

Emergency Management Performance Grant



FFY 2024 EMPG (24EMPG) Subgrant Applicant Briefing

Overview and Purpose of EMPG

Funding to assist local and tribal governments with emergency management departments in preparing for all hazards and to obtain the resource require to support FEMA's national Preparedness Goal's Mission Areas and Core Capabilities.

General cost categories:

- Planning
- Organizational
- Equipment
- Training
- Exercise

Cost Share / Match

- The EMPG program has a dollar-for-dollar match requirement. The contribution can be cash (hard match) or in-kind (soft match).
- Match must be eligible and allowable under the EMPG program.
- Communities/Tribes must agree to make available eligible match equal to the allocated award amount.
 - Cash/hard match – includes cash spent for emergency management related expenses (*annual CAD service fees, Alert and Warning annual fees, documented EM salary/stipend, project cost overs*)
 - In-Kind/soft match – includes contributions of the reasonable value of services in lieu of cash (*CERT hours and other volunteer time that is documented with date, time and in support of an EM related activity*)

Value of Volunteer Time

2024 Estimated National Value of
Volunteer Hour \$33.49

SOURCE:

<https://independentsector.org/resource/value-of-volunteer-time/>

2022-2026 FEMA Strategic Plan Goals

FEMA's latest Strategic Plan lists goals designed to address key challenges the agency faces during a pivotal moment in the field of emergency management. Wide-ranging and long-term, the goals defined in the plan respond to the changing landscape in which we find ourselves. The goals to meet this challenge are:

Goal 1 - Instill Equity as a Foundation of Emergency Management

Goal 2 - Lead Whole of Community in Climate Resilience

Goal 3 - Promote and Sustain a Ready FEMA and Prepared Nation

All EMPG Program recipients are encouraged to review the 2022-2026 FEMA Strategic Plan and consider how FY 2024 EMPG Program funding can be used to support the Plan's goals and objectives as they apply to state/territory's specific needs and the needs of the whole community.

Gap Analysis / Risk Assessment

- Each community, through your planning process, should have already identified gaps that your EMPG funding will help fill
- FEMA has identified sections within their [Authorized Equipment List \(AEL\)](#) that are eligible under EMPG:
 - * Personal Protective Equipment
 - * Information Technology
 - * Cybersecurity Enhancement Equipment
 - * Interoperable Communications Equipment
 - * Detection Equipment
 - * Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials
 - * Power Equipment
 - * CBRNE Incident Response Vehicles
 - * Physical Security Enhancement Equipment
 - * CBRNE Logistical Support Equipment
 - * Other Authorized Equipment
- Many of the items listed in the AEL include additional conditions and/or restrictions so you should not automatically assume if it is listed on FEMA' AEL your project is eligible or allowable.
- Check with EM Grants Office for clarification and additional guidance

Funding Allocations

MEMA has allocated **\$2 million** for subgrants to towns, cities and tribes with Emergency Management Departments

MEMA has eliminated the Social Vulnerability Index (SVI) funding increase this year.

Each community will receive their original award amount minus SVI increase.

“IF” down the road MEMA has additional funding for subgrant we will amend the SVI communities to increase their funding with contract amendments.

Each communities’ award details can be found on pages 5-11 of the NOFO

Regional Projects

If you and another community want to combine your funding for a regional project, we will need the following:

- Email from the donating community EMD stating who the funds are being passed to and that you support the regional project

Project must benefit all communities involved

Donated funds will be added to the primary community award amount

Application Process

- The following must be email to EM.Grants@mass.gov NLT 8/30/2024
 - 24EMPG Application
 - Proof that your community (*City/Town, not department*) is currently registered and is in good standing in SAM.gov*
 - SPARQ form
- If the EM Grants Office has not received all items above by 8/30/2024 we will close your award and repurpose the funds (***these are hard due date***)

*System for Award Management (SAM)

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

- Be registered in SAM before submitting its application;
- Provide a valid unique entity identifier (formally known as DUNS #) in its application; and
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application

MEMA will not make a federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements MEMA will close project with no activity and repurpose the funds.

