

FFY 2022

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

# \$29.95

Updated April 2022

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.

# 2022-2026 FEMA Strategic Plan Goals

FEMA's latest Strategic Plan lists goals designed to address key challenges the agency faces during a pivotal moment in the field of emergency management. Wide-ranging and long-term, the goals defined in the plan respond to the changing landscape in which we find ourselves. The goals to meet this challenge are:

**Goal 1** - Instill Equity as a Foundation of Emergency Management

**Goal 2** - Lead Whole of Community in Climate Resilience

**Goal 3** - Promote and Sustain a Ready FEMA and Prepared Nation

All EMPG Program recipients are encouraged to review the 2022-2026 FEMA Strategic Plan and consider how FY 2022 EMPG Program funding can be used to support the Plan's goals and objectives as they apply to state/territory's specific needs and the needs of the whole community.

# Gap Analysis / Authorized Equipment List

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

- There are no decreases from last year
- Each communities' award details can be found on pages 5-7 of the NOFO

Again, for 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 7 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:

- FFY2022 NOFO
- Application
- SPARQ
- Contractor Authorized Signature List (CASL)
- Contract to be signed
- FFATA (*for awards over \$30,000*)

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

# Application

- The Application is very similar to last years.
- It is a fillable PDF form and should be easy to complete
- Biggest change DUNS # is now UEI #

# Unique Entity Identifier (UEI) and System for Award Management (SAM)

Unique entity identifier and System for Award Management (SAM) - Required.

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

- Be registered in SAM before submitting its application;
- Provide a valid unique entity identifier (formally known as DUNS #) in its application; and
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application

MEMA will not make a federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time MEMA is ready to finalize/sign a contract, MEMA will close project with no activity.

## APPLICANT INFORMATION

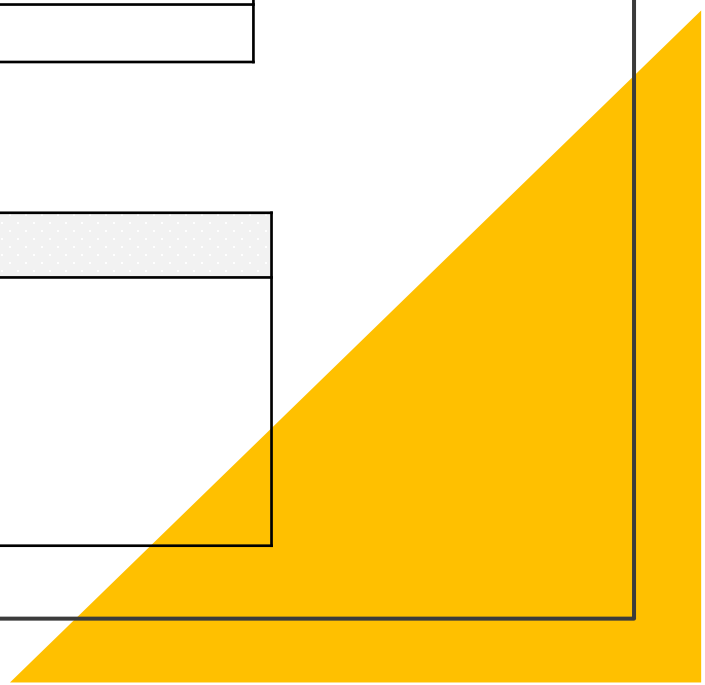
TOWN/CITY/TRIBE:			
UEI # <i>(required)</i> :		SAMs Expiration Date <i>(required)</i> :	

