOC or EMPG funded positions.
- $30,000 per item limit (inclusive of federal and local match).
- Must be allowable under the Authorized Equipment List (AEL).
- Equipment will be funded after personnel, supplies, and travel if funds are remaining.

Non-allowable Item examples

- Entertainment/Food costs
- Outside period of performance
- Clothing
- Weapons
- Maintenance for items paid with other federal funds
- Activities unrelated to EMPG
- Non-essential supplies
- Non-essential equipment

Tips when building your budget

- Don’t make the budget too detailed: use the justification section to lump costs.
- Use the drop-down selection of categories to build your budget.
- Plan ahead
- Each existing EMPG funded agency will receive a spreadsheet showing expenses from the previous year, use this to plan your budget.

Budget/Reimbursement Timeline

April/May: Letter of Anticipated Funding Level Issued

WebGrants Budget Setup

1st & 2nd Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by July 15, 2019.

3rd Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by October 15, 2019.

4th Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by January 31, 2020.

Things to Consider:

- Project timelines
- Environmental and Historic Preservation (EHP)
- Training and Exercise Requirements
- Documentation to start collecting now
- Status Reports
- Subaward Adjustments

Project Timelines

- While most costs are reoccurring, monthly costs, some projects require a planning timeline.
- Ensure all projects are completed by the end of the period of performance (December 31st)
- Any expenses past period of performance will not be reimbursable.

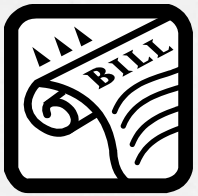
Environmental and Historic Preservation (EHP)

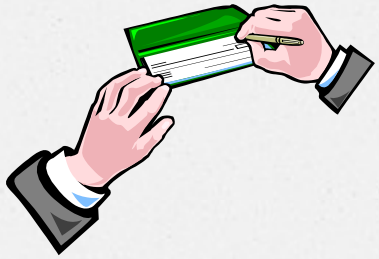
- Agencies must submit an EHP for projects that involve changes to the natural or built environment.
  - Examples of projects that need an EHP: laying a concrete pad, installing antennas, sirens, affixing items on a wall where previous brackets were not already in place, security cameras, security doors, etc.
- The EHP must be approved before implementation of the project. If you are unsure on whether a project requires an EHP, call your grant specialist.

Training and Exercise Requirements

- Required of all EMPG funded personnel
  - Participate in 2 exercises per calendar year
  - One discussion based and one operational.
  - The severe weather drill and the Great Shakeout will no longer count towards EMPG credit.
  - Complete 11 FEMA Professional Development Series Courses
- FY17 Compliance:
  - 80.0% completed exercise requirements
  - 84.2% completed training requirements
- FY18 Compliance
  - 88.6% completed exercise requirements
  - 90.9% completed training requirements

Claim Documentation





Reimbursement for Personnel and Benefits

- Invoice (example: temporary clerical support/invoice)
- Proof of Payment (i.e. copy of check or payroll journal)
- Timesheets: all personnel paid with federal funds must certify time and effort.
- Wage and benefit cost(s)

Reimbursement for Contracts

- Proof of payment (i.e. copy of check)
- Contract must be uploaded into WebGrants when requesting your first reimbursement
- Any other documents required by contract (i.e. milestone reports, time and effort)

Employee vs. Contractual

- Employees receive a W-4 for employment and have withholdings- these employees complete a time and effort report.
- Contractors receive a 1099 for self-employed tax reporting. These contractors provide their contract at time of application.

Reimbursement for Supplies/Operating Expenses

- Invoice
- Purchase Order, if one was created
- Proof of delivery (signed packing slip, receipt or statement in writing indicating the item has been received)
- Proof of payment (copy of check, etc.)

Reimbursement for Equipment

- Invoice
- Purchase order, if one was created
- Proof of delivery (i.e. signed packing slip, receipt or statement in writing indicating the item has been received)
- Proof of payment
- Inventory form completed in the claim.

Reimbursement for Travel

- Expense report or invoice
- Proof of payment
- Agenda/Announcement
- Proof of attendance (sign-in sheet, roster, certificate)

Status Reports

- For each quarter claim submitted, you must submit a quarterly status report.
- The value of a status report: track and verify compliance with grant requirements, report to FEMA/DHS accomplishments.
- Provide date, place, and summary
- A close-out status report will be added this year to gauge the effectiveness and efficiency of the federal funding.

Subaward Adjustments

- It is the responsibility of each agency to track their expenditures and align it with the approved budget.
- Subaward adjustments must be done by November 1st.
- Subaward adjustments do not increase funding.

Do Not Be Late!

- Application is due by March 22nd, 2019 at 4:00pm
- WebGrants will lock at this time and no late applications will be accepted.

Ready to Apply?

- Go to WebGrants and register your agency.
  - https://dpsgrants.dps.mo.gov
- Search for Funding Opportunities and complete your application
  - Emergency Management Performance Grant
- Complete the application and submit for review

Question and Answer

EMPG Contact Information

Amy Lepper

Program Manager

573.751.0788

Amy.Lepper@sema.dps.mo.gov

Jackie Hofstetter

Program Representative

573.526.9256

Jackie.Hofstetter@sema.dps.mo.gov

Amanda Wilbers

Program Representative

573.751.3401

Amanda.Wilbers@sema.dps.mo.gov