Remember this SAM.gov requirement applies to your contractors, subcontractors, vendors, etc. including those used for your match.

How to check your registry in SAM.gov

- Generally, your Treasurer, Chief Financial Officer or Manager/Administrator is responsible for registering your community and maintaining the registration within SAM.gov.
- Check with them – **DO NOT** create a new account/registry
 - Registration needs to be for the Town/City as a whole
 - Departments within the Town/City are not stand-alone entities and should not have their own UEI # / Registration
 - Registration must be renewed annually

To download a SAM.gov registration: Search all words from dropdown selection, enter your company name or the UEI #.

Search

All Words ▼ e.g. 1606N020Q02

Search Results

Saved Searches

Actions

Select Domain
All Domains

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

☐ Any Words ⓘ

☒ All Words ⓘ

☐ Exact Phrase ⓘ

e.g. 1606N020Q02

Federal Organizations

Enter Code or Name ▼

←

Select Criteria

Choose your filters and run your report to begin.

Click on the name

Select Domain
All Domains

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Filter By

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Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

☐ Any Words ⓘ

☒ All Words ⓘ

☐ Exact Phrase ⓘ

xqqnqpkesxs7

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Federal Organizations

Enter Code or Name

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Status

☒ Active


☐ Inactive

Reset ↻

Showing 1 - 1 of 1 results			Sort by
TOWNSHIP OF CHATHAM ● Active Registration			Date Modified/Updated ▼
Unique Entity ID	CAGE Code	Physical Address	Entity
XQQNQPKESXS7	416T3	58 MEYERSVILLE RD, CHATHAM, NJ 07928 USA	Expiration Date Mar 27, 2024
			Purpose of Registration Federal Assistance Awards
<div><div><</div><div>1 of 1</div><div>></div></div>			Results per page
			25 ▼


Download and save registration: From actions: select the three dots and click download.


Search


All Words ▾ e.g. 1606N020Q02 

Search Results


Saved Searches

Actions 

Select Domain
All Domains 

Filter By 


Keyword Search

For more information on how to use our keyword search, visit our [help guide](#) 

