

Emergency
Management
Performance
Grant (EMPG)
Program -
Supplemental

Federal Fiscal Year

2020

Local Grant Guidance

State of Alaska
Department of Military
and Veterans Affairs
Division of Homeland
Security and Emergency
Management

2020 Emergency Management Performance Grant-Supplemental LOCAL JURISDICTION APPLICATION AND GUIDANCE

The Federal Fiscal Year (FFY) 2020 Emergency Management Performance Grant-Supplemental (EMPG-S) is specifically for COVID-19 public health emergency response activities and as such must be tracked separately from the normal 2020 EMPG grant funds. The State of Alaska directs these 2020 EMPG Supplemental Program funds will be used to support emergency management staff salaries. Submit applications **by 11:59 p.m., Monday, August 31, 2020 for consideration.**

EMPG 2020 Requirements

- Jurisdictions shall complete and submit the Request for 2020 EMPG Supplemental Funds.
- The 2020 EMPG Supplemental performance period will be six months, beginning July 1, 2020 and ending December 31, 2020. Awards will be retroactive to July 1.

Allowable costs under the FFY 2020 EMPG-S program are limited to emergency management personnel and salary activities that support local governments efforts relating to the prevention of, preparation for, and response to the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency. Consistent with 2 C.F.R. Part 200, none of the funds awarded under this NOFO may duplicate the same costs already paid for with funding from FEMA's Public Assistance Program or any other Federal program.

INTRODUCTION

The Fiscal Year (FY) 2020 Emergency Management Performance Grant Program – COVID-19 Supplemental (EMPG-S) assists states, territories, tribes, and local governments with their public health and emergency management activities supporting the prevention of, preparation for, and response to the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency.

The EMPG-S program is authorized by *Coronavirus Aid, Relief, and Economic Security (CARES) Act*, Div. B (Pub. L. No. 116-136) and the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, Pub. L. No. 93-288 (codified as amended at 42 U.S.C. § 5121 *et seq.*). Title VI of the Stafford Act authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government and the states and their political subdivisions.

Emergency management must be able to coordinate in the context of natural and man-made hazards, as well as technological events, that threaten the security of the homeland and the safety and well-being of citizens. An all-hazards approach to preparedness including the development of a comprehensive program of planning, training, and exercises, sets the stage for an effective and consistent response to any threatened or actual disaster or emergency, regardless of the cause.

The State of Alaska Requirements

The State of Alaska's EMPG Supplemental Program imposes requirements to mirror or

supplement federal guidance.

Through this funding opportunity, DHS&EM will award funding for emergency management staff to support planning and operational readiness for COVID-19 preparedness and response, development of tools and strategies for prevention, preparedness, and response, and ongoing communication and coordination.

The State of Alaska directs that EMPG Program funds will be used to support emergency management staff salaries as related to the COVID-19 public health emergency.

ELIGIBILITY and SELECTION CRITERIA

Requirements

This is an invitation-only grant. Participation is based upon the ability to meet certain criterion and upon the historical participation in emergency management related programs. Under the EMPG Program participants must:

- Designate an emergency manager or emergency management coordinator from among the paid jurisdiction staff. This person will be the focal point to local emergency planning, and designated project manager for the EMPG Program grant. Federal EMPG funds cannot replace (supplant) funds that have been locally appropriated for the same purpose.
- Submit an EMPG-S Program application with the required attachments.

Funding Levels

Funding to jurisdictions applying for the EMPG-S Program will be based on the following criteria:

- The level of development of the local emergency management agency e.g., is the emergency manager or coordinator full-time, part-time, or assigned as an extra duty to an existing staff position.
- The ability of the community to implement an emergency management program e.g., organizational structure, fiscal controls, staffing levels, performance history, and experienced personnel.
- The size of the population that could potentially be affected by a major disaster.
- If previously a recipient of EMPG Program funding, the applicant must have successfully completed all prior requirements and reports.

Anticipated FFY 2020 EMPG-S Funding Levels

This grant requires an equivalent dollar to dollar local match. For example, if the grant award is for \$10,000.00 the local jurisdiction must be able to provide a hard-match of \$10,000.00. This match cannot be made with federal funds, to include CARES Act.

Match activities must also be emergency management activities related to COVID-19. Finance and administrative activities associated with administering the grant, such as filing reports or processing EMPG salaries cannot be used as local match or charged to the grant for reimbursement with federal funds.

Consistent with 2 C.F.R. Part 200, none of the funds awarded under this NOFO may duplicate

the same costs already paid for with funding from FEMA’s Public Assistance Program or any other Federal program. In addition, consistent with section C.4., below, funding in this EMPG-S NOFO is not eligible to be used to pay the non-Federal cost share under other Federal grant programs and/or pay back loans with the Federal government, unless expressly allowed under the terms of the Federal award.

