

State of Maine
2012 Emergency Management Performance Grant (EMPG)
Local Capacity Grant Program



Overview:

MEMA is offering funding through FEMA's 2012 Emergency Management Performance Grant (EMPG) to support local emergency management programs.

EMPG requires a 50% match, which can be cash or "in-kind" (donated time or resources, or related costs paid out).

Allowable costs fall under the general categories of:

- Organization/staffing
- Planning (which includes public education and outreach)
- Training
- Exercise
- Facilities and equipment

MEMA is accepting applications for funds for the period October 1, 2012 to September 30, 2013. The deadline for application is September 28, 2012.

Please Note:

- Equipment (total cost) or special project requests over \$5,000 cannot be considered due to funding restrictions.
- EOC construction and renovation are not included in the local program (EOC equipment and supplies may be included).

Application Requirements:

Applicants must be NIMS-compliant.

The application for 2012 funds must include:

1. Letter of application on city/town letterhead (see sample). This should include:
 - a. Request for funds and overall budget amount
 - b. A description of the personnel, equipment, unpaid hours and in-kind match budget items
 - c. Details on any equipment purchase should include a breakdown of type of equipment and approximate cost per item. Formal price quotations are not required.
2. Work Plan (one page; see sample)
 - a. List of activities and objectives to be funded.
 - b. If funding for any communications equipment purchase and installation is requested, this **must be included in the work plan**.

- c. If planning to use volunteer hours as in-kind match, the activities in which volunteers will be involved **must be included in the work plan**
3. Budget
 - a. List direct costs and in-kind match anticipated.
 - b. MEMA has provided the 2012 Local Budget Worksheet for your use to calculate your budget, including in-kind match. Please submit this worksheet with your application as your budget.
4. Prior Year Report:

For communities already participating in the EMPG program, a short (no more than one page) summary of activities and accomplishments over the period of that grant is **required**. *No award will be made if this report is not provided.*
5. Space Allocation: If you will be including utilities cost in your application, please include a description of the EMA program space. This must include a percentage of the floor space of the total building if you share space with other offices.

Applications are submitted through the County EMA office. Applications must be received at the County EMA office by September 28, 2012. County EMAs are asked to submit to MEMA by October 5.

Billing for EMPG Reimbursement:

Billings must include:

- FEMA/MEMA Form 85-21 Local as a cover sheet
- Listing of all attached invoices, payroll records, volunteer rosters, etc., with cost listed in the appropriate “Direct” or “In-kind” column.
- Documentation of expenses, including invoices, payroll records, etc.
- Documentation of in-kind contribution if applicable, including volunteer rosters, overtime documentation, etc.

Billings may be submitted through the County EMA or direct to MEMA. This is a County by County determination; please check with your County EMA Director.

A 2012 Sample Letter of Application, 2012 Local Budget Worksheet, 2012 EMPG Fact Sheet, 2012 Sample Workplan, and this guidance are available at:

http://www.maine.gov/mema/ema/mema_ema_forms.shtml

Program and Application Details:

The focus of this program is to develop and enhance local emergency management capacity. This includes such functions as planning, training, exercise, public outreach and enhancement and upkeep of facilities and equipment.

Communications and response equipment under \$5,000 (total) and EOC outfitting (equipment and supplies) are eligible under the 2012 grant, subject to match requirements. Requests for these categories must be connected to the applicant’s overall emergency management program and work

plan. *Requests in these categories without an overall emergency management program and work plan will not be considered.*

Response costs (for non-declared emergencies or disasters) are not directly eligible for reimbursement. These costs may be used as in-kind match to increase the amount reimbursed to the community. See below for details.

Organization and Staffing:

Examples of eligible personnel costs are stipends paid to an emergency management staff member, or a portion of the salary of an employee who also has direct emergency management responsibilities.

Planning/Preparedness

Planning includes developing hazard assessments, plans and procedures, and also public outreach and education activities.

Equipment

Jurisdictions participating in the EMPG program may include equipment purchases under \$5,000 (total) to support the emergency management program in their budgets.

Equipment purchases are subject to FEMA and State guidelines.

All communications equipment purchased must be compliant with the FCC's narrow-banding initiative and the Maine State Communication Interoperability Plan (SCIP).

Allowable equipment categories for FY 2012 EMPG are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us>.

Training

Reimbursement requests for training classes conducted must include a sign-in roster of attendees and an agenda, in addition to the invoices or other documentation of costs..

