Emergency Management Performance Grant





- Anticipated FY 2020 Local Awards
- Administered by the State Emergency Management Agency



- 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

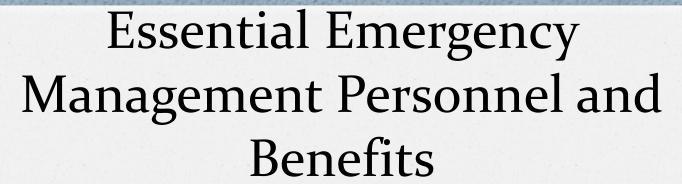
- Equipment funded with the EMPG shall require an inventory list to be provided to SEMA every 2 years, although you should update your inventory annually.
- EMPG funded deployable equipment should be entered into SalamanderLive.
- Equipment is any item with a per unit value of \$1,000 or more and has 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



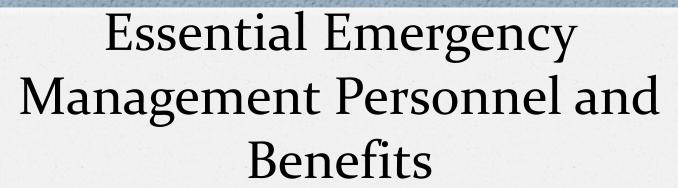


Funding Priorities for FY20

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



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



- 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.)































- 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

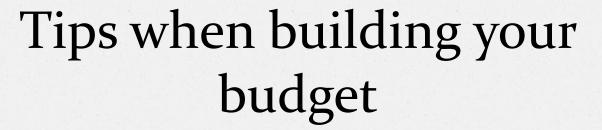
- Essential EOC equipment must directly support the jurisdiction's EOC or EMPG funded positions.
- \$30,000 per item limit (inclusive of federal and local match).
- Must be allowable under the Authorized Equipment List (AEL).
- Equipment will be funded after personnel, supplies, and travel if funds are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



- 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, 2020.

3rd Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by October 15, 2020.

4th Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by January 31, 2021.



- 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 plus training from Information Bulletin.

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

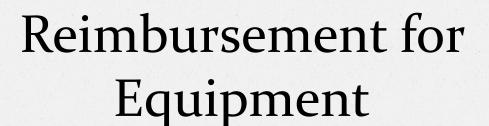
- Employees receive a W-4 for employment and have withholdings- these employees complete a time and effort report.
- Contractors receive a 1099 for selfemployed tax reporting. These contractors provide their contract at time of application.





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.)



- 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 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.



- Application is due by January 31st, 2020 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







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