Submitting for Reimbursement and Local Match

Reimbursement must be equal to hours worked. Reimbursement should not be an estimate of time worked in the quarter or a calculated as a percentage of the grant (Ex. 25% of grant award every quarter). DHS&EM suggests using the optional Financial Worksheet available on the grants section of the website to lessen the amount of supporting documentation that must be submitted for reimbursement.

Local match must be dollar for dollar. If your jurisdiction expends \$8,000.00 on salary and benefits, then your jurisdiction may receive \$4,000.00 in reimbursement.

Contractor time worked must be certified by the Chief Financial Officer (CFO). This can be accomplished by the CFO signature on contractor timesheets, or a memo accompanying the reimbursement request.

Hard–Match

A hard–match is a cash contribution from the local government. The hard–match must be in the form of staff salaries and benefits.

Since the EMPG Program is funded with federal funds, funds from other federal programs may not be used to fulfill the match requirement.

Local jurisdictions are encouraged to report all eligible emergency management program, COVID-19 costs. Additional expenditures are used to justify requests for an increase in funding from the federal program on your behalf.

2020 EMPG Supplemental Baseline Requirements

Submit the EMPG Supplemental Program Application and Annual Work Plan to mva.grants@alaska.gov **on or before 11:59 p.m., Monday August 31, 2020.**

Provide Quarterly Progress Reports

Progress reports are required to be submitted on a quarterly basis.

- Quarterly performance reports are filed on the Performance Progress Report form and describe the steps taken in response to COVID-19 public health emergency.
- Quarterly financial reports must be completed using the Financial Progress Report form and submitted along with back–up documentation detailing the allocation of Program funds.

QUARTERLY REPORTING REQUIREMENTS

All EMPG Supplemental Program grant sub–recipients must file a two–part quarterly progress report for each reporting period. These two reports are a quarterly performance report to

document grant related activities undertaken by the jurisdiction during the reporting period, and a quarterly financial report that documents requests for reimbursement and the expenditure of grant funds.

Utilize grant reporting forms provided on the DHS&EM website

<http://ready.alaska.gov/grants>

Mail the quarterly progress reports to the DHS&EM EMPG Grants Section in time to arrive by the due date. Post marked packets sent by the due date are accepted. Signed electronic or faxed copies with all supporting documentation are accepted. Jurisdictions are encouraged to send signed electronic reports.

Scheduled Report	Jurisdiction Reporting Period	Financial & Performance Progress Report Due Dates
1st Quarter	July 1st – September 30th	October 20th
2nd Quarter	October 1st – December 31st	January 20th
Progress reports shall be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the:		

Quarterly Performance Progress Reports

Use the designated Performance Progress Report forms to document all EMPG Supplemental Program activities for each reporting period. Both the emergency manager or coordinator and the local signatory official or their delegates must sign the Performance Progress Report as documented on the Signature Authority Form.

Quarterly Financial Progress Reports

Quarterly financial reports shall consist of the following:

- The completed Financial Progress Report form. The chief financial officer and the project manager or coordinator or their delegates for the grant must sign this form as documented on the Signature Authority Form.
- Supporting Documentation for Reimbursement. Supporting documentation must include source documents suitable for audit purposes, including, but not limited to:
 - Copies of payroll warrants; and
 - Payroll time sheets and leave registers; or
 - Payroll transaction reports certified by the chief financial officer; or
 - Completion of the Optional Financial Work Sheet for Identifying and Certifying Program Costs, available at <http://ready.alaska.gov/grants> may be utilized in lieu of the above documentation for reimbursement of personnel costs and documentation of the local match.

Note: The signatures of the project manager, signatory official, and Chief Financial Officer or delegate must be three different signatures.

Submit quarterly reports to:

Alaska Division of Homeland Security and Emergency Management

ATTN: Grants Section

PO Box 5750, JBER, Alaska 99505-5750

Fax: (907) 428-7009 Phone: (907) 428-7000 Toll Free Phone: 1-800-478-2337

Email: mva.grants@alaska.gov

INSTRUCTIONS FOR EMPG-S PROGRAM APPLICATION AND WORK PLAN

Applying for EMPG Supplemental Program Funding

Jurisdictions apply to participate in the program by submitting a complete FFY 2020 EMPG Supplemental application package. Preparing the application will necessitate identifying activities already completed or goals for improving COVID-19 emergency preparedness and response.