Simple Search

Search Editor

Showing 1 - 1 of 1 results

TOWNSHIP OF CHATHAM 

Active Registration

Unique Entity ID XQQNQPKESXS7	CAGE Code 416T3	Physical Address 58 MEYERSVILLE RD, CHATHAM, NJ 07928 USA	<div>Entity</div> <div>Expiration Date Mar 27, 2024</div> <div>Purpose of Registration Federal Assistance Awards</div>
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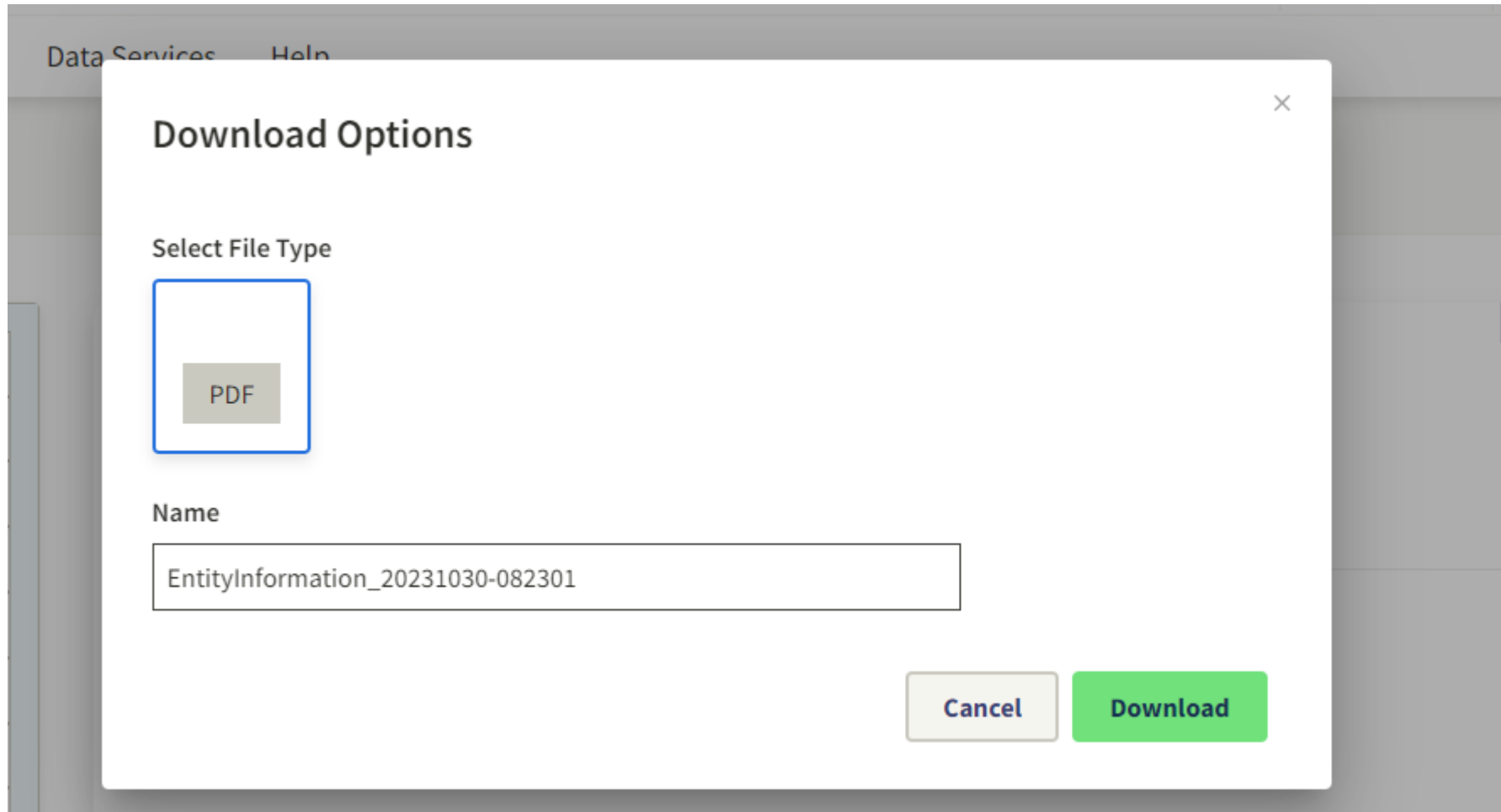
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Results per page
25 ▾

Click on the PDF to select file type, insert a name for your file, then download the registration



Data Services Help

Download Options

Select File Type

PDF

Name

EntityInformation_20231030-082301

Cancel

Download

Exclusions

Entity Registration
Exclusions
Active Exclusions
Responsibility / Qualification

TOWNSHIP OF CHATHAM

Unique Entity ID XQQNQPKESXS7	Registration Status <div>● Active Registration</div>	Expiration Date <div>Mar 27, 2024</div>
CAGE/NCAGE 416T3	Purpose of Registration Federal Assistance Awards Only	
Physical Address 58 Meyersville RD Chatham, New Jersey 07928-1169, United States	Mailing Address 58 Meyersville Road Chatham, New Jersey 07928-1169, United States	

Version

Current Record ▼

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

■ ACTIVE EXCLUSIONS

There are no active exclusion records associated to this entity by its Unique Entity ID.

SPARQ *(it's back)*

Per 2 CFR 200.332(b), MEMA is required to “evaluate each subrecipient's risk of non-compliance with Federal statutes, regulations and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring”

MEMA is requiring each FFY 2024 EMPG subrecipient to complete our Subrecipient Pre-Award Risk Assessment Questionnaire (SPARQ) form and email it back in with application and SAM.gov registration.

