

State of Maine  
2015 Emergency Management Performance Grant (EMPG)  
Partner and Local Capacity Grant Program  
August 2015



**Overview:**

MEMA is offering funding through FEMA's 2015 Emergency Management Performance Grant (EMPG) to support local and partner emergency management programs, as well as County EMA Special Projects. Municipalities, tribal governments and eligible non-profit partner agencies are eligible to apply.

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, 2015 to September 30, 2016. The deadline for application is September 15<sup>th</sup>, 2015.

**Please Note:**

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

**Application Requirements:**

Applicants must be NIMS-compliant.

**The application for 2015 funds must include:**

1. Letter of application on partner/city/town/county/tribal 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. For equipment, please look up and include the item number from the Allowable Equipment List (see below for the link to the AEL).
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/or 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 2015 Partner/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 your EMA program shares space with other offices.

The value assigned to volunteer hours is **\$20.54 for the 2015 grant**. It is good practice to **overestimate** (within reason) the volunteer hours you expect to accrue, to allow the funding agreement with MEMA (MOU) to accommodate your actual accrual of volunteer time and possible response costs eligible as in-kind match. MOUs may generally not be renegotiated during the performance period.

Applications are submitted through the County EMA office. Applications must be received at the County EMA office by **September 15<sup>th</sup>, 2015**. County EMAs are asked to transmit the requests to MEMA by **September 22<sup>nd</sup>, 2015**. County EMA Special Project requests under this grant are also due to MEMA by **September 22<sup>nd</sup>**.

#### **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 2015 Sample Letter of Application, 2015 Local Budget Worksheet, 2015 EMPG Fact Sheet, 2015 Sample Workplan, this guidance and additional documents are available at:

<http://www.maine.gov/mema/library/index.shtml?k=empg>

## **Program and Application Details:**

The focus of this program is to develop and enhance partner/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 2015 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 Maine State Communication Interoperability Plan (SCIP).

Allowable equipment categories for FY 2015 EMPG are listed on the web-based version of the Authorized Equipment List (AEL) which is posted by FEMA <http://www.fema.gov/media-library/assets/documents/101566> .

PLEASE NOTE: Any equipment, regardless of price, that will be **permanently installed outdoors** (such as on a building, a tower or a permanent generator pad) may be subject to stringent FEMA Environmental and Historic Preservation (EHP) regulations. While this does not rule out eligibility of this type of equipment, please be advised that the effort of obtaining prior FEMA approval for installation may outweigh the value

***Prior FEMA approval must be obtained*** for projects that require screening for Environmental and Historic Preservation impact. If you proceed with a project before getting this approval, your request for reimbursement will be denied.

of the request. If you have any questions about whether a particular request might fall into this category, please contact MEMA. If you do decide to submit a request that requires EHP approval, MEMA will assist you in filing the required paperwork.

The following types of equipment are generally acceptable *without* environmental/historical review:

- Portable/mobile communications equipment
- Portable generators
- Items hung on walls such as white boards or maps.

**For training and exercise billings:**  
please ensure that costs including overtime and backfill have not already been charged to MEMA's Training or Exercise program.

### ***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.

### ***Renovation/Outfitting of EOCs***

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

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

### ***Ongoing Program and EOC Costs:***

Costs for outfitting an EOC (display boards, supplies, furniture, computer 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) that occurs during the grant performance period, response costs such as personnel overtime, equipment costs, or supplies) *may be eligible as 'in-kind' match if funds permit* 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. If you incur unexpected response costs, and wish to apply them as in-kind match, we recommend contacting the MEMA business office before you submit bills so that we can adjust your MOU if necessary.

Submission of response 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/library/index.shtml?k=femapa>

**NOT Allowable Under the EMPG Program:**

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.

**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 partner/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.

**Training and Exercise Standards for EMPG-funded personnel:**

With the FY14 EMPG grant, FEMA has included training and exercise standards for EMPG-funded personnel.

MEMA may ask those who receive partner/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 generally eligible under EMPG.

PLEASE NOTE: FEMA program guidance pertaining to eligible equipment and construction or renovation projects is subject to limits Maine has placed on this program due to fund availability. Please keep that in mind as you read the FEMA document. Activities FEMA includes under planning, training or exercise activities are generally eligible under Maine's program.

The guidance and related documents can be downloaded at:

<http://www.fema.gov/media-library/assets/documents/103656>

See Appendix B, starting on page 31, for more detail on eligible activities in planning, training and exercise.