## POINT OF CONTACT (Emergency Manager/Director)

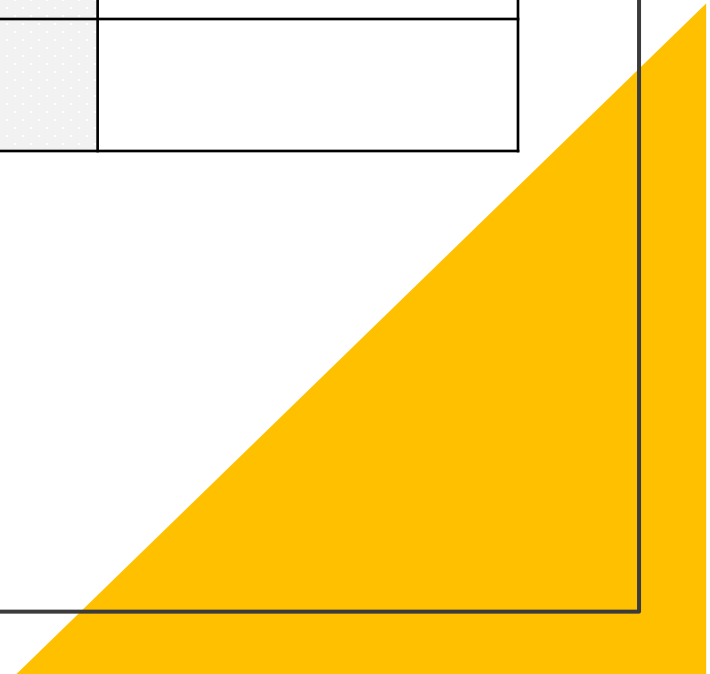
NAME:			
TITLE:			
EMAIL:		PHONE:	

## STATEMENT OF WORK

Description of your project ( <i>who, what, when, where, why, and how</i> )



<b>Will anything be installed? (yes / no)</b>	
<b>Are you purchasing any communication equipment? (yes / no)</b>	
<b>Are you purchasing a SUAS (drone) or accessories? (yes / no)</b>	
<b>Are you purchasing sonar equipment? (yes / no)</b>	

