Emergency Management Performance Grant (EMPG)

FY 2023 Application Workshop

EMPG Objective

- The primary objective of the EMPG Program is to provide funds to assist state, local, tribal and territorial emergency management agencies to implement the National Preparedness System (NPS) and to support the National Preparedness Goal of a secure and resilient nation.

Program Objectives

- Building or sustaining those capabilities that are identified as high priority through the Threat and Hazard Identification and Risk Assessment (THIRA/SPR) process and other relevant sources.

- Closing capability gaps that are identified in the state or territory's most recent SPR.

EMPG Program Updates

- Anticipated FY 2023 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

Unique Entity ID (UEI)

- Effective April 4, 2022 all organizations applying for federal funds must have an UEI

  - UEI's are found at SAM.gov

  - Agency must be listed as "Active"

Key Dates

June 5, 2023:   Application Workshop and Funding Opportunity available at: https://dpsgrants.dps.mo.gov/

June 30, 2023:   Funding Opportunity Closes
                     Applications due in WebGrants by 4:00 pm CST
                     WebGrants will not accept any applications after this time

July 1, 2023:   Project Start Date

June 30, 2024   Project End Date

July 31, 2024   Final claim and Status Report due

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 Planning Workshop (IPPW)

- Utilize WebEOC during incidents, events and trainings

- Participate in Threat and Hazard Identification and Risk Assessment (THIRA) updates

Statement of Work

- Project Narrative Justification:
  - Gap or Need being addressed with the federal funding
  - Objective of federal funding agency plans to use
  - Impact of utilizing federal funds
  - Mission Area
  - POETE categories being addressed with federal funding
  - Reference used to determine need for federal funding to support project (THIRA, IPP, AAR/IP, etc.)

Statement of Work Cont.

- Performance goal means a target level of performance expressed as a tangible, measureable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate.

- Each goal must be: specific, measurable, achievable within the period of performance; relevant to the priority area, and have a target date for completion. Each goal must include an estimate quantifying the extent to which the supporting investments will close capability gaps.

- See standardized targets in the Core Capability Development Sheets.

Performance Goal Example

- Standardized: within every (#) (time), update all emergency operations plans that define the roles and responsibilities of (#) partner organizations involved in incident management across (#) jurisdictions affected, and the sequence and scope of tasks needed to prevent, protect, mitigate, respond to, and recover from events.

- Performance Goal: Increase the number of people who can find and secure long-term housing within 1 year of an incident by 10%.

  - Metric: Sheltering for 6,000 people.

  - Milestones:

    - Update State Housing Strategy template by August 30, 2023

    - Conduct 2 housing tabletop exercises by September 30, 2024

    - Prepare After Action Report (AAR) and update plan within 60 days of exercise completion based on lessoned learned identified in the AAR/Improvement Plan.

Priority Alignment

FEMA Strategic Plan Goals

- Instill Equity
- Lead Whole of Community in Climate Resilience
- Ready FEMA and Prepared Nation

Region 7 IPP Priorities (core capabilities)

- Economic Recovery
- Intelligence and Information Sharing
- Cybersecurity

Regional EMPG Priorities

- Underserved Communities
- Recovery Planning
- Climate Resilient Communities
- Future Risk Assessment and Planning
- Implementation of Community Lifelines

Performance Measures

- % of projects capability building

- % of EMPG dollars capability building

- % of projects on high priority core capability

- % of funding to build or sustain capability in National priority or RA agreed priority

- % of P,T and/or E projects that align to closing capability gaps as addressed in plans

National Qualification System FY23 Objectives

- Ensure that frequently deployed incident workforce personnel qualifying for a position meet the minimum training requirements from the Job Title/Position Qualification for that position.

National Qualification System
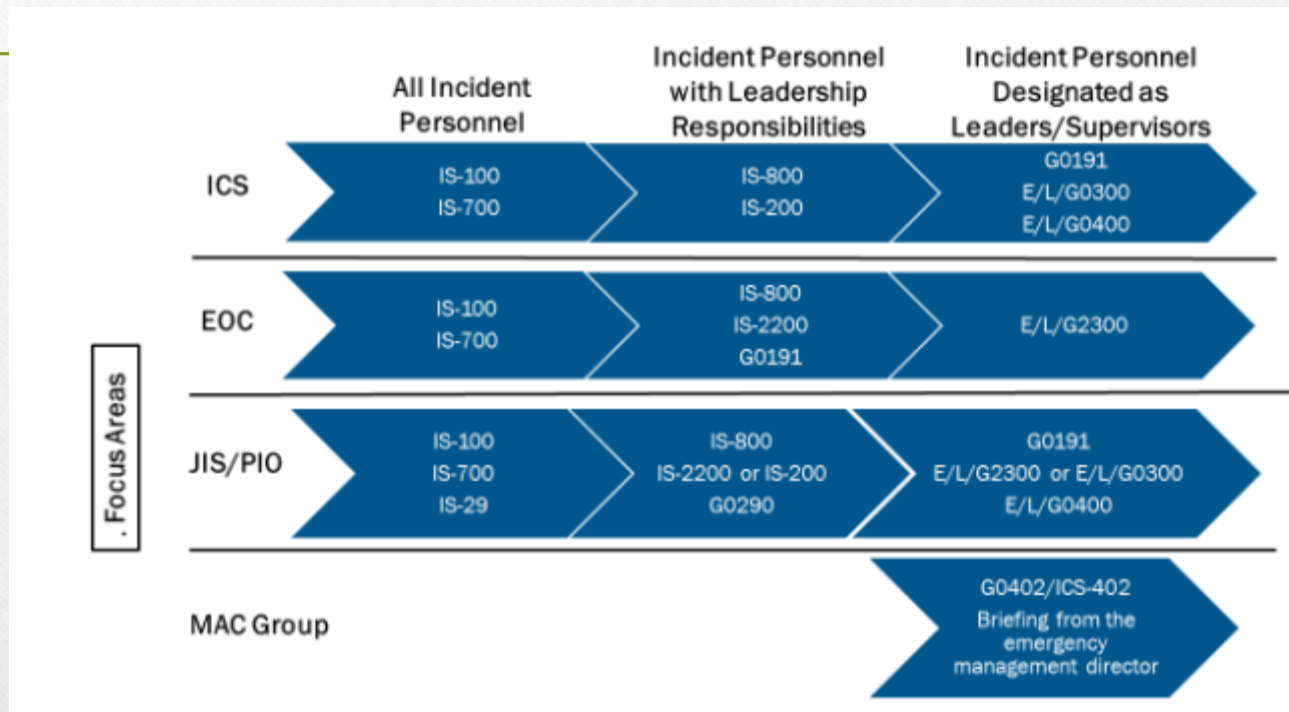
Funding Priorities for FY23

