

Emergency Management Performance Grant



EMPG Program Updates

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

EMPG Working Group

- o Provides recommendations for priorities and parameters of the grant
- o It is made up of:
 - o 9 Regional EMD Representatives
 - o 9 Regional MOEMA Representatives
- o Facilitated by SEMA



Missouri EMPG Baseline Requirements

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

Inventory

- o 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.
- o EMPG funded deployable equipment should be entered into SalamanderLive.
- o Equipment is any item with a per unit value of \$1,000 or more and has a useful life of 1 year or more.
 - o If an agency has a lower capitalization level, the entity will abide by the more restrictive in tracking equipment

Funding Priorities for FY20

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

Essential Emergency Management Personnel and Benefits

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

Essential Emergency Management Personnel and Benefits

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

Essential EOC Supplies/Operating Expenses



Essential EOC

Supplies/Operating Expenses

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

Essential Emergency Management Travel



- Missouri VOAD -
Voluntary Organizations Active in Disasters



Essential Emergency Management Travel Expenses

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

Essential EOC Equipment Expenses



Essential EOC Equipment

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

Non-allowable Item examples

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

Tips when building your budget

- o Don't make the budget too detailed: use the justification section to lump costs.
- o Use the drop-down selection of categories to build your budget.
- o Plan ahead
- o 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.

Things to Consider:

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

- o Agencies must submit an EHP for projects that involve changes to the natural or built environment.
 - o 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.
- o 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

- o Required of all EMPG funded personnel
 - o Participate in 2 exercises per calendar year.
 - o One discussion based and one operational.
 - o The severe weather drill and the Great Shakeout will no longer count towards EMPG credit.
 - o Complete 11 FEMA Professional Development Series Courses plus training from Information Bulletin.

Claim Documentation



Reimbursement for Personnel and Benefits

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

Reimbursement for Contracts

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

Employee vs. Contractual

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

Reimbursement for Supplies/Operating Expenses

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

Reimbursement for Equipment

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

Reimbursement for Travel

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

Status Reports

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

Subaward Adjustments

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

Do Not Be Late!

- o Application is due by January 31st, 2020 at 4:00pm
- o WebGrants will lock at this time and no late applications will be accepted.

Ready to Apply?

- o Go to WebGrants and register your agency.
 - o <https://dpsgrants.dps.mo.gov>
- o Search for Funding Opportunities and complete your application
 - o Emergency Management Performance Grant
- o 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