Emergency Management Performance Grant
EMPG Program Updates

- Anticipated FY 2021 Local Awards
- Administered by the State Emergency Management Agency
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 Integrated Preparedness Plan Workshop (IPPW)
- 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 FY21

- 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

em Essential EOC equipment must directly support the jurisdiction’s EOC or EMPG funded positions.

em $30,000 per item limit (inclusive of federal and local match).

em Must be allowable under the Authorized Equipment List (AEL).

em 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

- June: Letter of Anticipated Funding Level Issued
- WebGrants Budget Setup
  - 1st Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by October 15, 2021.
  - 2nd Quarter Status Reports, Claims & other necessary documentation due in WebGrants by January 15th, 2022.
  - 3rd Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by April 15, 2022.
  - 4th Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by July 31, 2022.
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 (June 30th)
- 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 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 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 May 1\textsuperscript{st}.
- Subaward adjustments do not increase funding.
Do Not Be Late!

- Application is due by April 16th, 2021 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](https://dpsgrants.dps.mo.gov)
- Search for Funding Opportunities and complete your application
  - Emergency Management Performance Grant
- Complete the application and submit for review
Questions and Answers
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