

Emergency Management Performance Grant



FFY 2023 EMPG (23EMPG) Subgrant Applicant Briefing

Overview and Purpose of EMPG

Funding to assist local and tribal governments with emergency management departments in preparing for all hazards and to obtain the recourse require to support FEMA's national Preparedness Goal's Mission Areas and Core Capabilities.

General cost categories:

- Planning
- Organizational
- Equipment
- Training
- Exercise

Cost Share / 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*)

Value of Volunteer Time

2023 Estimated National Value of
Volunteer Hour \$31.80

2022 Massachusetts Value of Volunteer
Hour \$39.19

SOURCE:

<https://independentsector.org/resource/value-of-volunteer-time/>

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 2023 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 / Risk Assessment

- Each community, through your planning process, should have already identified gaps that your EMPG funding will help fill
- FEMA has identified sections within their [Authorized Equipment List \(AEL\)](#) that are eligible under EMPG:
 - * Personal Protective Equipment
 - * Information Technology
 - * Cybersecurity Enhancement Equipment
 - * Interoperable Communications Equipment
 - * Detection Equipment
 - * Chemical, Biological, Radiological, Nuclear, an Explosive (CBRNE) Reference Materials
 - * Power Equipment
 - * CBRNE Incident Response Vehicles
 - * Physical Security Enhancement Equipment
 - * CBRNE Logistical Support Equipment
 - * Other Authorized Equipment
- Many of the items listed in the AEL include additional conditions and/or restrictions so you should not automatically assume if it is listed on FEMA' AEL your project is eligible/allowable.
- Check with EM Grants Office for clarification and additional guidance

Funding Allocations

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

MEMA continues to incorporate Social Vulnerability Index (SVI) into the population breakout

There are not any changes to funding tiers or award amounts from 22EMPG subgrants.

Each communities' award details can be found on pages 5-7 of the NOFO

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

If you are an SVI community, your project must directly benefit your vulnerable populations. Projects that do not have a direct benefit will not be awarded the additional 30% award amount

Regional Projects

If you and another community want to combine your funding for a regional project, we will need the following:

- Email from the donating community EMD stating who the funds are being passed to and that you support the regional project

Project must benefit all communities involved

Donated funds will be added to the primary community award amount

Federal Terms and Conditions

Let's review some very important Federal Terms and Conditions that are part of the contract.

- Most of the items have been part of the terms and conditions in the contracts that your community has been signing and agreeing to for years.
- A few are new this year

Acknowledgement of Federal Funding by DHS

Recipients/Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, request for proposal, bid invitations, and other documents describing projects or programs funding in whole or in part with federal funds.

Recommended statement:

“Funds provided by the U.S. Department of Homeland Security, Federal Emergency Management Agency, Emergency Management Performance Grant (EMPG)”

Debarment and Suspension

Recipients/Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689 which are set in 2 CFR Part 180 as adopted by DHS at 2 CFR 200 Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

What does this mean?

Your must check all your vendors in SAM.gov, keep proof that you verified they are registered and in good standing (no excludes).

John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients/Subrecipients and their contracts and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Public Law # 115-232 (2018) and 2 CFR 200.216, 200.327, 200.471, and Appendix II to 2 CFR 200. Beginning August 13, 2020, the statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

What does this mean?

If you are purchasing radios, drones, security camera/equipment, etc. you must verify that the contractor/subcontractors are not on the prohibited vendor list.

Most of this can be verified thru SAM.gov

Non-Supplanting

Recipients/Subrecipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

What does this mean?

If your department was given town/city funding to purchase an item, you can not use EMPG to purchase it and repurpose your town/city funds.

National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq. and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

What does this mean?

If you are doing any type of construction or boots on the ground activity (installing displays, generators, security cameras or conducting a full-scale exercises), you are required to complete an EHP before beginning your project.

Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients/Subrecipients must comply with the “Build America, Buy America” provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

1. all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
2. all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States

Required Use of American Iron, Steel, Manufactured Products, and Construction Materials (cont)

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

What does this mean?

If your project requires and EHP, it is most likely that BABAA will also apply

SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

What does this mean?

If purchasing communication equipment, you are required to complete an ICIP.

