



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

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Agenda

- Introductions
- EMPG Program Summary
- EMPG Notice of Funding Opportunity (NOFO)
- Preparedness Grants Manual
- Changes or Highlighted Information
- Application
- Work Plan
 - a. Quarterly Reporting
 - b. Training
- Budget
 - a. Indirect Cost Agreement/County Cost Allocation Plan
 - b. RFR's
- Environmental and Historic Preservation Screening Form (if needed – equipment, training, exercise)
- Risk Monitoring Assessment – Monitoring Visits
- Questions?



EMPG – Emergency Management Performance Grant Program

The goal of the FY 2024 EMPG Program is to provide funds to assist state, local, tribal, and territorial emergency management agencies to implement the National Preparedness System (NPS) and to support the National Preparedness Goal (the Goal) of a secure and resilient nation.



EMPG – Emergency Management Performance Grant Program (continued)

The EMPG funds will address the increasing range and complexity of disasters, support the diversity of communities we serve, and complement the nation's growing expectations of the emergency management community by meeting the following objectives:

- 1) Building or sustaining those capabilities that are identified as high priority through the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process and other relevant information sources (see Priorities section below);
- 2) Closing capability gaps that are identified in the state or territory's most recent SPR; and
- 3) Building continuity capabilities to ensure governmental essential functions and services resilience



Changes or Highlighted Information

Para 12.1 (pg 94) Alignment of the EMPG Program to the NPS

- Identifies the requirements to:
 1. Building or sustaining the capabilities that are identified as high priority through the THIRA/SPR process and other relevant information sources, and
 2. Close capability gaps that are identified in the state or territory's most recent SPR



Important Resources

- <https://www.fema.gov/grants/preparedness/emergency-management-performance/ty-24-nofo>
- EMPG 2024 Notice of Funding Opportunity

- <https://www.fema.gov/grants/preparedness/manual>

(FEMA Preparedness Grants Manual - 2024)

- <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R Part 200 establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities

While the 2024 Preparedness Grants Manual format is significantly changed, the content and requirements remained substantially the same. All paragraphs are now numbered to make referencing the manual easier. Also, the appendices have been done away with and made specific chapters in the manual.

Chapters 1-7 pertain to all grants unless otherwise noted. **Chapter 12 is the unique EMPG chapter.**



Changes or Highlighted Information

- The majority of information on funding restrictions and allowable costs has moved from the Preparedness Grants Manual (PGM) to the Notice of Funding Opportunity (NOFO). Please refer to Section D of the EMPG Program FY 2024 NOFO for detailed information on these cost categories.
- When applying FY 2024 EMPG Program funding to **exercises**, grant recipients and subrecipients shall include exercise objectives centered on practicing and validating their plans and procedures for sending emergency alerts to the public through the FEMA **Integrated Public Alert and Warning System (IPAWS)**. Please see Section C of the FY 2024 EMPG Program NOFO for additional information on this requirement.
- Recipients are expected to work toward developing **continuity plans** for the assured performance of government essential functions and services as well as associated supporting activities. These plans should be consistent with the Continuity Guidance Circular and associated Continuity Assessment Tool. Please see Section C of the FY 2024 EMPG Program NOFO for additional information on this requirement.



Changes or Highlighted Information

- As a post-award requirement for FY 2024, all EMPG Program recipients and subrecipients in the 50 states and the District of Columbia must work toward achieving the **Phase 2 NQS implementation** objectives and must, at a minimum, execute the Implementation Plan they developed last year as part of the Phase 1 NQS Implementation Objectives. Please see the [Preparedness Grants Manual](#) for more information on the NQS implementation requirements.



Changes or Highlighted Information

- 10% Reduction
- Equity, Climate Resilience, and Readiness emphasized
- Stockpile Supplies - Critical emergency supplies—such as shelf stable products, water, and basic medical supplies—are an allowable expense under the HSGP (SHSP and UASI only), THSGP, and EMPG Program. Each state, urban area, or tribe must have FEMA’s approval of a five-year viable inventory management plan prior to allocating grant funds for stockpiling purposes.



Changes or Highlighted Information

- Indirect Costs – Need a federally approved indirect cost agreement
- Travel/Mileage Reimbursement – Only mileage in 2024 – no expenses. RFR guidance updated by July 1
- Work completed in period of performance (not just paid in that time) – impacts final RFR (ask for extension) and July RFR
- Budget changes – ahead of spending – Need budget amendment
- Corrective Action Plans – Plan is to issue in 2024 – (compliance is the goal)
 - HMP – 3 years in advance
 - EOP - continually



- Application
- Work Plan and Quarterly Reporting
- <https://arcg.is/0y8nD8>
 - a. Quarterly Reporting
 - b. Training (keep your records/staff who leave)
 - c. NIMS, Capability Assessment, Exercise all reported elsewhere



