



# OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

## FY2022 EMERGENCY MANAGEMENT PERFORMANCE GRANT

### Invitation to Apply

You are invited to apply for FY 2022 (July 1, 2022 - June 30, 2023) 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.

EMPG is a 50% non-federal cost share grant and grant funds are provided on a reimbursement basis.

The deadline for submission is September 04, 2022.

### Criteria for Eligibility:

#### Counties and Tribes must be/have:

- Assigned Emergency Manager
- National Incident Management System (NIMS) compliant (as of January 1, 2023) documented via the NIMS Assessment
  - New applicants must demonstrate NIMS Compliance during FY2022 to be eligible for grant funding
  - Complete NIMS Assessment as indicated in Workplan
- Emergency Operations Plan (EOP) consistent with Comprehensive Preparedness Guide (CPG) 101
  - EOP is updated in the last 2 years or an update will be completed in FY2022
- Natural Hazard Mitigation Plan (NHMP) current and FEMA approved
  - New applicants must complete in FY2022 if one does not exist to be eligible for grant funding
- Identified/Functional Emergency Operations Center
- An established incident command structure

#### Cities must be/have:

- Population greater than 85,000
- Same criteria as Counties and Tribes

## Submission Requirements:

The FY2022 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 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.

## Application/Work Plan Required Submission:

- Application Cover Sheet (Must be signed)
- FY 2022 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
- FY2022 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 2022 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.

When completion of an activity involves production of a tangible product, i.e., Exercise Report, Emergency Operations Plan, any kind of Plan or Annex, etc., the jurisdiction will provide an electronic copy of that product to OEM with the quarterly report.

## **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 FY 2022;
- OEM recouping part, or all, of the awarded FY 2022 funds;
- Suspension from the EMPG Program; or
- Any combination thereof.

## **Required Activities for 2022 Work Plans:**

### **Planning Requirements:**

- Convene Natural Hazards Committee at least twice a year.
- Complete OEM's annual State of the State Capability Assessment.
- Complete OEM's annual NIMS Assessment.
- Report Public Education and Outreach activities.
- 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 FY2022. Please see the individual Planning tabs in the application.*

### **Training Requirements:**

All EMPG funded personnel must complete the following NIMS Training:

- Independent Study (IS)-100 (any version)
- IS-200 (any version)
- IS-700 (any version)
- IS-800 (any version)
- Professional Development Series (PDS) **or** the Emergency Management Professionals Program (EMPP) Basic Academy
- Complete a minimum of 20 hours additional training courses in accordance with the [NIMS Training Program](#) and local training plans for continuing emergency management professional development.
- Report, as applicable, training courses conducted or hosted

The eligible agency must retain copies of the required training certificates and may be required to provide training certificates.

*Note: Only Training activities identified in the State, Regional and/or jurisdictional Integrated Preparedness Plan (IPP) or those which are considered "Emergency Management Professional Development" will be eligible for reimbursement in FY 2022.*

## Exercise Requirements:

- Develop and conduct two exercises, one discussion-based and one operations-based exercise.
- EMPG funded staff must participate in three exercises.
- Submit exercise reports with the quarterly report.

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

- Test a portion of your jurisdictional EOP (and/or associated annexes) and/or Recovery Plan;
- 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.

## 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>    |

## 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.

*Note: OEM cannot submit FY 2022 EHP requests to FEMA Headquarters until we have a signed FY2022 grant agreement with FEMA, which could occur as late as October 2022.*

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:**

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

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

### **Grant Agreements:**

Grant agreements will be issued upon receipt of all required FY 2022 EMPG application documents and with the approval of OEM's EMPG staff. However, the local/tribal agreements

cannot be issued until OEM has a signed agreement with FEMA, which could occur as late as October 2022.

### Coordination Calls:

OEM has scheduled several conference calls during August 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:

All EMPG Staff		<a href="mailto:EMPGadmin@oem.oregon.gov">EMPGadmin@oem.oregon.gov</a>	
Alaina Mayfield	Preparedness Manager	<a href="mailto:Alaina.mayfield@oem.oregon.gov">Alaina.mayfield@oem.oregon.gov</a>	971-719-0783
Vacant	Grant Coordinator		
Chris Sutton	Regional Manager (Cascades Region)	<a href="mailto:Chris.sutton@oem.oregon.gov">Chris.sutton@oem.oregon.gov</a>	971-719-0650
Amanda Mathis	Regional Manager (Willamette Valley Region)	<a href="mailto:Amanda.mathis@oem.oregon.gov">Amanda.mathis@oem.oregon.gov</a>	971-719-0991
Tim Seymour	Eastern Region	<a href="mailto:Tim.seymour@oem.oregon.gov">Tim.seymour@oem.oregon.gov</a>	971-283-4258
Tom Jenkins	Northwest Region	<a href="mailto:Tom.jenkins@oem.oregon.gov">Tom.jenkins@oem.oregon.gov</a>	971-600-5918
Mike Lacina	Portland Metro Region	<a href="mailto:Mike.lacina@oem.oregon.gov">Mike.lacina@oem.oregon.gov</a>	971-719-1153
GT Auch	Southwest Region	<a href="mailto:Gt.auch@oem.oregon.gov">Gt.auch@oem.oregon.gov</a>	971-718-2070
Nicki Powers	Grants Accountant	<a href="mailto:Nicki.l.powers@oem.oregon.gov">Nicki.l.powers@oem.oregon.gov</a>	503-798-3464

**Deadline for Submission: September 04, 2022**