Universal Identifier and System of Award Management

Requirements for System for Award Management and Unique Entity Identifier
Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

What does this mean?

If you want federal funds, you must be registered in SAM.gov; this includes your contractors and vendors (more info about this later).

EMPG Funded Personnel

All EMPG-Program funded personnel are expected to be trained emergency managers and must complete either the Independent Study courses identified in the Professional Development Series, or the National Emergency Management Basic Academy delivered either by EMI or at a sponsored state, local, tribal, regional or other designated location.

EMPG funded personnel, including full-and part-time, recipients, and subrecipients must complete the following training requirements and record proof of completion:

1. NIMS Training, Independent Study (IS)-100, IS-200, IS-700, IS-800, **and**
2. Professional Development Series **or** Basic Academy Pre-requisites and courses.

This includes:

- Overtime/backfill reimbursement or used for match
- EM salary or stipend used for match
- This DOES NOT include volunteer hours

**this is not new, we have not previous requested subrecipients to provide proof of this requirement*

PDS - Professional Development Series
IS-120.a: An Introduction to Exercises
IS-230.d: Fundamentals of Emergency Management
IS-235.b: Emergency Planning
IS-240.b: Leadership and Influence
IS-241.b: Decision Making and Problem Solving
IS-242.b: Effective Communication
IS-244.b: Developing and Managing Volunteers

**Professional Development Services
OR
Basic Academy Pre-requisites and Courses**

Basic Academy Pre-requisites and Courses
IS-100 (any version): Introduction to the Incident Command System
IS-700 (any version): National Incident Management System (NIMS)-An Introduction
IS-800 (any version): National Response Framework, An Introduction
IS-230.d: Fundamentals of Emergency Management
E/L101: Foundations of Emergency Management
E/L102: Science of Disasters
E/L103: Planning Emergency Operations
E/L104: Exercise Design
E/L105: Public Information & Warning

Application Process

- The following must be email to EM.Grants@mass.gov NLT 12/29/2023
 - 23EMPG Application
 - SPARQ
 - Proof that your community is currently registered and is in good standing in SAM.gov*
- If the EM Grants Office has not received all items above by 12/29/2023 we will close your award and repurpose the funds

*System for Award Management (SAM)

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 MEMA will close project with no activity and repurpose the funds.

Remember~ this SAM.gov applies to your contractors, subcontractors, vendors, etc. including those used for your match.

How to check your registry in SAM.gov

- Generally, your Treasurer, Chief Financial Officer or Manager/Administrator is responsible for registering your community and maintaining the registration within SAM.gov.
 - Check with them – **DO NOT** create a new account/registry
 - Registration must be renewed annually
- Your community should only be registered once as a whole. Each department within your community should not have their own registration or UEI #.
- MEMA will need you to submit a copy of your certificate from SAM.gov

To download a certificate from SAM.gov: Search all words from dropdown selection, enter your company name or the UEI #.

Search

All Words ▼ e.g. 1606N020Q02 🔍

Search Results

Saved Searches

Actions ⋮

Select Domain
All Domains +

Filter By -

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#) 📄

☐ Any Words ⓘ

☒ All Words ⓘ

☐ Exact Phrase ⓘ

e.g. 1606N020Q02

Federal Organizations

Enter Code or Name ▼ ⋮

←

Select Criteria

Choose your filters and run your report to begin.

Click on the company name

Select Domain
All Domains

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

☐ Any Words

☒ All Words

☐ Exact Phrase

Federal Organizations

Status

☒ Active☐ Inactive

Reset

Showing 1 - 1 of 1 results

TOWNSHIP OF CHATHAM

Active Registration

Unique Entity ID
XQQNQPKEXS7

CAGE Code
416T3

Physical Address
58 MEYERSVILLE RD,
CHATHAM, NJ 07928 USA

Entity

Expiration Date
Mar 27, 2024

Purpose of Registration
Federal Assistance Awards

< 1 of 1 >

Results per page
25

Download and save your certificate: From actions: select the three dots and click download.