Budget Form

2024 EMPG Application Budget Request							
Agency ABC County							
	EMPG Eligible Agency Budget		EMPG Allocation Requested		Budget Remaining		Priority for Additional Funds
	Total Budget by Category	Budget Detail	Total Budget by Category	Budget Detail	Total Budget by Category	Budget Detail	
Personnel	\$235,500		\$150,000		\$85,500		
Fred Flintstone Salary		\$80,000		\$80,000		\$0	
Fred Flintstone Fringe		\$40,000		\$40,000		\$0	
Betty Rubble Salary		\$60,000		\$21,500		\$38,500	1,2
Betty Rubble Fringe		\$24,000		\$8,500		\$15,500	1,2
BamBam Rubble Salary		\$22,500				\$22,500	3,4
BamBam Rubble Fringe		\$9,000				\$9,000	3,4
Personnel D Salary						\$0	
Personnel D Fringe						\$0	
Personnel E Salary						\$0	
Personnel E Fringe						\$0	
Travel	\$3,000		\$0		\$3,000		
Travel		\$3,000				\$3,000	15
Travel						\$0	
Training	\$1,500		\$0		\$1,500		
Training: OEMA		\$1,000				\$1,000	5
Training: Misc. Other		\$500				\$500	6
Supplies	\$1,500		\$0		\$1,500		
Supplies: Office		\$1,000				\$1,000	16
Supplies: EOC		\$500				\$500	17
Supplies:						\$0	
Rent	\$6,000		\$0		\$6,000		
Rent: EOC		\$6,000				\$6,000	7
Rent:						\$0	
Utilities	\$2,700		\$0		\$2,700		
Utilities: EOC Electricity		\$1,000				\$1,000	8
Utilities: Natural Gas		\$500				\$500	9
Utilities: Water/Sewer		\$1,200				\$1,200	10
Utilities:							
Phone	\$2,800		\$0		\$2,800		
Phone: Staff Cell		\$1,200				\$1,200	11
Phone: EOC Landline		\$600				\$600	12
Phone: Satellite Phone		\$1,000				\$1,000	13
Phone:						\$0	
Other	\$1,500		\$0		\$1,500		
Other: Insurance on EOC building		\$1,500				\$1,500	14
Other:						\$0	
Contractual	\$0		\$0		\$0		
Contractual:						\$0	
Indirect Costs	\$0		\$0		\$0		
Federally Approved Indirect Cost Agreement						\$0	
Equipment	\$10,000		\$0		\$10,000		
Equipment: EOC Backup Generator, AEL 10GE-00-GENR		\$10,000				\$10,000	
Equipment:						\$0	
	\$264,500	\$264,500	\$150,000	\$150,000	\$114,500	\$114,500	
Difference (for use in entering budget)				\$0			
Allocation				\$150,000			
(F52, F54 and F55 entered from the spreadsheet titled " ")							
Federal Portion				\$75,000			
OEM Match				\$22,500			
Local Match (List source below)				\$52,500			
County General Fund							