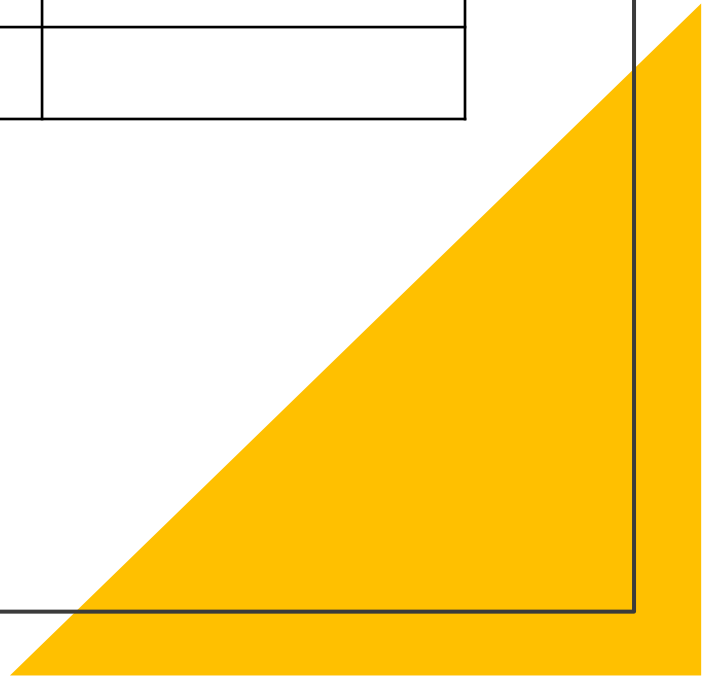


# Additional Information and Required Forms

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

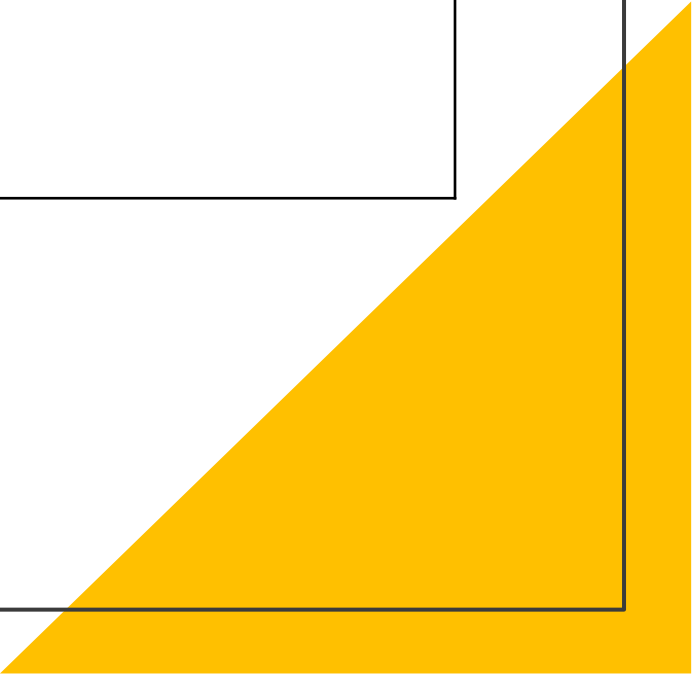
## BUDGET

<b>What is your Total Eligible Award Amount?</b>				
<b>Is this a Regional Project? If YES, list all communities and their awards below</b>				
<b>Town/City/Tribe Name(s)</b>	<b>Award Amount</b>	<b>Town/City/Tribe Name(s)</b>	<b>Award Amount</b>	



**SVI COMMUNITIES (only)**

<b>Are you an SVI Community? (yes / no)</b>	
<b>IF YES, explain how this project will benefit your vulnerable population</b>	





# Project Budget

What is your award (NOFO pages 5-7)

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

**MISSION AREA**

**CORE CAPABILITIES**

**NATIONAL GOAL**

Under each of these, check the one that best fits your project



# Submitting Application, CASL and Contract

## Application

Email completed Applications to:

[EM.Grants@mass.gov](mailto: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: 11/30/2022 (*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: 12/31/2022 (*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

# Timeline

ACTIVITIES	DATES
Release MEMA NOFO	September 7, 2022
Application due date <i>*must be emailed to EM.Grants@mass.gov</i>	<b>November 30, 2022</b>
Signed original contract and CASL due date <i>*must be mailed to MEMA HQ</i>	<b>December 31, 2022</b>
Anticipated contract period <i>*start dates will vary depending on the date MEMA signs your contract</i>	December 2022 thru June 30, 2023
Contract Extension out thru 12/31/2023	March-April 2023



How are we doing so far?

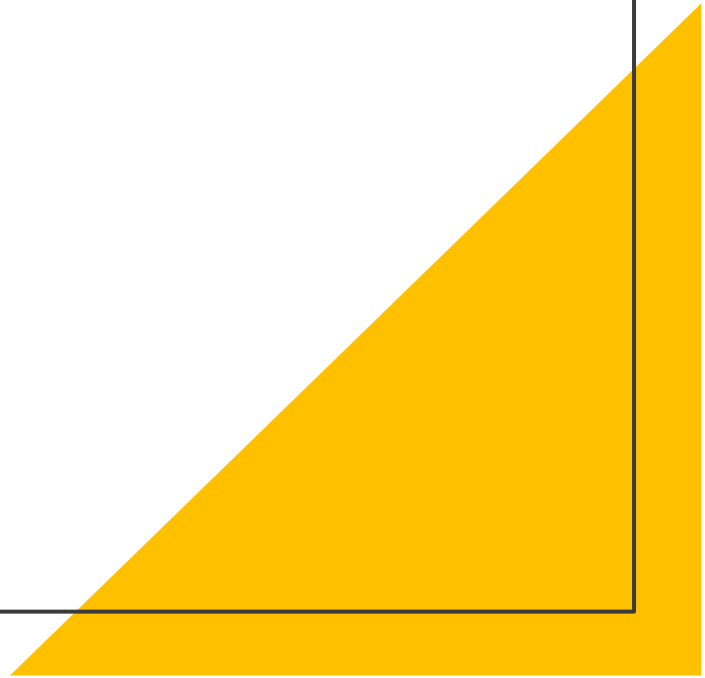
What is the anticipated  
CONTRACT PERIOD  
for 22EMPG?