- This form must be completed and signed by an individual in the Town/City with direct knowledge and/or oversight of internal controls, audits, and systems, such as the Chief Administrative Officer, Chief Executive Officer, or Chief Fiscal Officer.
 - Forms not properly completed or signed will be returned for adjustments/resigning
- MEMA's grant program and fiscal staff will review past performance of subrecipient and the information contained in the completed forms to determine the extent to which, if any, monitoring or other measures may need to be taken to support subrecipient compliance.
 - If MEMA determines subrecipient to be high risk, additional monitoring or requirements may be incorporated into your contract as a condition of award
- Completed and signed forms must be email to the EM Grants Unit at EM.Grants@mass.gov along with other required application documentation

Additional Requirements (EHP, ICIP, SUAS, etc.)

- EM Grants Unit will let you know if your project requires additional approvals and will email the additional forms needed as well as offer our assistance with completing them.
- If your project requires one of these additional items, you will have 30 days to complete and submit those to the EM Grants Unit via email at EM.Grants@mass.gov
- If EM Grants Unit does not receive your completed forms and any additional documentation needed within that 30-day timeline, we will close your project and repurpose the funds.
- You will not receive a contract and CASL until all additional approves are received.
- You can not begin your project until you have been issued a notice to proceed from the EM Grants Office.
- Work started prior to our approval **will not be eligible for reimbursement.**

Let's Talk EHPs

- If you plan to purchase sonar equipment, an EHP is required
- If you plan to install anything inside or outside a building/facility an EHP is required.
 - Mounting display in EOC
 - Mounting weather station
 - Generator / transfer switch
- If you plan to install inside a trailer, on a vehicle, etc., you will not need an EHP.
- If you tell us the equipment is portable and later we find out it was installed MEMA will take the funding back.

Let's Talk ICIPs

- Radios and all other emergency communication equipment require an ICIP and vendor quote.
 - All vendors understand and know what the federal requirements are so it is in your best interest to inform them, at the time you request a quote, that it must comply with federal requirements.
- Once the SWIC has approved your signed ICIP and vendor quote it is expected that you will purchase what you submitted.
- If the invoice you submit with your reimbursement request is different than approved with your ICIP, MEMA will not reimburse you.

Let's Talk SUAS / Drones

- If you do not have a drone program already in place you should not request a drone.
 - Drone program includes finalized/signed policy and procedures already in place within your Town/City/Tribe.
- Drone purchases must comply with federal requirements regarding purchasing from certain Chinese vendors
 - You are required to ensure compliance with this requirement.
 - You are responsible for researching drone vendors/manufacturer, etc.
 - If you purchase from a prohibited vendor/manufacturer, MEMA will not reimburse you.

Contracting Process

- Once the EM Grants Office has approved your project and received any additional required forms/approvals (EHP, ICIP, SUAS, etc.) we will email the following:
 - Standard Contract, to be signed
 - Contractor Authorized Signature List (CASL)
- You will have two options this year
 1. Electronic signatures thru Adobe sign
 2. Wet originals via mail
- Either way we ask that you return your signed CASL and Contract to the EM Grants Office within 45 days from the date you received them.
- EM Grants Office will close your project and repurpose the funds if contracts are not returned as required within the 45-day timeframe.

Technical Assistance / Approvals

- If you would like assistance, please reach out to either your Local Coordinator or the EM Grants Office sooner than later to ensure you meet the due dates.
- Local Coordinators and EM Grants Office staff will work closely together, with you, to ensure your documents are completed and submitted as instructed
 - Eligibility of your project, and/or application and extension can only be approved by the EM Grants Office
 - Extension requests will only be reviewed with reasonable justification

MEMA's Emergency Management Grant Unit
EM.Grants@mass.gov or your Local Coordinator



This presentation will be posted on our website:
<https://www.mass.gov/mema-emergency-management-grant-programs>

Recap



ACTION	DUE DATE
Application, properly completed	8/30/2024
SAM Certification for Town/City (<i>not department</i>)	8/30/2024
SPARQ, properly completed and signed	8/30/2024
EHP, ICIP, SUAS, etc. properly completed, signed with required documentation	10/30/2024
Contract and CASL, properly signed	Within 45 days

Failure to meet these due dates will result in MEMA closing your project and repurposing the funds

DO NOT begin your projects or obligate funding prior to receiving your Notice to Proceed from the EM Grants office
Anything started prior to this date will be ineligible and MEMA will not reimburse.