Search

All Words ▾ e.g. 1606N020Q02

Search Results

Saved Searches

Actions

Select Domain
All Domains

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Showing 1 - 1 of 1 results

TOWNSHIP OF CHATHAM

Active Registration

Unique Entity ID	CAGE Code	Physical Address	Entity
XQQNQPKESXS7	416T3	58 MEYERSVILLE RD, CHATHAM, NJ 07928 USA	Expiration Date Mar 27, 2024
			Purpose of Registration Federal Assistance Awards

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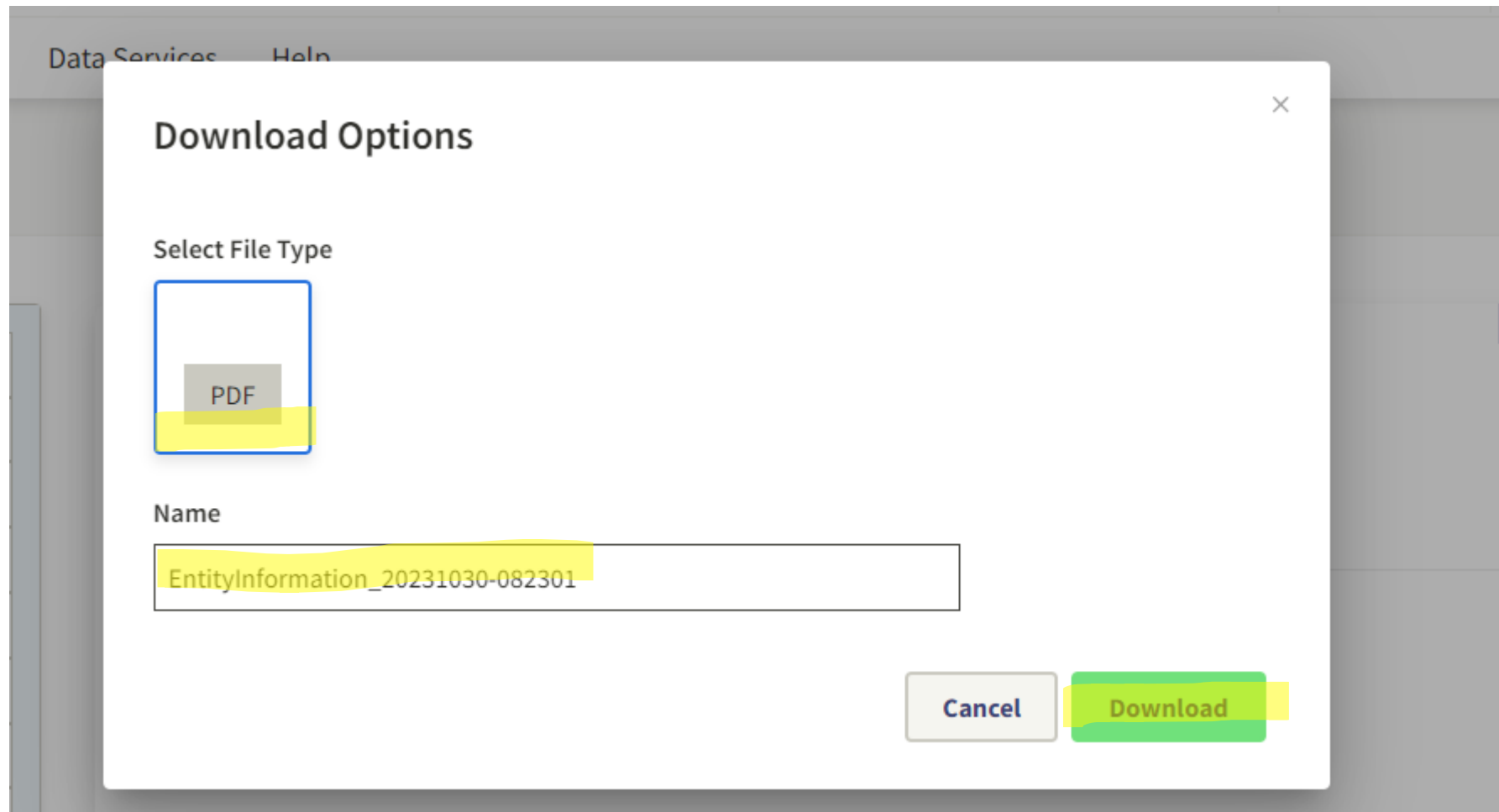
1 of 1

