

May 6, 2015

TO: Local and Tribal Emergency Program Managers

FROM: Andrew J. Phelps, Director
Oregon Office of Emergency Management

SUBJECT: FY2015 EMERGENCY MANAGEMENT PERFORMANCE GRANT

You are invited to apply for FY15 (July 1, 2015 - June 30, 2016) financial and technical assistance provided through the Federal Emergency Management Agency's (FEMA) Emergency Management Performance Grant (EMPG). These funds are provided for the development and maintenance of an all-hazard emergency management capability to promote preparedness, mitigation, response and recovery.

Criteria for Eligibility:

Counties:

- Dedicated Emergency Manager
- NIMS compliant (as of November 30, 2014 documented via the State Preparedness Report)
 - ***New applicants must demonstrate NIMS Compliance via hard copy documentation during FY15 to be eligible for grant funding***
- EOP consistent with Comprehensive Preparedness Guide (CPG) 101
- Natural Hazard Mitigation Plan (NHMP) current and FEMA approved
 - ***New applicants must complete in FY15 if one does not exist to be eligible for grant funding***
- Identified/Functional Emergency Operations Center
- An established incident command structure

Cities:

- Population must be greater than 85,000
- Must meet same criteria as Counties

Tribal Nations:

- Must meet same criteria as Counties

Deadline for Submission: June 12, 2015

The 2015 program and submission requirements are outlined in this memorandum. **PLEASE READ INSTRUCTIONS CAREFULLY** to prevent late or erroneous submissions which could affect timely program funding support.

The 2015 EMPG Work Plan lists all federally mandated requirements in the Planning, Training and Exercise Functional Areas. Additional mandated requirements continue to be those activities outlined in Oregon Administrative Rule (OAR) 104 Division 10 and other specific projects identified by OEM.

Oregon Administrative Rules (OAR) 104-010 requires cities participating in the EMPG Program to coordinate program activities with their respective county emergency managers. Similarly, the rules require counties with participating cities to coordinate their program activities with the city emergency managers. To meet this requirement, each participating city must have its proposed annual work plan and quarterly program reports reviewed by its county emergency manager or managers if the city limits are within more than one county. Conversely, each county with a participating city or cities must have its proposed annual work plan and quarterly program reports reviewed by the emergency manager of the participating city or cities.

Programmatic Reporting Dates:

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|---|-------------------------------|
| • July 1 st . September 30 th | Due: October 15 th |
| • October 1 st . December 31 st | Due: January 15 th |
| • January 1 st . March 31 st | Due: April 15 th |
| • April 1 st . June 30 th | Due July 15 th |

When completion of an activity involves production of a tangible product, i.e., EMERS, Emergency Operations Plan, etc., the jurisdiction will provide an electronic copy of that product to OEM's EMPG Programmatic Staff upon completion.

Potential Fiscal Penalties (as outlined in OAR 104 Division 10):

A failure to meet all requirements in the Work Plan, or for submitting fiscal and/or programmatic reports late, may result in:

- Ineligibility for EMPG funding for FY16;
- OEM recouping part, or all, of the awarded FY15 funds;
- Suspension from the EMPG Program; or
- Any combination thereof.

Required Activities for 2015 Work Plans:

All items are Federal Mandates unless otherwise noted.

Planning Requirements:

1. Convene Natural Hazards Committee at least twice a year. **OEM requirement.**
2. Complete OEM's annual Capability Assessment Tool. **OEM requirement.**
3. Complete NIMS Assessment. **OEM requirement.**
4. Identify potential Public Assistance (PA) applicants, submit list to OEM for inclusion in RAPTOR. **OEM requirement.**
5. Update the jurisdictional *Hazard Analysis* using OEM's Methodology. **OEM requirement.**
6. Schedule and report on at least one other Planning Activity. **OEM requirement.**

Note: Only Planning activities outlined in the EMPG Planning functional area are eligible for reimbursement in FY15 per federal grant guidance.

Training Requirements:

1. Complete a minimum of 20 hours of emergency management related training. **OEM requirement (OAR 104)**
2. Complete NIMS training (four (4) independent study courses: IS-100, 200, 700 and 800).
3. Complete Professional Development Series (seven (7) independent study courses: IS-120, 230, 235, 240, 241, 242 and 244).
4. Report, as applicable, local activities within these areas: **OEM request.**
 - a. Public Education and Outreach activities
 - b. Training courses conducted or hosted

Note: Only Training activities identified in the jurisdictional TEP or those which are considered "Emergency Management Professional Development" will be eligible for reimbursement in FY15 per federal grant guidance.

