



# Oregon

Kate Brown, Governor

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**DATE:** May 2, 2019

**TO:** Local and Tribal Emergency Program Managers

**FROM:** Clint Fella, Mitigation and Recovery Services Section Manager  
Oregon Office of Emergency Management

**SUBJECT: FY2019 EMERGENCY MANAGEMENT PERFORMANCE GRANT**

You are invited to apply for FY19 (July 1, 2019 - June 30, 2020) 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 and maintenance of an all-hazard emergency management capability to promote preparedness, mitigation, response and recovery.

This is a 50% federal funds - 50% non-federal funds match grant.

FY 2019 Notice of Funding (NOFO) states that Oregon's funding will be very close to last years (FY 2018) funding.

**Criteria for Eligibility:**

**Counties and Tribes:**

- Dedicated Emergency Manager
- NIMS compliant (as of November 30, 2019 documented via the NIMS Assessment Tool)
  - ***New applicants must demonstrate NIMS Compliance via hard copy documentation during FY19 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 FY19 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 and Tribes



## **Deadline for Submission: June 17, 2019**

The FY19 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.

*Oregon Administrative Rule (OAR) 104 Division 10: Participation of Local and Tribal Governments in EMPG states:*

“OAR 104-010 requires cities participating in the EMPG Program to coordinate program activities with their respective county emergency managers. Similarly, the rules require counties with participating cities to coordinate their program activities with the city emergency managers.

To meet this requirement, each participating city must have its proposed annual work plan and quarterly program reports reviewed by its county emergency manager or managers if the city limits are within more than one county. Conversely, each county with a participating city or cities must have its proposed annual work plan and quarterly program reports reviewed by the emergency manager of the participating city or cities.”

While Tribal Nations are not required to do so, coordination with their surrounding counties on program activities is encouraged.

### **Programmatic Reporting Dates:**

- |   |                               |
|---|-------------------------------|
| • July 1 <sup>st</sup> – September 30 <sup>th</sup>   | Due: October 15 <sup>th</sup> |
| • October 1 <sup>st</sup> – December 31 <sup>st</sup> | Due: January 15 <sup>th</sup> |
| • January 1 <sup>st</sup> – March 31 <sup>st</sup>    | Due: April 15 <sup>th</sup>   |
| • April 1 <sup>st</sup> – June 30 <sup>th</sup>       | Due: July 15 <sup>th</sup>    |

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

Copies of training certificates are only required to document the completion of the federally mandated *National Incident Management System (NIMS)* and *Professional Development Series (PDS)* courses for new EMPG funded staff.

### **Potential Fiscal Penalties (as outlined in OAR 104 Division 10):**

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 FY19;
- OEM recouping part, or all, of the awarded FY19 funds;
- Suspension from the EMPG Program; or
- Any combination thereof.

## **Required Activities for 2019 Work Plans:**

### **Planning Requirements:**

1. Convene Mitigation Plan Steering Committee (or equivalent) at least twice per year to work on plan implementation and maintenance.
2. Complete OEM's annual Capability Assessment Tool.
3. Complete NIMS Assessment.
4. Update the Emergency Operations Plan (EOP)
5. Schedule and report on at least one other Planning Activity.

***Note: Only Planning activities outlined in the EMPG Planning functional areas are eligible for reimbursement in FY19. Please see the individual Planning tabs in the application.***

### **Training Requirements:**

1. Complete a minimum of 20 hours of emergency management professional development training.
2. Complete *NIMS* training (four independent study courses: IS-100, 200, 700 and 800), if not already accomplished.
3. Complete *PDS* (seven independent study courses: IS-120, 230, 235, 240, 241, 242 and 244), if not already accomplished.
4. Report Public Education and Outreach activities.
5. Report, as applicable, training courses conducted or hosted not funded via the DHS Consortium

*Note: Only Training activities identified in the State and jurisdictional Training and Exercise Plan (TEP) or those which are considered "Emergency Management Professional Development" will be eligible for reimbursement in FY19.*

### **Exercise Requirements:**

1. Develop and conduct two exercises. One must be a full scale exercise.
2. EMPG funded staff must participate in three exercises.
3. Submit EMERS reports within 30 days, or with the quarterly report, whichever is sooner. After Action Reports and Corrective Action/Improvement Plans must be submitted within 60 days. All exercise reports should be sent to the State Exercise Officer.

