



# OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

## FY 2024 Emergency Management Performance Grant (EMPG) Frequently Asked Questions May 22, 2024

1. **Can I use rent or volunteer time as “in-kind” match for the jurisdiction’s portion of the match?**

No, ODEM only accepts hard cash as match for the EMPG grant.

2. **We would like to be able to review and know our capability gaps for choosing planning projects. Where can we get this information?**

All data from 2021- to present can be viewed on the Capability Assessment Dashboard. This link was sent on 2/1/24 in an e-mail from Sarah Puls, titled 2023 Capability Assessment Dashboard. If you cannot find the link or need help navigating the dashboard, please contact [sarah.puls@oem.oregon.gov](mailto:sarah.puls@oem.oregon.gov). We recommend saving and bookmarking the link to access the dashboard.

3. **If I am planning an exercise, do I have to include exercise objectives centered on practicing and validating plans and procedures for sending emergency alerts to the public through the FEMA Integrated Public Alert and Warning System (IPAWS)?**

If you are using EMPG funds (excluding salary) such as supplies or room rental fees, the answer is yes. If you are planning an exercise that is just using your staff time (salary), this is not a requirement. (It is encouraged, if appropriate to your exercise.)

4. **Do I have to update my continuity plan as an EMPG requirement this year?**

No. Choose one EMPG planning document (Two if behind on both the Emergency Operations Plan (EOP) and Natural Hazard Mitigation Plan (NHMP) requirements. If continuity planning is a capability gap it is an option under “Reviewing and Updating Planning Products.”

5. **Is there something I need to be doing now on my application for Phase 2 NQS Implementation?**

We are asking that you agree to be ready for rollout and implementation of the work done by the Oregon State Qualification System (OR-SQS) Workgroup. As this continues to move forward, we are asking that you provide feedback on implementation so ODEM can support you through the process.

**6. Does everyone in my agency need to comply with the Oregon State Qualification System (OR-SQS)?**

Only EMPG funded employees are required to comply. This may be a good time for you to make it available to others, as it could become a requirement in future years.

**7. What if someone on my staff only receives a small amount of EMPG funding. Do they need to comply with all the training and exercise requirements?**

Yes. If someone receives any portion of EMPG funding, they must meet all the requirements.

**8. I'm not sure I understand the equity portions in the work plan. Can you give some additional guidance and let me know who I can go to for support?**

As outlined in the FY24 Notice of Funding (NOFO), a goal and objective of EMPG is to address the increasing range and complexity of disasters, support the diversity of communities we serve, and complement the nation's growing expectations of the emergency management community. The national priority areas include equity, climate resilience and readiness. As you develop this year's EMPG workplan, explore how EMPG Program-funded activities can address the needs of underserved, at-risk communities in your area and how to address whole community input into proposed projects.

Natasha Fox, ODEM's IDEA Coordinator ([natasha.fox@oem.oregon.gov](mailto:natasha.fox@oem.oregon.gov) 503.983.5845) is available for technical assistance.

**9. I want to use these funds to begin stockpiling for an emergency. Can I do that?**

Because Oregon does not have a current FEMA approved five-year viable inventory management plan, you will not be able to use funds for this unless your tribe or urban area - (urban area as defined by Urban Areas Security Initiative (UASI) - has one. ODEM does not currently have a known timeline for completing the state plan. Subrecipients would need to have their own plan in place before they would be able to use grant funds to stockpile supplies. If this is a plan you would like to work on this year as it is one of your capability gaps, you may choose it on your work plan. When ODEM does have a FEMA approved five-year viable inventory management plan, you would then be ready if funds become available for that use.

**10. What if we want to charge indirect costs, or accept the de minimis rate, but we don't have a federally approved indirect cost rate agreement?**

ODEM currently only accepts federally approved indirect cost rate agreements. ODEM is awaiting further guidance from FEMA on requirements. If changes impact approved budgets, ODEM will facilitate budget amendments as appropriate.

**11. We prefer to claim expenses to mileage. Can we do that?**

No. ODEM will only be accepting mileage reimbursement for vehicle expenses for this grant cycle.

**12. What form do I use to submit my mileage expenses?**

Any form that includes the requirements listed in the RFR guidance is allowable. (Mileage logs must include the person who traveled, date, places of travel, purpose of each trip, and total miles driven for each trip.)

**13. Where can I find the most up to date RFR guidance?**

Our [website](#) will have it posted with changes for FY 2024 by July 1, 2024. This is a guidance document and may be updated as needed.

**14. Final RFR's for the year are due one month after the end of the period of performance. We don't pay for some of our bills for June until late July or early August. Will we be considered late?**

If you communicate by sending an email to [oem.empg@oem.oregon.gov](mailto:oem.empg@oem.oregon.gov) requesting an extension and explaining the circumstances, your request will be approved if reasonable. You will not be considered late under those circumstances.

**15. What if we spent funds that I had not budgeted for? Can I still submit them for reimbursement?**

If it is in an allowable expense in a budget category in your existing approved budget, and it supports your work plan, you may submit it. We allow a budget variance of 10% for your total budget. If it is not part of your work plan, or you do not have a budget category for it, you will not be able to request reimbursement. If you need to change your budget or work plan, please let us know before you make the expenditure.

