May 1, 2014

TO: Local Emergency Program Managers

FROM: David A. Stuckey, Director
Oregon Office of Emergency Management

SUBJECT: FY2014 EMERGENCY MANAGEMENT PERFORMANCE GRANT

You are invited to apply for FY14 (July 1, 2014 - June 30, 2015) financial and technical assistance provided through the Federal Emergency Management Agency’s (FEMA) Emergency Management Performance Grant (EMPG). These funds are provided for the development of an all-hazard emergency management capability to promote preparedness, mitigation, response, and recovery.

Criteria for Eligibility:

Counties:

- Dedicated Emergency Manager
  - NIMS compliant (as of November 30, 2013 documented via the State Preparedness Report))
  - New applicants must demonstrate NIMS Compliance via hard copy documentation during FY14 to be eligible for grant funding
- EOP consistent with Comprehensive Preparedness Guide (CPG) 101
- Natural Hazard Mitigation Plan (NHMP) current and FEMA approved
  - New applicants must complete in FY14 if one does not exist to be eligible for grant funding
- Identified/Functional Emergency Operations Center
- An established incident command structure

Cities:

- Population must be greater than 85,000
- Must meet same criteria as Counties

Tribal Nations:

- Must meet same criteria as Counties
Deadline for Submission: June 13, 2014

The 2014 program and submission requirements are outlined in this memorandum. PLEASE READ INSTRUCTIONS CAREFULLY to prevent late or erroneous submissions which could affect timely program funding support.

The 2014 EMPG Work Plan lists all Federally mandated requirements in the Planning, Training and Exercise Functional Areas. Additional mandated requirements will continue to be those activities outlined in OEM's Administrative Rule, and must be included in your 2014 Work Plan.

Please note: There are new reporting forms this FY. In addition, a position description is required for all personnel being funded utilizing EMPG grant funds. Position descriptions are only required for personnel added to your staffing pattern since July 1, 2013.

Programmatic Reporting Dates:

- July 1st – September 30th, Due: October 15th
- October 1st – December 31st, Due: January 15th
- January 1st – March 31st, Due: April 15th
- April 1st – June 30th, Due July 15th

When completion of an activity involves production of a tangible product, i.e., EMERS, Emergency Operations Plan, etc., the jurisdiction will provide an electronic copy of that product to OEM’s EMPG Programmatic Staff upon completion.

Potential Fiscal Penalties:

A failure to meet all requirements in the Work Plan, or for submitting fiscal and/or programmatic reports late, may result in:

- Ineligibility for EMPG funding for FY15;
- OEM recouping part, or all, of the awarded FY14 funds;
- Suspension from the EMPG Program; or
- Any combination thereof.

This is outlined in Oregon Administrative Rule (OAR) 104 Division 10.
**Required Activities for 2014 Work Plans:** All items are Federal Mandates unless otherwise noted.

**Planning Requirements:**

- Basic EOP current, promulgated, and on file with OEM. **The EOP must be updated during FY14.**
- Convene Natural Hazards Committee at least twice a year. **OEM requirement.**
- Report on other Planning Activity(ies) as applicable. **OEM request.**

**Note:** Only Planning activities outlined in the EMPG Planning functional area will be eligible for reimbursement in FY14 per federal grant guidance.

**Training Requirements:**

- Complete a minimum of 20 hours of emergency management related training. **OEM requirement (OAR 104)**
- Complete NIMS training (four (4) independent study courses: IS-100, 200, 700 and 800).
- Report, as applicable, local activities within these areas: **OEM request.**
  
  a. Public Education and Outreach activities
  b. Common Operating Picture training (Ops Center, WebEOC, RAPTOR, etc.).
  c. Training courses conducted or hosted

- Complete annual update to the local Multi-Year Training and Exercise Plan (TEP). **Note:** This must be submitted as part of your grant application package and can be found in the Training and Exercise Spreadsheet, “TEP” tab.

**Note:** Only Training activities identified in the jurisdictional TEP or those which are considered “Emergency Management Professional Development” will be eligible for reimbursement in FY14 per federal grant guidance.

**Exercise Requirements:**

- Develop, conduct, and participate in quarterly exercises.
- Develop, conduct, and participate in annual full scale exercise.
- EMPG funded staff must participate in three (3) exercises.
- Submit EMERS reports within 30 days, or with the quarterly report, whichever is sooner.
- After Action Reports must be submitted by the end of each quarter.
- Track and report on status of corrective action/improvement plan action items
quarterly.

- Report on Amateur Radio equipment tests/exercises, as applicable. OEM request.

**Note:** OEM has scheduled quarterly ECC Operational drills. Please refer to the Two Year Exercise Plan for these dates.

*In order to receive quarterly exercise credit, your exercise must test a portion of your jurisdictional EOP and/or Annexes, should reflect some level of EOC activation, and must have more than one (1) participant.*

**Budget Request:**

**ALL** capital outlay and/or equipment items require screening through the environmental planning/historical preservation (EHP) process. Please see copy of Information Bulletin 329 and the EHP screening memo, both attached.

You must have this approval in writing from OEM and FEMA **BEFORE** the funds can be expended. Your request to OEM must include an electronic version of the EHP screening memo. Please ensure that you allow adequate time for OEM to process your request and obtain FEMA approval for the purchase, which could take up to 60+ days.

Any capital outlay/equipment purchased without pre-approval from OEM/FEMA will not be reimbursed under the grant program. Once purchases have been approved, requests for reimbursement must be supported by vendor invoices along with a General Ledger or other financial report from your jurisdiction. The equipment must also be maintained on your local government capital/fixed assets reporting system.

**Fiscal Reporting Dates:**

- **July 1st** – **September 30th**  
  Due: **October 31st**
- **October 1st** – **December 31st**  
  Due: **January 31st**
- **January 1st** – **March 31st**  
  Due: **April 30th**
- **April 1st** – **June 30th**  
  Due: **July 31st**

*Note: Monthly fiscal reports and Requests for Reimbursement (RFRs) are preferred.*

**Special Project Proposals**

OEM has elected to allocate all FY14 grant funds to subgrantees and will not be accepting Special Project Proposals at this time.
Application/Work Plan Submission:

- Application Cover Sheet (Must be signed)
- Eligibility Verification and Checklist (Must be signed)
- FY14 Work Plan
  - MS Word Program Narrative with quarterly activity projections
  - Training and Exercise Excel Spreadsheet
- FY14 Budget Request Form - an updated budget which reflects the actual allocation amount received for FY14
- Multi-Year Training and Exercise Plan (part of Training and Exercise Spreadsheet)
- Position description(s) for new personnel, if applicable

Jurisdictions should work with OEM’s EMPG team to develop these documents and to receive feedback on their 2014 work plan as it is developed. Applicants will receive a formal review letter approving their Work Plan submission.

Grant Agreements:

Grant agreements will be issued upon receipt of all required FY14 EMPG application documents and with the approval of OEM EMPG staff.

EMPG Grant Team:

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Deadline for Submission: June 13, 2014