Required Contents of the EMPG Program Application Package

- Request for EMPG Supplemental Funds
- Signatory Authority Form

Signatures Required on EMPG Supplemental Program Documents

Certain individuals, as identified on the Signatory Authority Form and on the grant award, must sign specified EMPG Supplemental obligating documents (award, amendments, etc.) These officials are:

- **Signatory Official:** An individual who has been authorized by the governing body of the applicant jurisdiction or organization to apply for, accept, or decline grants on behalf of the organization. For local governments, this is typically the Mayor or City Manager.
- **Chief Financial Officer:** This should be the chief financial officer or treasurer of the applicant jurisdiction or organization. This is the person who will be contacted by the DHS&EM staff if questions arise regarding financial aspects of the grant.
- **Project Manager:** The project manager, usually, the emergency manager or coordinator is directly responsible for carrying out tasks outlined in the Annual Work Plan and is supported by grant funds. The project manager is the primary point of contact for DHS&EM for EMPG related matters.

Please see the included Signatory Authority Form instructions for more information on signatories and signatory delegations allowed on quarterly progress reports

SUBMITTING THE EMPG SUPPLEMENTAL PROGRAM APPLICATION PACKAGE

DHS&EM must receive applications **by 11:59 p.m., Monday, August 31, 2020**. Signed copies can be emailed to mva.grants@alaska.gov and the State Project Manager at mva.dhsem.plans@alaska.gov or faxed (907-428-7009) as working documents. Mail signed originals to the address below:

Alaska Division of Homeland Security and Emergency Management
ATTN: State Administrative Agency Point of Contact
PO Box 5750
JBER, Alaska 99505-5750

AWARD FUNDING and NOTIFICATIONS

DHS&EM will notify successful applicants of their EMPG Supplemental Program award amount in an award letter accompanied by the obligating award document.

DHS&EM will monitor the performance of applicants who fail to submit a quarterly report by the due date and funding may be withheld for reoccurring poor performance. Monitoring of this grant by DHS&EM staff may include technical assistance, site visits, and desk audits.

ADDITIONAL INFORMATION

Summary of Allowable Costs

All costs under these categories must be eligible under the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, located https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

For the State of Alaska EMPG-S Program, the only allowable costs are those necessary and essential local emergency management personnel expenses related to the COVID-19 public health emergency.

Personnel Compensation and Benefits

Federal contributions for this category of expenses are limited to compensation and benefits paid to, or on behalf of, personnel whose paid positions are reported on the applicant's current EMPG Request for Funds and have an acceptable current position description that includes the specific emergency management duties and functions of the employee on file at DHS&EM or submitted as a supplement to the applicant's Request for Funds. EMPG funds may not be used to pay personnel costs of additional staffing for disaster operations.

Retirement Funds

The federal share of any payment to a retirement fund must be in a prorated amount apportioned on the basis of time worked in a position while it was federally assisted, and so reported on the Staffing Pattern. The cost must be related to a particular fiscal year and be charged only while that year's funds remain available.

Full-Time or Part-Time Status

Personnel will not be funded as full-time employees under EMPG Program unless they are performing emergency management program elements included and identified in an approved local statement of work, and are required by such projects and their current job description to devote full-time to emergency management. EMPG Program funding is allowable in the case of an individual with a part-time position in an emergency management agency, while at the same time holding a separate part-time position in another department or in the private sector, provided the duties of the other position do not conflict with or impair the emergency management functions assigned to the individual.

Contractors

The use of contractors to perform the eligible activities of the EMPG Program is allowable. Contractor selection must follow proper procurement procedures and pre-approval of contract scope and contractor selection is required. Time and billing records must be kept to demonstrate that the costs charged to emergency management are in accord with emergency management activities and must be certified by the financial officer.

Personnel of Other Agencies

Personnel compensation and benefits for an employee of a department of local government other than emergency management including persons serving as full-time or part-time local emergency program managers or coordinators, are allowable for federal contributions under the following conditions:

- The employee must be assigned on a regular, continuing basis to emergency management duties under the official personnel system of the particular local jurisdiction.

Elected Officials (full-time or part-time)

Salaries paid to persons who are full-time elected officials are not allowable costs for a federal contribution under the EMPG Program. Salaries of local emergency management employees who also hold a part-time elective office by appointment to fill a vacancy may be allowable for a matching contribution under the EMPG Program. It must be demonstrated that the holding of such elective office does not conflict with or impair performance of the emergency management duties for which salaries are being paid. Time and attendance records must be kept to demonstrate that the costs charged to emergency management are in accord with time and effort spent on emergency management activities.

State Single Audit and Major Program Thresholds

Unless additional audit requirements are imposed by state or federal law, a recipient of state financial assistance that expends a cumulative total equal to or greater than \$750,000 during the entity's fiscal year is required to submit an annual single audit per 2 AAC 45.010.

Grant Information and Assistance Contact Information

For further information and assistance:

Contact the DHS&EM EMPG Project Manager at (907) 428-7000, toll-free 800-478-2337