**16. What is a Corrective Action Plan (CAP) and why are you planning to implement them?**

A Corrective Action Plan (CAP) is a way for ODEM to support local jurisdictions in achieving or maintaining compliance with their grant. It is a process that is clearly defined with timelines and involves informing the department and agency what requirements they need to complete or maintain to continue the grant funding relationship. In the past, ODEM has requested compliance without a consistent process, which has also provided inconsistent results. To maintain funding, ODEM needs to be able to show our federal and state partners that we, as well as our subrecipients, are complying with requirements. This will help ODEM to be consistent and subrecipients will know the process for their compliance, so they are not at risk of losing funding.

**17. Our Emergency Operations Plan (EOP) and/or Hazard Mitigation Plan (HMP) is due this year and I think it will take longer than a year to update. What should we do?**

Updated plans are a requirement to apply for and maintain grant funding. Knowing this, we ask jurisdictions plan accordingly. The EOP should be updated continually. You should start the process for a Hazard Mitigation Plan about 3 years before it is due because of grant opportunities and timelines for review. If you are concerned you will not be up to date with your plan, please talk to your Regional Coordinator now to see what you can do to speed up the process.

**18. I can't find a link to the application. Where is it?**

Because we pre-populated your application with last year's information, we sent you a unique link if you were an applicant last year. If you are new this year, email [oem.empg@oem.oregon.gov](mailto:oem.empg@oem.oregon.gov) to receive a link. The link for the work plan is on the website.

**19. Where do I report exercises, NIMS, or our Capability Assessment?**

When you submit your [EMERS online](#), our exercise team will report to us. When you complete the NIMS and Capability Assessment, ODEM staff will also submit this information to the grant team.

**20. Can I just have my staff keep their own training records?**

As a subrecipient, you are required to have records for us to view if requested. With staff absences and turnover, ODEM recommends you retain records. Keep these files according to your local records retention policy.

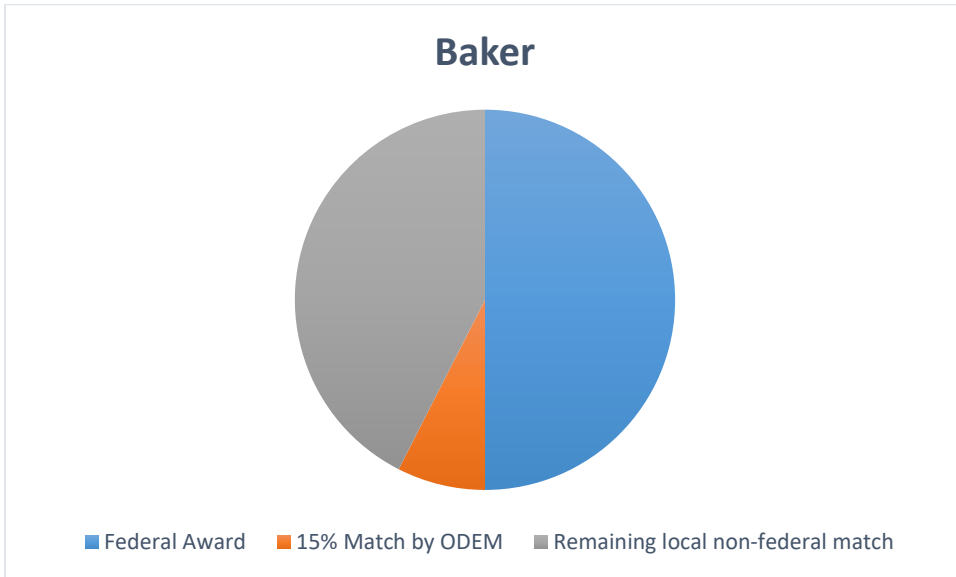
**21. Why do you want both budgets – EMPG eligible and just our allocation?**

If some jurisdictions choose not to apply for their funds, these funds will go back to the subrecipients who accepted funds (using the population formula). By providing budget information ahead of time (and telling us where you would like it used for EMPG funds), we can allocate additional funds if you have the budget and match for them without us asking for a new budget.

**22. If you grant additional federal funds using the match, will you also increase the ODEM funds provided for the match?**

No. The 15% match allocation is based on the original allocation and will not change.

**23. I don't understand the match provided by ODEM. Can you explain it again?**



Baker County has a federal allocation of \$64,019, with a required match of 50%, \$64,019 for a total award of \$128,037. The state will provide \$9,603 in match funds. They now have \$73,621 available to spend, along with their local match of \$54,416. The entire award amount \$128,037 (with match) has not changed, but Baker County will receive a total reimbursement of \$73,621. Because they did not have to provide the \$9,603 in match, they can use these previously budgeted match funds elsewhere in their program. Since they are no longer match funds, they are not federalized and do not fall under the EMPG requirements. They can be used however Baker County chooses (assuming they are following Baker County fund requirements).

Jurisdiction	Federal Award	15% Match by ODEM	Funds Available (Federal plus ODEM match)	Remaining local non-federal match	Total Award
Baker	\$64,019	\$9,603	\$73,621	\$54,416	\$128,037