Exercise Requirements:

1. Develop and conduct quarterly exercises.
2. Develop and conduct an annual full scale exercise (this counts as a quarterly exercise).
3. EMPG funded staff must participate in three (3) exercises.
4. Submit EMERS reports within 30 days, or with the quarterly report, whichever is sooner. After Action Reports must be submitted by the end of each quarter.
5. Track and report on status of corrective action/improvement plan action items quarterly.
6. Report on Amateur Radio equipment tests, as applicable. **OEM request.**
7. Participate in annual Training and Exercise Planning Workshop (TEPW).

Note: OEM has scheduled quarterly ECC Operational drills. Please refer to the Two Year Exercise Plan for these dates.

In order to receive quarterly exercise credit, your exercise must test a portion of your jurisdictional EOP and/or Annexes, should reflect some level of EOC activation for functional and full scale exercises, and must have more than one (1) participant. Reports received showing only one (1) participant will not be given credit for the exercise.

Budget Request:

ALL capital outlay and/or equipment items require screening through the environmental planning/historical preservation (EHP) process. Please see copy of Information Bulletin 329 and the EHP screening memo, both attached.

You must have this approval in writing from OEM and FEMA **BEFORE** the funds can be expended. Your request to OEM must include an electronic version of the EHP screening memo. Please ensure that you allow adequate time for OEM to process your request and obtain FEMA approval for the purchase, which could take up to 60+ days.

Any capital outlay/equipment purchased without pre-approval from OEM/FEMA (*and this includes issuing a purchase order prior to approval*) will not be reimbursed under the grant program. Once purchases have been approved, requests for reimbursement must be supported by vendor invoices along with a General Ledger or other financial report from your jurisdiction. The equipment must also be maintained on your local government capital/fixed assets reporting system.

You must have approval in writing from OEM **BEFORE** any budget reallocation occurs. Reallocation of funds may require a grant amendment.

***** NEW*** Indirect Facilities and Administration (F&A) Costs:** If your agency wishes to request indirect costs be included in your EMPG sub-award, please note the following:

1. The amount of your EMPG sub-award allocation will remain the same . it will not increase by the amount of indirect you are requesting.
2. You will need to submit a copy of your approved federally recognized indirect cost rate negotiated between you (the sub-recipient) and the Federal government with your EMPG application, or
3. if no such rate exists, you may
 - a. submit with your EMPG sub-award application an indirect cost rate proposal to this office in compliance with 2 CFR 200.331(a)(4). Requirements for development and submission of indirect (F&A) cost rate proposals and cost allocation plans are contained in Appendices III-VII of 2 CFR 200.

- b. If your agency has never received an indirect cost rate, and receives less than \$35 million in direct federal awards, you may elect to request a de minimis indirect cost rate of 10% of modified total direct costs (MTDC) as defined in 2 CFR 200.414.
 - i. To receive the de minimis indirect cost rate you must include a certification with your EMPG application that your agency has never received an indirect cost rate.
 - ii. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as your agency chooses to negotiate for an indirect cost rate [2 CFR 200.414(f)].
 - iii. See 2 CFR 200.68 for definition of Modified Total Direct Cost (MTDC).

Fiscal Reporting Dates:

Reporting Period

July 1 st thru September 30 th , 2015	- Due no later than October 31 st , 2015
October 1 st , thru December 31 st , 2015	- Due no later than January 31 st , 2016
January 1 st thru March 31 st , 2016	- Due no later than April 30 th , 2016
April 1 st thru June 30 th , 2016	- Due no later than July 31 st , 2016

Note: Fiscal Reports / Requests for Reimbursement (RFR's) are due every quarter but may be submitted monthly based on the needs of the jurisdiction.

Special Project Proposals

OEM has elected to allocate all FY15 grant funds to subgrantees and will not be accepting Special Project Proposals at this time.

Application/Work Plan Submission:

- Application Cover Sheet (Must be signed)
- Eligibility Verification and Checklist (Must be signed)
- FY15 Work Plan (submit in original program format . not PDF)
 - MS Word Program Narrative with quarterly activity projections
 - Training and Exercise Excel Spreadsheet
- FY15 Budget Request Form . **This should reflect your actual budget and fiscal needs, NOT just the amount initially allocated by OEM. EMPG grant funds which cannot be matched by a jurisdiction will be re-allocated to jurisdictions which still have a fiscal need.**

Jurisdictions should work with OEM& EMPG team to develop these documents and to receive feedback on their 2015 work plan as it is developed. **Applicants may submit these documents at any time, they do not have to be submitted as a complete package.** Applicants will receive a formal review letter approving their Work Plan submission once all documents have been received.

Grant Agreements:

Grant agreements will be issued upon receipt of all required FY15 EMPG application documents and with the approval of OEM EMPG staff.

EMPG Grant Team:

Programmatic: 503-378-2911

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Fiscal:

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Deadline for Submission: June 12, 2015