Budget Narrative

EMPG Budget Narrative	For any item requested, complete detailed information here.	Other:	
<p>Personnel: List each position with a brief description of the duties and responsibilities, as well as the salary computation. If a Cost of Living Adjustment (COLA) increase and/or merit pay increase in salary will be provided for the position, include those costs in calculations for personnel and the associated fringe benefits on the Budget. Is this a full-time or part-time position? Salaried/exempt or hourly?</p>	<p>Fred Flintstone, Emergency Manager, Full-time salaried/Exempt. Salary includes 5% increase January 2025. Betty Rubble, Program Analyst, full-time, hourly 25/hour with increase in January 2025. Estimated overtime also included. BamBam Rubble, Administrative Assistant. Works full-time, but spends approximately 1/2 his time on EM. He records him time daily and separates EM hours from Sheriff Dept hours. Makes \$19/hour and also includes increase in January 2025. Includes estimated limited overtime. Job descriptions attached for all 3 positions.</p>	<p>This category should include only those types of direct costs that do not fit in any of the other budget categories. Include a description of each cost by Line Item Name and in the same order as it is listed on the Detailed Budget. Include the basis for calculation of the costs. Ensure costs are reasonable and align with workplan objectives.</p>	<p>Insurance to cover EOC facility and contents.</p>
<p>Fringe: List the computation for fringe benefits for each of the personnel listed in the budget worksheet. Estimated rates for fringe are allowable but provide the basis for that estimation in the budget narrative (e.g. average % fringe paid for most employees within the agency). If not using an estimate, list fringe benefit and the associated costs for each employee that will be paid by EMPG Program funding (e.g. Social Security/FICA, Unemployment Compensation, Medicare, Retirement, Health Insurance, Life Insurance, etc.). Fringe benefits on overtime hours should generally be limited to Social Security/FICA, Workers' Compensation, Unemployment Compensation, and Retirement.</p>	<p>Fringe is estimated at 40% per employee based on past experience. Includes: Social Security/FICA, Unemployment Compensation, Medicare, Retirement, Health Insurance. Overtime includes: Social Security/FICA, Workers' Compensation, Unemployment Compensation, and Retirement</p>	<p>Contractual: Identify each proposed contract and specify its purpose and estimated cost. Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the "Other" category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided and proposed duration. Include the basis for the calculation of contractual services costs (e.g. contractor training instructor speaking fee, contractor travel costs and contractor instructional materials). Ensure this aligns with workplan objectives.</p>	<p>N/A</p>
<p>Travel: Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel. (Note: Vehicle expenses will not be reimbursed in 2024. The standard mileage rate will be the only reimbursement with mileage log.) Travel may be integral to the purpose of the proposed project (e.g. disaster response) or related to proposed project activities (e.g. attendance at training or meetings). Travel costs identified in this section are for employees of the applicant/recipient only. Travel category costs do not include costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the "Contractual" category.</p>	<p>Updating EOP this year and will be doing community feedback sessions in 8 communities. Fred is also on a state subcommittee and will be traveling quarterly to meetings. Travel to and from OEMA conference and Oregon Prepared. Travel to Salem for IronOR24 and neighboring county for joint exercise. Misc meetings and emergency response oversight.</p>	<p>Indirect Costs: If indirect charges are budgeted, indicate the approved rate and base (the cost categories for which this IDC percentage rate will be applied). Indirect Costs are those incurred by the recipient for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for Indirect Costs to be allowable, the applicant must have a Federal negotiated Indirect Cost Rate (e.g., fixed, predetermined, final or provisional). An approved Indirect Cost Rate Agreement signed by the recipient agency and the cognizant agency for the recipient, or a copy of the proposal to the cognizant Federal or state agency for an Indirect Cost Rate, must be included in the submission of the Work Plan Template for application purposes. Examples of Indirect Cost Rate calculations are shown below: 1. Personnel (Indirect Rate x Personnel = Indirect Costs) 2. Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs) 3. Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)</p>	<p>N/A</p>
<p>Training: Include as many details about each proposed training cost, including the name of the training course(s), training provider, personnel who will attend the training, proposed dates (estimates are accepted), etc.</p>	<p>Two staff to attend OEMA Conference at \$500/person. Estimated funds for other trainings for all three staff as they come available.</p>	<p>Equipment: List each equipment item by Line Item Name and in the same order as it is listed on the Detailed Budget. Include a brief description of each equipment item (no brand names); per unit cost, quantity and total cost; location of equipment (if other than the direct recipient agency); AEL number, and, how the equipment will be utilized. Ensure equipment is not considered "stockpile" equipment. Equipment is defined in 2 CFR 200.33.</p>	<p>EOC Backup Generator, AEL 10GE-00-GENR. Purchasing new one this year as last one failed.</p>
<p>Supplies: Includes all tangible personal property other than those described in the definition of "equipment" as defined by 2 CFR 200.1. The budget should identify categories of supplies to be procured (e.g., printing supplies, office supplies, etc.) and the calculation of those costs (e.g., based on monthly rates or based on an average of previous years' similar costs). Are costs reasonable? Do supplies align with the workplan objectives? Are items identified specifically?</p>	<p>Office and EOC supplies estimated based on previous year expenses.</p>		
<p>Rent: Is the rent for EM owned or single use facility? Can the rent be identified as a direct cost? Show how it is calculated.</p>	<p>EOC is a dedicated rented space next to the Courthouse.</p>		
<p>Utilities: Are the utilities for EM owned or single use facility? Can the rent be identified as a direct cost? Show how calculated if shared.</p>	<p>All utilities are based on previous year and charged for just the rented space.</p>		
<p>Phone: Are the phones used exclusively for EM? If not, are charges included only for EM? List each type of phone separately - land line, cell phone, satellite phone, etc.</p>	<p>Two staff cell phones at \$50/month. Landline at EOC at \$50/month. Estimated cost on satellite phone, includes monthly charges and extra for usage.</p>		



ODEM Match

Jurisdiction	Federal Award	15% Match by ODEM	Funds Available (Federal plus ODEM match)	Remaining local non-federal match	Total Award
Baker	\$64,019	\$9,603	\$73,621	\$54,416	\$128,037

Baker County has a federal allocation of \$64,019, with a required match of 50%, \$64,019 for a total award of \$128,037. The state will provide \$9,603 in match funds. They now have \$73,621 available to spend, along with their local match of \$54,416. The entire award amount \$128,037 (with match) has not changed, but Baker County will receive a total reimbursement of \$73,621. Because they did not have to provide the \$9,603 in match, they can use these previously budgeted match funds elsewhere in their program. Since they are no longer match funds, they are not federalized and do not fall under the EMPG requirements. They can be used however Baker County chooses (assuming they are following Baker County fund requirements).



RFR's

- Similar to what you submitted in past – modify due to 15%
- Keep within budget or budget categories, submit amendment if not (10% variance)
- Within period of performance
- Program staff review for grant compliance, finance for financial
- Clear, organized – faster to complete



Additional Forms

- Environmental and Historic Preservation Screening Form (if needed)

<https://www.oregon.gov/oem/emresources/Grants/Documents/Environmental%20and%20Historic%20Preservation%20Screen%20Form.pdf>

- Risk Monitoring Assessment – Monitoring Visits

<https://www.oregon.gov/oem/Documents/monitoring-assessment-questionnaire-2023.pdf>



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Questions? More clarification?