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# Contract Period

- Start date is the date your contract was signed by MEMA and you have received your Notice to proceed
- End Date is 6/30/2023
- Contracts can be extended through the amendment process
- Contract end date means
  - all work/services completed
  - received all items purchased

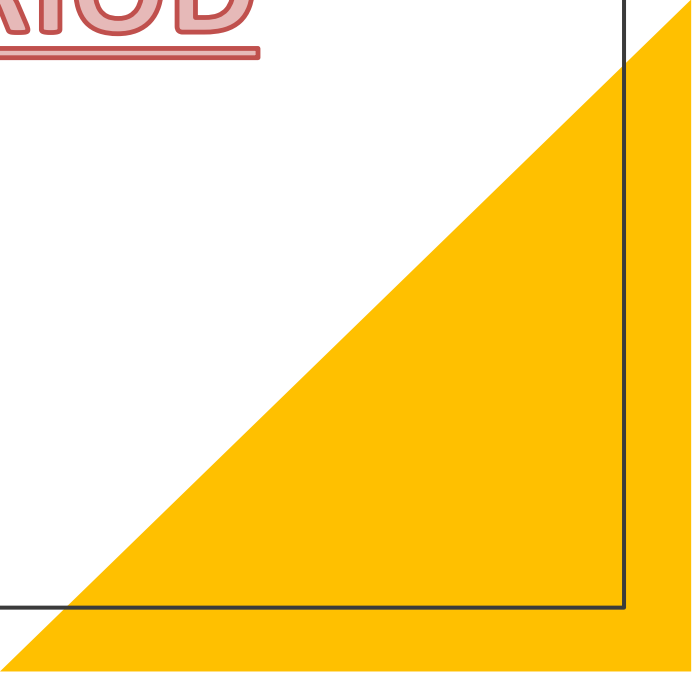
What is the  
MATCH PERIOD  
for 22EMPG?



# Match Period

- FFY2022 EMPG period of performance is 10/1/2021 thru 9/30/2024
- 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

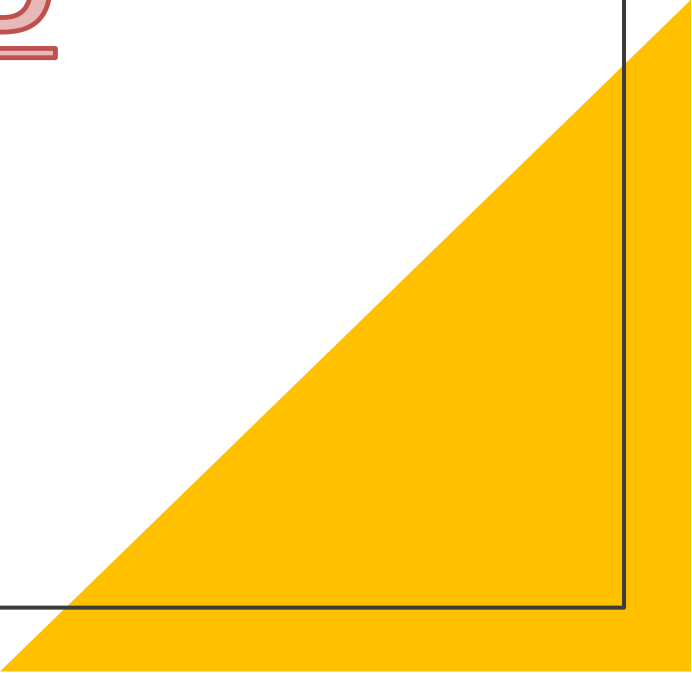
What is the  
REIMBURSEMENT PERIOD  
for 22EMPG?

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# 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

What is the  
CLOSE OUT PERIOD  
for 22EMPG?

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# Close-Out Period

- Your close-out period is generally 30-45 days following your contract end date
- 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](mailto:EM.Grants@mass.gov)

Any Questions?

**Thank You**