Exercises

Reimbursement requests for exercise events must include a sign-in roster of attendees and an agenda or timeline for the event in addition to the invoices or other documentation of costs. Exercise documentation should be in line with MEMA and HSEEP exercise guidelines.

<p>For both training and exercise billings, please ensure that costs including overtime and backfill have not already been charged to MEMA's Training or Exercise program.</p>
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Renovation/Outfitting of EOCs

Although EOC construction and renovation is an eligible activity under the State's EMPG grant, these grants are not being offered as a part of the local program this year because of funding restrictions.

However, **outfitting** of EOCs or EMA offices **will** be eligible for funding (see next section).

Ongoing Program and EOC Costs:

Costs for outfitting an EOC (display boards, supplies, furniture, equipment etc) **are** eligible. Costs for maintaining EOC equipment, as well as EOC or emergency management office utility costs are eligible, as long as the costs are specific to the emergency management program (see below for information on separating out utility costs for shared buildings or office space).

Response Costs:

Because of limitations on the available EMPG funding, the cost of response to a non-FEMA declared local emergency cannot be directly eligible for reimbursement.

However, for a major emergency (see definition), response costs such as personnel overtime, equipment costs, or supplies) *may be submitted as eligible 'in-kind' match* for a community participating in the EMPG program.

Documentation of valid in-kind match will increase the reimbursement of emergency management program costs from 50% up to a maximum of 100% of eligible costs.

Submission of costs for consideration as in-kind match will be evaluated on a case-by-case basis. Submission of costs must include documentation such as personnel rosters, pay vouchers, equipment logs, etc. Use FEMA Public Assistance forms to document response costs for in-kind match:

- FEMA Form 90-123 Force Account Labor Summary
- FEMA Form 90-127 Force Account Equipment Summary
- FEMA Form 90-124 Materials Summary Record
- FEMA Form 90-125 Rented Equipment Summary
- FEMA Form 90-126 Contract Work Summary
- FEMA Form 90-128 Applicant's Benefits

These forms are available at:

http://www.maine.gov/mema/ema/mema_ema_forms.shtml

NOT Allowable Under the EMPG Program:

What is a "Major Emergency"

A "major emergency" is an extraordinary event in a community, caused by a natural or man-made hazard or public health threat that results in activation of the local emergency plan and response by multiple organizations, possibly over a prolonged period of time.

Events such as structure fires, traffic accidents or hazmat responses are not considered to be major emergencies, unless they trigger the declaration of a local State of Emergency, a call for significant mutual aid outside the community's normal traditional mutual aid area, or the activation of the Statewide Mutual Aid Agreement.

These items are NOT allowable under any circumstances, as either direct costs or in-kind match:

- Expenditures for weapons systems and ammunition
- Personnel costs except as detailed above
- Costs to support the hiring of sworn public safety officers
- Activities unrelated to the emergency management program
- Other items not in accordance with these guidelines.

Training and Exercise Standards for EMPG-funded personnel:

With the FY11 EMPG grant, FEMA has included training and exercise standards for EMPG-funded personnel.

MEMA may ask those who receive local EMPG awards to complete a short survey on training and exercise participation. This is **not** a requirement for the application or for reporting.

Commonly Encountered Examples:

An existing staff person has an additional assignment to perform emergency management functions.

- A portion of that individual's salary and benefits may be charged to EMPG.
- Include in your application a statement that a certain percentage of the individual's time is expected to be spent on emergency management duties.
- For reimbursement, submit payroll records for the individual, with a calculation of the percentage applicable to emergency management.

Example: If 5% of an individual's time is expected to be spent on EMA, 5% of documented payroll, salary and benefits, may be charged to EMPG. 50% of that amount will typically be reimbursed.

The EMA program shares an office, building or EOC space with another department

- You may include a percentage of utility costs, maintenance costs, etc. in your budget. The percentage will be based on the square footage you are using compared to the size of the building.
- Include in your application a percentage of the floor space in the building used by emergency management.
- For reimbursement, submit utility payment records, adjusted by the percentage that is allocated to emergency management.

Example: If the emergency management office takes up 10% of the space, 10% of the utility bills may be charged to EMPG. 50% of that amount will typically be reimbursed (more, if in-kind match is involved).

Further Details of Allowable and Unallowable Costs:

You may access FEMA program guidance for a more detailed description of costs that are eligible under EMPG. The guidance can be downloaded at:

http://www.fema.gov/pdf/government/grant/2012/fy12_empg_foa.pdf

See Appendix C, pages 24 through 31 for more detail on eligible activities in planning, training and exercise.