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Results per page

25

Click on the PDF to select file type, insert a name for your file, then download the certificate



Exclusions

Entity Registration
Exclusions
Active Exclusions
Responsibility / Qualification

TOWNSHIP OF CHATHAM

Unique Entity ID XQQNQPKESXS7	Registration Status <div>● Active Registration</div>	Expiration Date <div>Mar 27, 2024</div>
CAGE/NCAGE 416T3	Purpose of Registration Federal Assistance Awards Only	
Physical Address 58 Meyersville RD Chatham, New Jersey 07928-1169, United States	Mailing Address 58 Meyersville Road Chatham, New Jersey 07928-1169, United States	

Version

Current Record ▼

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

■ ACTIVE EXCLUSIONS

There are no active exclusion records associated to this entity by its Unique Entity ID.

Contracting Process

- Once the EM Grants Office has approved your project and received any additional required forms/approvals (EHP, ICIP, SUAS, etc.) we will email you the following:
 - Standard Contract, to be signed
 - Contractor Authorized Signature List (CASL)
- Both documents must be mailed back to the EM Grants Office with original signatures within 45 days of date you received them.
 - We will not accept scanned copies
 - We recommend putting tracking on these as we have had issues with receiving mail.

Additional Requirement and Approvals

- If your project requires an EHP, ICIP, SUAS, or other pre-approval, MEMA will not send you a contract or notice to proceed until we have received all prior approval.
- You can not begin your project until you have been issued a notice to proceed from the EM Grants Office.
- Work started prior to our approval will not be eligible for reimbursement.

Timeline Recap



ACTIVITIES	DATES
Release MEMA NOFO	November 3, 2023
Application, SPARQ and SAM documentation due date <i>*must be emailed to EM.Grants@mass.gov</i>	December 29, 2023
MEMA will only email you contracts and CASLs once your project has been approved. Original contract and CASL <i>must be mailed to MEMA HQ within 45 days of receiving them</i>	varies
All Contracts will be issued with our standard end date, which coincides with the end of our fiscal year (FY24). Extensions / Amendments will be issues as requested to extend contract out to 12/31/2024.	June 30, 2024

Technical Assistance / Approvals

- If you would like assistance, please reach out to either your Local Coordinator or the EM Grants Office sooner than later to ensure you meet the due dates.
- Local Coordinators and EM Grants Office staff will work closely together, with you, to ensure your documents are completed and submitted as instructed
 - Eligibility of your project, and/or application and extension can only be approved by the EM Grants Office
 - Extension requests must be requested with justification

Questions



Contract Period

- Start date is the date your contract is signed by MEMA, and you have received your Notice to proceed
- End Date is 6/30/2024
- Contracts can be extended through a formal amendment process
- Contract end date means
 - all work/services completed
 - received all items purchased

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 or work preformed before your contract start date and/or after your contract end date will not be eligible for reimbursement

Reimbursement Back up

- EM Grants Unit's 23EMPG Reimbursement Request Form must be completed and signed.
- In addition to our form, you must submit invoices and proof of payment
- Proof of payment must include vendor name, date paid, amount paid and check/warrant/EFT # used for that payment
- Reimbursement Request must be emailed to EM.Grants@mass.gov
- Please do not mail hard copies, we do not need them

Annual Service Fees

- MEMA will only reimburse the monthly costs within your contract period.
 - Annual service is July 1, 2023 – June 30, 2024
 - MEMA Contract period is October 8, 2023 – June 30, 2024
 - MEMA would only allow the monthly costs between October 2023 – June 2024
 - Months outside your contract could be used as match if they are within the grant period and not beyond your contract period.
- If you need additional time to cover additional months, you can request an extension, but we will not reimburse costs before your contract start date.
- The only time full annual fees are allowable is with original purchase of service, and this is limited to one (1) year of service.

Match Period

- FFY2023 EMPG period of performance is 10/1/2022 thru your contract end date
 - 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

Close-Out Period

- Your close-out period is generally 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



MEMA's Emergency Management Grant Unit
EMGrants@mass.gov or your Local Coordinator

This presentation will be posted on our website:
<https://www.mass.gov/mema-emergency-management-grant-programs>