



OREGON OFFICE OF EMERGENCY MANAGEMENT

DATE: June 16, 2021

TO: Local and Tribal Emergency Program Managers

FROM: 
Stephen Richardson, Mitigation Section Manager
Oregon Office of Emergency Management

SUBJECT: FY2021 EMERGENCY MANAGEMENT PERFORMANCE GRANT

You are invited to apply for FY2021 (July 1, 2021 - June 30, 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 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 2021 Notice of Funding (NOFO) states that Oregon's funding will be very close to last years (FY 2020) funding.

Criteria for Eligibility:

Counties and Tribes:

- Dedicated Emergency Manager
- NIMS compliant (as of November 30, 2021, documented via the NIMS Assessment Tool)
 - ***New applicants must demonstrate NIMS Compliance during FY2021 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 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: August 31, 2021

The FY2021 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:

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| • 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 |

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 FY2021;
- OEM recouping part, or all, of the awarded FY2021 funds;
- Suspension from the EMPG Program; or
- Any combination thereof.

Required Activities for 2021 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. Update and Submit Your Jurisdiction's Hazard Analysis Utilizing the OEM Methodology.
3. Complete OEM's annual Capability Assessment Tool.
4. Complete NIMS Assessment.
5. Update the Emergency Operations Plan (EOP)
6. 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 FY2021. 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 FY2021.

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, and with the quarterly report. 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.

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 FY2021 EHP requests to FEMA Headquarters until we have a signed FY2021 grant agreement with FEMA, which could occur as late as October 2021.

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 or quarterly. For example:

July 2021 is due no later than August 30, 2021
July, August, and September is due no later than October 31, 2021

Application/Work Plan Required Submission:

- Application Cover Sheet (Must be signed in several locations)
- FY2021 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
- Fiscal Monitoring Assessment Questionnaire
- FY2021 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 2021 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 FY2021 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 2021.

Coordination Calls:

OEM has scheduled several conference calls during July and 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:

Programmatic:

Jim Jungling	jim.jungling@state.or.us	971-719-0988
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Fiscal:

Nicki Powers	nicki.powers@state.or.us	503-798-3464
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Deadline for Submission: August 31, 2021

Attachments:

FY2021 Application (Excel document)
EHP Form
IB 329
Coordination Call Schedule