- 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 (must provide contracts with application stating correct salary)

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.)

Emergency Management Conference

- August 22 – 25, 2023

- Holiday Inn Executive Center- Columbia, MO

- Register at:

https://www.memberleap.com/members/evr/reg_event.php?orgcode=MOST&evid=21035187

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

Budget/Reimbursement Timeline

June/July: Letter of Anticipated Funding Level Issued

WebGrants Budget Setup

1st Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by October 16, 2023.

2nd Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by January 15, 2024.

3rd Quarter Status Reports, Claims, & other necessary documentation due in WebGrants by April 15, 2024.

4th Quarter Status Reports, Claims and other necessary documentation due in WebGrants by July 31, 2024.

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 grant year, of which one must be operations based
  - 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.
  - Abide by the Training Matrix for EOC Personnel

Claim Documentation
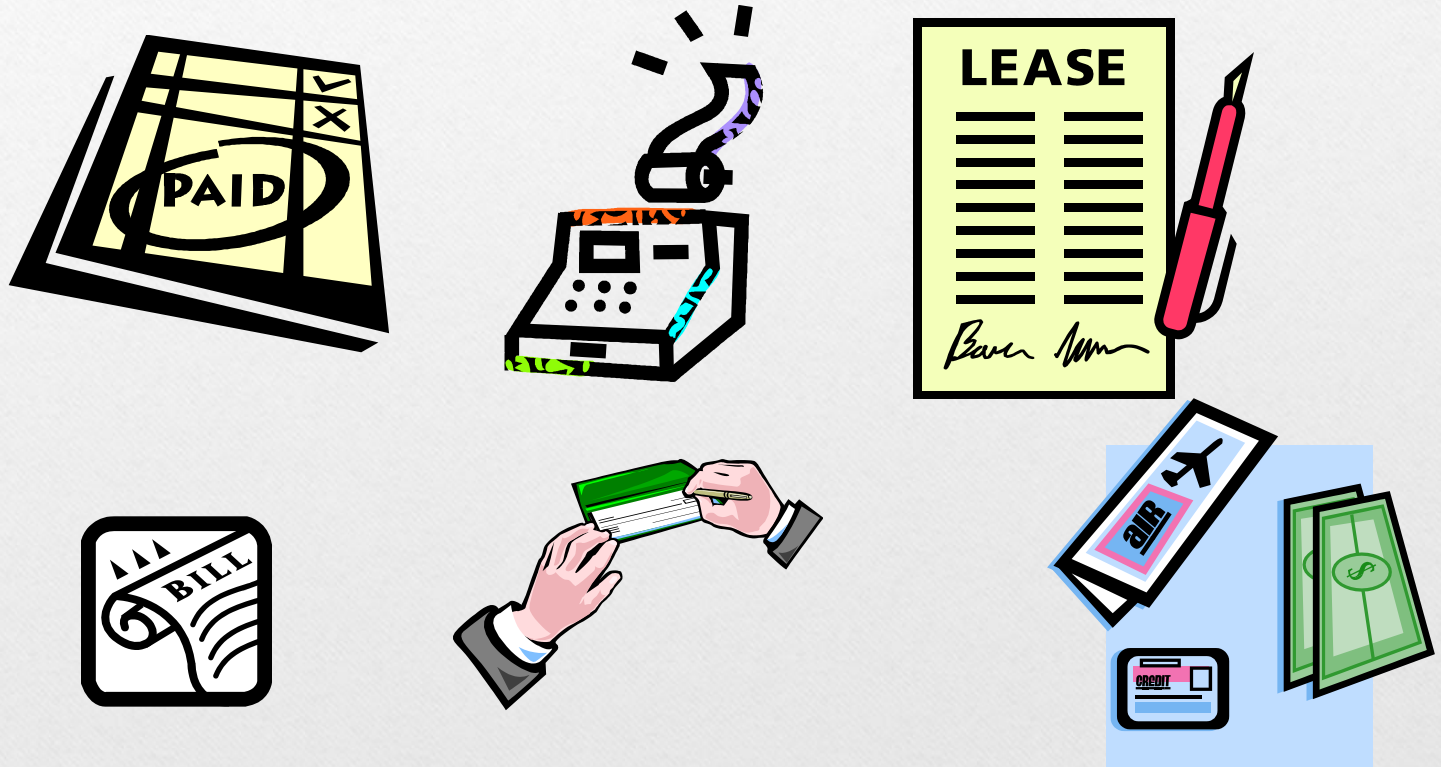
Reimbursement for Personnel and Benefits

- 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 1st.

- Subaward adjustments do not increase funding.

Do Not Be Late!

- Application is due by June 30th, 2023 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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