

FFY 2021

Emergency Management Performance Grant (EMPG)



Overview and Purpose of EMPG

- EMPG provides funds to assist local and tribal governments with emergency management departments in preparing for all hazards and to obtain the resources required to support FEMA's National Preparedness Goal's Mission Areas and Core Capabilities.
- Funds may be used to support local and/or regional emergency management activities in the following cost categories:
 - Planning
 - Organizational
 - Equipment
 - Training
 - Exercise

Cost Share or Match

- The EMPG program has a dollar for dollar match requirement. The contribution can be cash (hard match) or in-kind (soft match).
- Match must be eligible and allowable under the EMPG program.
- Communities/Tribes must agree to make available eligible match equal the allocated award amount.
 - Cash/hard match – includes cash spent for emergency management related expenses (*annual CAD service fees, Alert and Warning annual fees, documented EM salary/stipend, project cost overs*)
 - In-Kind/soft match – includes contributions of the reasonable value of services in lieu of cash (*CERT / VIPs hours and other volunteer time that is documented with date, time and activity*)



The Current Estimated National Value of Each Volunteer
Hour Is

\$28.54

Updated April 2021

Volunteers in the United States hold up the foundation of civil society. They help their neighbors, serve their communities, and provide their expertise. No matter what kind of volunteer work they do, they are contributing in invaluable ways.

Goals / Priorities

To ensure projects funded with EMPG are used to fill per-identified gaps, MEMA has identified the following priority areas:

- Increase Operational Capacity
- Logistics
- Building Local Capacity
- Recovery Planning and Implementation
- Increase Regional Capacity
- Community Preparedness and Resilience

While not required this year, we are asking that you fill gaps in these areas when possible

Gap Analysis / Authorized Equipment List

Subrecipients are strongly encouraged to review hot washes, AARs, and other improvement plans to identify a project that has an estimated gap or need.

For example, a subrecipient may utilize Web EOC to determine what past resources it has requested multiple times or identify a planning gap from a recent TTX. Reach out to your Local Coordinator for assistance and brainstorming.

Thru your planning process, you should have conducted a risk analysis and identified gaps that EMPG funding will help fill.

FEMA has an Authorized Equipment List (AEL) that will show you what equipment is allowable under different programs. The AEL is not intended to be used as a shopping catalog

[Link to FEMA AEL: https://www.fema.gov/grants/guidance-tools/authorized-equipment-list](https://www.fema.gov/grants/guidance-tools/authorized-equipment-list)

Funding Allocations

MEMA has allocated \$2.5 million for subgrants to towns, cities and tribes with Emergency Management Departments

- Using US Censuses “2019” estimated population, funds are broken into population tiers
- There are no decreases from last year
- Each communities’ award details can be found on pages 4-6 of the NOFO

New this year , MEMA has incorporated Social Vulnerability Index (SVI) into the population breakout

Social Vulnerability Index (SVI)

Social vulnerability refers to the potential negative effects on communities caused by external stresses on human health. Such stresses include natural or human-caused disasters, or disease outbreaks. Reducing social vulnerability can decrease both human suffering and economic loss.

For communities with an SVI of .75 or greater, we have increased your original population award amounts by 30%

Those communities' awards are listed on page 6 of the NOFO

Application Submission Process

Each town, city and tribe should have received an email from the EM Grants Unit that included the following:

- FFY2021 NOFO
- Application
- Contractor Authorized Signature List (CASL)
- Contract to be signed

Contact us if you have not received an email from us.

Application

- The Application has been reduced to include only the necessary items for us to determine project eligibility
- It is now a fillable PDF form and should be easier to complete
- If you are having troubles, please let us know
 - Project Statement of Work must include:
 - ✓ WHO
 - ✓ WHAT
 - ✓ WHEN
 - ✓ WHERE
 - ✓ WHY
 - ✓ HOW

Gap Identification

Drop down boxes to select the following

- Goal/Priority your project falls under
- THIRA/SPR category

Source of Gap Identification



YES
or
NO

- Will anything be installed?
- Are you purchasing any communication equipment?
- Are you purchasing a drone or drone accessories?
- Are you purchasing sonar equipment?

Additional Information and Required Forms

- FEMA - EHP Screening Form
- SIEC - ICIP Form and Conditions
- FEMA - Drone Application
- Etc.

Project Budget

What is your award (NOFO pages 4-6)

Are you part of a Regional Project?

Break out your project expenses

- What are you purchasing
- AEL, *if you can find it, otherwise leave blank*
- Portable/Installed
- How many are you purchasing
- Estimated cost

Match

Describe what you think you will use for match

Match must be equal to or greater than allocated award

Match must comply with EMPG guidance (EHP, ICIP, etc.)

Can not be used to match any other federal grant

Can not be paid for with federal funds

Match examples

- EM salary / stipend - broken out and identifiable as “EM”
- Annual service fees (A/W and/or CAD) – within match period
- Equipment purchase(s) - allowable/eligible under EMPG
- Volunteer hours - name, date, time(s), activities

Submitting Application, CASL and Contract

Application

Email completed Applications to:

EM.Grants@mass.gov

Include additional items as needed (ICIP and Conditions, EHP Screening Form, Drone Application, etc.)

Confirmation of receipt will be sent

Please do not mail hard copy of application

NLT: 10/29/2021 (*hard due date*)

Original CASL and Contract

Mail original CASL and original signed Contract to

MEMA – EM Grants, 400 Worcester Road, Framingham, MA 01702

In most cases, you can not give yourself authority to sign

Please do not email copy of completed CASL or Contract

NLT: 12/31/2021 (*hard due date*)

Notice to Proceed

Contracts will not be signed by MEMA until applications have been approved and all other requirements have been received

Notice to Proceed will be emailed back to you along with a scanned copy of your signed contracts once finalized

Do not obligate funds until you receive your notice to proceed



QUESTIONS?
COMMENTS?
CONCERNS?

How we
doing so far?

Contract Period

- Start date is the date your contract was signed by MEMA and you have received your Notice to proceed
- End Date is 6/30/2022
- Contracts can be extended through the amendment process
- Contract end date means
 - all work/services completed
 - received all items purchased

Match Period

- FFY2021 EMPG period of performance is 9/1/2020 thru 9/30/2023
- Your match follows the grant period vs your contract period
- Your match must be within the grant period of performance
- Your match must be provided with each reimbursement request
- Your match must be equal or greater than the reimbursement amount requested
- MEMA will not approve reimbursements without documented match

Reimbursement Period

- Your Reimbursement Period follows your contract period
 - Start date to End date of your contract
- Work to be preformed / Items to be ordered
 - Procurement of services
 - Work started, completed and accepted
 - Equipment ordered and received
- Items purchased / work preformed before your contract start date and/or after your contract end date will not eligible for reimbursement

Close-Out Period

- Your close-out period is 30 days following your contract end date
 - End Date is 6/30/2022
- Time for your financial department to process all vendor(s) / contractor(s) invoices
- Time for you to prepare your Reimbursement Request Form
- Time to gather all supporting documentation and email your Reimbursement Request packet to EM.Grants@mass.gov

Thank You