



Oregon

Kate Brown, Governor

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DATE: August 7, 2020

TO: Local and Tribal Emergency Program Managers

FROM: Stanton E. Thomas, Mitigation and Recovery Services Section Manager
Oregon Office of Emergency Management 

**SUBJECT: FY2020 EMERGENCY MANAGEMENT PERFORMANCE GRANT
COVID-19 Supplemental (EMPG-S)**

You are invited to apply for FY 2020 EMPG-S (January 27, 2020 – January 26, 2022) financial and technical assistance provided through the Federal Emergency Management Agency's (FEMA) Emergency Management Performance Grant (EMPG). These funds are provided for the response to the COVID-19 public health emergency.

Emergency managers are encouraged to use the funding for:

1. Mitigation activities (related to slowing the spread of COVID-19);
2. Integration of emergency management and public health operations;
3. Collection and display of public, private, and governmental data of hospital bed and ventilator capacity and usage;
4. Collection and display of PPE inventories and establishment of burn rates to forecast future needs;
5. Planning for alternate care sites;
6. Identifying all sources to surge medical professionals.

EMPG-S funding also can be used to assist emergency managers with implementing community lifelines to prevent, prepare for, and respond to the COVID-19 public health emergency. The lifelines concept simplifies incident information to provide decision makers with clearly identified impacts to critical community services and root causes that inform response and recovery actions. The Community Lifelines Implementation Toolkit provides whole community partners the information and resources to understand lifelines and to coordinate with entities using lifelines. The toolkit serves as basic guidance for how to implement the lifeline construct during incident response. Examples of areas eligible for funding under this funding opportunity include, but are not limited to: 1. Data Collection and Analysis 2. Plan Development 3. Jurisdictional Recovery 4. Information Sharing 5. Emergency Public Information and Warning and Risk Communication 6. Logistics and Supply Chain Management 7. Development of Distribution Management Plans



This is a 50% federal funds – 50% non-federal funds match. The Cares Act funding can be used as a match for the non-federal funds.

Criteria for Eligibility:

Counties and Tribes:

- Dedicated Emergency Manager
- NIMS compliant (as of January 1, 2021) documented via the NIMS Assessment Tool)
 - ***New applicants must demonstrate NIMS Compliance during FY2020 to be eligible for grant funding***
 - ***Complete Capability Assessment Tool***
- EOP consistent with Comprehensive Preparedness Guide (CPG) 101
- Natural Hazard Mitigation Plan (NHMP) current and FEMA approved
 - ***New applicants must complete in FY2021 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: September 11, 2020

The FY2020 EMPG-S 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 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., Emergency Operations Plan (COVID-19 update), any kind of Plan or Annex, etc. that may deal with COVID-19, the jurisdiction will provide an electronic copy of that product to OEM's EMPG Programmatic Staff upon completion.

All EMPG funded staff must complete the federally mandated *National Incident Management System (NIMS)* and *Professional Development Series (PDS)* courses. The eligible agency must retain copies of the required training certificates and may be of required to provide training certificates for 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 in future grant years;
- OEM recouping part, or all, of the awarded FY 2020 EMPG-S funds;
- Suspension from the EMPG Program; or
- Any combination thereof.

Required Activities for EMPG-S 2020 Work Plans:

Planning Requirements:

1. Convene Natural Hazards Committee at least twice a year.
2. Complete OEM's annual Capability Assessment Tool.
3. Complete NIMS Assessment.

Note: Only Planning activities outlined in the EMPG-S Planning functional areas are eligible for reimbursement in FY2020. 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 *Professional Development Series (PDS)* (seven independent study courses: IS-120, 230, 235, 240, 241, 242 and 244), or the *Basic Academy (IS-100, IS-700, IS-800, IS-230, E/L0101, E/L0102, E/L0103, E/L0104, and E/L0105)* if not already accomplished.
4. Report Public Education and Outreach activities.
5. Report, as applicable, training courses conducted or hosted

Note: Only Training activities identified as COVID-19 related will be eligible for reimbursement in FY 2020-2021.

Exercises are not eligible for EMPG-S funding

Budget Request:

ALL capital outlay and/or equipment that is identified on the Authorized Equipment List (AEL), 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.

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-S 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-S application, or
3. If no such rate exists, you may:
 - a. Submit with your EMPG-S 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:

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

Note: Fiscal Reports / Requests for Reimbursement (RFR's) are due every quarter but may be submitted monthly based on the needs of the jurisdiction.

Application/Work Plan/Project Required Submission:

- Application Cover Sheet (Must be signed)
- FY 2020 Budget Sheet and/or project application
- Federally approved cost allocation plan, if applicable
- De Minimis request in budget, if applicable
- County cost allocation plan, if applicable
- FY2020 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 2020 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 FY 2020 EMPG-S application documents and with the approval of OEM's EMPG staff.

Coordination Calls:

OEM has scheduled several conference calls during May 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 503-378-3552

Fiscal:

Nicki Powers nicki.powers@state.or.us 503-378-3734

Deadline for Submission: September 11, 2020

Attachments:

FY2020 EMPG-S Budget Form (Excel document)
FY2020 EMPG-S Cover Sheet
EMPG-S Notice of Funding (NOFO)
Environment and Historic Preservation Screening Form
IB 329
IB 329 - Clarification
Coordination Call Schedule
Local Jurisdiction Funds Allocation
FY2020 EMPG-S Project application