



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

FY2023 EMERGENCY MANAGEMENT PERFORMANCE GRANT

Invitation to Apply

You are invited to apply for FY 2023 (July 1, 2023 - June 30, 2024) 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 July 24, 2023.

Criteria for Eligibility:

Counties and Tribes must be/have:

- Assigned Emergency Manager
- National Incident Management System (NIMS) compliant (as of January 1, 2024) documented via the NIMS Assessment
 - New applicants must demonstrate NIMS Compliance during FY2023 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 FY2023
- Hazard Mitigation Plan (HMP) current and FEMA approved
 - New applicants must complete in FY2023 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 FY2023 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.

Note: This requirement is in the process of being changed legislatively. Once changed, you will no longer be required to complete this item. Until then, please email a copy of your Work Plan to the corresponding County/City as required.

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

Application/Work Plan Required Submission:

- EMPG Eligibility Application <https://arcg.is/0qzDPy>. When you complete and submit, you will receive an email copy. Please save as PDF for your records.
- FY 2023 Work Plan <https://arcg.is/1Su8qO1>. When you complete and submit, you will receive an email copy. Please save as PDF for your records.
- FY2023 Budget Request Form (Excel file - submit in Basecamp)
- If claiming County Cost Allocations (Administrative Services Allocation), Indirect Costs, or DeMinimus, include one of the following:
 - Federally approved cost allocation plan (submit in Basecamp)
 - De Minimis request in budget (submit in Basecamp)
 - County cost allocation plan(submit in Basecamp)
- Discrimination findings letter, if applicable (submit in Basecamp)
- Environmental and Historic Preservation Screening Form, if applicable (submit in Basecamp)
- Monitoring Assessment Questionnaire-2023 (PDF) or Management Self Certification (Word) – Submit one or the other in Basecamp. The Monitoring Assessment Questionnaire must be completed by each grant recipient once annually. If you already

completed it, you may submit the Management Self Certification for our records.

Jurisdictions should work with OEM's EMPG team to develop these documents and to receive feedback on their 2023 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., 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. Emergency Management Exercise Reports (EMERs) will be turned into oem.exercise@oem.oregon.gov.

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 2023;
- OEM recouping part, or all, of the awarded FY 2023 funds;
- Suspension from the EMPG Program; or
- Any combination thereof.

Required Activities for 2023 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. ***If your Emergency Operations Plan or Hazards Mitigation Plan are not up to date, these will be required Work Plan planning activities.***

Note: Only Planning activities outlined in the EMPG Planning functional areas are eligible for reimbursement in FY2023. Please see the options 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 2023.

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 to State Exercise Officer through online form (link available soon) or oem.exercise@oem.oregon.gov.

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

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 2023 EHP requests to FEMA Headquarters until we have a signed FY2023 grant agreement with FEMA, which could occur as late as October 2023.

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 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.

Grant Agreements:

Grant agreements will be issued upon receipt of all required FY 2023 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 2023.

Coordination Calls:

OEM has scheduled time with each region 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.

In addition, the following dates will be open "Office Hours" where you can join online and get your questions answered.

- July 10, 2023 (Monday) – 2:00-3:00 p.m
- July 13, 2023 (Thursday) - 11:00-12:00 p.m
- July 19, 2023 (Wednesday) – 9:00-10:00 a.m.

Carole Sebens is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86088107498?pwd=UGpHWUlsYnZ0cUlyVVVQaVRVdlFkdz09>

Meeting ID: 860 8810 7498

Passcode: 654757

One tap mobile

+16699009128,,86088107498#,,,,*654757# US (San Jose)

+17193594580,,86088107498#,,,,*654757# US

EMPG Grant Team:

| | | | |
|----------------------------|---|--|--------------|
| Alaina Mayfield | Preparedness Manager | Alaina.mayfield@oem.oregon.gov | 971-719-0783 |
| Carole Sebens | Grant Coordinator | Carole.l.sebens@oem.oregon.gov | 971-798-1938 |
| Stacey Todd | Cascades Region | stacey.todd@oem.oregon.gov | 971-719-0650 |
| Amanda Mathis | Regional Manager (Willamette Valley Region) | Amanda.mathis@oem.oregon.gov | 971-719-0991 |
| Vacant (see Stacey Todd) | Eastern Region | | |
| Tom Jenkins | Northwest Region | Tom.jenkins@oem.oregon.gov | 971-600-5918 |
| Morgan West | Portland Metro Region | morgan.west@oem.oregon.gov | 503-580-6874 |
| GT Auch | Southwest Region | Gt.auch@oem.oregon.gov | 971-718-2070 |
| Vacant (see Carole Sebens) | Grants Accountant | Oem.empg@oem.oregon.gov | |

Deadline for Submission: July 24, 2023

Instructions

We are in the process of setting up a Basecamp folder for all EMPG applicants. If yours is not available at the time you are ready to submit your application documents, you may email them to oem.empg@oem.oregon.gov. Please always include "EMPG 2023 Submittal" and the name of your jurisdiction in the subject line. This will ensure your materials are saved to the correct folder in our email system.

EMPG Eligibility Application

EMPG Work Plan and Quarterly Monitoring Report

- EMPG Eligibility Application <https://arcg.is/0qzDPy>.
- FY 2023 Work Plan <https://arcg.is/1Su8qO1>.

How to Save and Submit the Application and Work Plan Forms.

To save your work, you must hit the last "Submit" button on the forms. When you do this, a summary of what you submitted as well as a link to get back into your specific form will be

emailed to you. There is a question that asks if it is a final submittal. Until that question is answered, “Yes, Submit Now,” your changes and information will only be emailed to you. (If you don’t know an answer but have a required question, put a dummy entry in so you can save the rest of your work.)

You will be able to go back into these documents through the emailed link and modify as needed.

Once you do your OEM submittal, both the EMPG Eligibility Application and the FY 2023 Work Plan will be sent directly to OEM, but you should also save a copy of the email sent to you for your records.

Budget Request Form

Complete the budget form by ensuring that amount requested (cell H36) should be equal to the amount allocated for your jurisdiction on the 2023 EMPG Estimated Allocation 3/16/23. (The only exception is if you are requesting less than the allocation.) The amount in EMPG Match funds (cell I36) should be the same dollar amount as the amount requested. The amount in cell J36 will total the grant funds requested and the match funds.

There are additional columns for you to show your additional expenses for supporting Emergency Management in your jurisdiction. These are optional but help us show the actual cost of having an Emergency Management program.

Anyone listed in Personnel who is using EMPG funds or is being used as required match funds must meet the minimum training and exercise requirements.

When you save the file, please replace “Jurisdiction” in the file name with the name of your entity and replace the date with the current date.

If Basecamp is set up for your agency, you may submit it there. You may also email it to oem.empg@oem.oregon.gov. Be sure to include “EMPG 2023 Submittal” and the name of your jurisdiction in the Subject line.