#### 4. Report on Amateur Radio activities.

In order to receive quarterly exercise credit, your exercise must:

- Test a portion of your jurisdictional EOP and/or Annexes;
- Reflect some level of EOC (fixed or mobile) activation for functional and full scale exercises; and
- Must have more than one participant. Reports received showing only one participant will not be given credit for the exercise.

#### **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 once the EHP is submitted.

*Note: OEM cannot submit FY19 EHP requests to FEMA Headquarters until we have a signed FY19 grant agreement with FEMA, which could occur as late as October 2019.*

Any capital outlay/equipment purchased without pre-approval from OEM/FEMA (*and this includes issuing a purchase order prior to approval*) will not be reimbursed under the EMPG 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.

You must have approval in writing from OEM **BEFORE** any budget reallocation occurs. Reallocation of funds may require a grant amendment.

**Indirect Facilities and Administration (F&A) Costs:** If your agency wishes to request indirect costs be included in your EMPG sub-award, please note the following:

1. The amount of your EMPG sub-award allocation will remain the same – it will not increase by the amount of indirect you are requesting.
2. You will need to submit a copy of your **approved federally recognized indirect cost rate** negotiated between you (the sub-recipient) and the Federal government with your EMPG application, or
3. If no such rate exists, you may:
  - a. Submit with your EMPG sub-award application an indirect cost rate proposal to this office in compliance with 2 CFR 200.331(a)(4).

Requirements for development and submission of indirect (F&A) cost rate proposals and cost allocation plans are contained in Appendices III-VII of 2 CFR 200.

- b. If your agency has never received an indirect cost rate, and receives less than \$35 million in direct federal awards, you may elect to request a de minimis indirect cost rate of 10% of modified total direct costs (MTDC) as defined in 2 CFR 200.414.
  - i. To receive the de minimis indirect cost rate you must include a certification with your EMPG application that your agency has never received an indirect cost rate.
  - ii. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. **If chosen, this methodology once elected must be used consistently for all Federal awards until such time as your agency chooses to negotiate for an indirect cost rate** [2 CFR 200.414(f)].
  - iii. See 2 CFR 200.68 for definition of Modified Total Direct Cost (MTDC).

#### **Fiscal Reporting Dates:**

Requests for Reimbursement (RFRs) must be submitted monthly. For example:

July 2019 is due no later than August 30, 2019

August 2019 is due no later than September 30, 2019

#### **Application/Work Plan Required Submission:**

- Application Cover Sheet (Must be signed in several locations)
- FY19 Work Plan (submit in original Excel format – not PDF)
- Federally approved cost allocation plan, if applicable
- De Minimis request in budget, if applicable
- County cost allocation plan, if applicable
- Discrimination findings letter, if applicable
- FY19 Budget Request Form – **This should reflect your actual budget and fiscal needs.**

Jurisdictions should work with OEM's EMPG team to develop these documents and to receive feedback on their 2019 work plan as it is developed. **Applicants may submit these documents at any time, they do not have to be submitted as a complete package.** Applicants will receive a formal review letter approving their Work Plan submission once all documents have been received and reviewed by OEM.

**Grant Agreements:**

Grant agreements will be issued upon receipt of all required FY19 EMPG application documents and with the approval of OEM's EMPG staff. The local/tribal agreements cannot be issued until OEM has a signed agreement with FEMA, which could occur as late as October 2019.

**Coordination Calls:**

OEM has scheduled several conference calls during May and June to explain the application and answer questions. However, you may contact the EMPG staff directly at any time with questions and do not need to wait for a scheduled call.

**EMPG Grant Team:**

Programmatic:

Jim Jungling      [jim.jungling@state.or.us](mailto:jim.jungling@state.or.us)      503-378-3552

Fiscal:

Nicki Powers      [nicki.powers@state.or.us](mailto:nicki.powers@state.or.us)      503-378-3734

**Deadline for Submission: June 17, 2019**

Attachments:

- FY19 Application (Excel document)
- EHP Form
- IB 329
- Coordination Call Schedule