**Governor's Office of Homeland Security
and Emergency Preparedness**

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)
Project Application Instructions

The Emergency Management Performance Grant (EMPG) Project Application consists of four tabs. The first tab is the budget overview, the second tab is the activities outline, the third tab is the personnel details and the fourth tab is the budget details. The same project application <u>can</u> be used for multiple projects. Prior to funds being expended, a complete project application must be submitted and approved.

Subrecipients shall not undertake any project having the potential to impact Environmental & Historic Preservation (EHP) resources without prior approval from GOHSEP through FEMA, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment.

When submitting the project application to your grant specialist, please include the entire excel document as one attachment. Also, please include the budget overview with the signature of the designated point of contact as a PDF file.

<u>Budget Overview Tab</u>

❖ **Section I: Grant Information**

Enter the Legal Entity Name.

Select a grant name/year using the drop down list. To view the list, left click in the box and a small arrow will appear on the right of the box. When you click the arrow, you will be able to select one of the choices from the drop down list.

The grant name and grant year will correspond to the grant number. The grant number will automatically populate once the grant name/year are selected.

Enter the Grant Award Amount

Enter the date the project application is being submitted to GOHSEP for review.

The GOHSEP Approved Date and GOHSEP Grant Specialists Initials will be entered by GOHSEP staff.

❖ **Section II: Budget Overview**

This section will automatically populate based on the information entered on the personnel details tab and the budget details tab.

- The amount under Budget Category, POETE Category and EMPG Project / Priority must equal the total grant award amount.

❖ **Section III: Approval of Project by Designated Point of Contact**

The project application must be signed by the Designated Point of Contact. The Point of Contact must have been designated by the Authorized Representative.

Grant Activities Outline Tab

❖ **There are 6 projects under the Grant Activities Outline Tab. Funds for EMPG can only be allocated towards the 6 projects listed below.**

Row 7   Project 1 – Maintain the Emergency Operations Plan
Row 65   Project 2 – Maintain the Emergency Operations Center
Row 123   Project 3 – Maintain Emergency Communications
Row 181   Project 4 – Logistics Distribution Management
Row 239   Project 5 – Organization
Row 297   Project 6 – EMPG Investments

❖ **If you are funding personnel or items/expenses under a project, you must complete each section for that project. The information you will need to provide is for the cells highlighted in yellow.**

Project Location – Enter the zip code of the primary location of the project.

Start Date – Enter the start date of the project.

End Date – Enter the end date of the project.

Project Type - Select a project type from the drop down list.

Build or Sustain? – You will be given two options to select from. (1) Maintaining/Sustaining and (2) Building. Maintaining/Sustaining refers to activities that maintain a capability at its current level. Building refers to activities that start a new capability or increase a capability.

Deployable – Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.

Shareable – Provide information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

<u>Project Status</u> – Select a project status from the drop down list. You will be given the following options: Not Started, On Schedule, Behind Schedule, Ahead of Schedule, Complete, and Cancelled.

<u>Performance Goals</u> – From 2 C.F.R.: Performance goal means a target level of performance as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

Each goal must be: specific; measurable; achievable within the period of performance; relevant to the priority area; and have a target date for completion (i.e. SMART goals). Each goal must include an estimate quantifying the extent to which the supporting investments will close capability gaps. *(Description copied from EMPG Work Plan Template)*

<u>Current Capability</u> – Current capability levels associated with the capabilities identified in the performance goals/ they provide the baseline for measuring project effectiveness. *(Description copied from EMPG Work Plan Template)*

<u>Milestones</u> – Milestones will identify key project activities and other deliverables or outputs that are critical to accomplishing the identified performance goal and can be tracked to demonstrate progress toward achieving the goal. *(Description copied from EMPG Work Plan Template)*

Example of sufficient milestones:
Equipment: Identify equipment needs; purchase equipment; train personnel and deploy equipment; and maintain equipment by August 31, 2022
Training: Identify training needs; develop training; deliver training; and evaluate training by August 31, 2022

Example of insufficient milestones:
Increase response capability statewide

Personnel Details Tab

For any personnel funded under this grant program, those salaries will need to be detailed on this tab.

There is a section for organization and management and administration (M&A). Make sure the individuals salaries are captured under the correct solution area. An employee can be entered under multiple solution areas. Refer to the grant guidance when determining the proper solution area to use.

❖ Fill in the EMPG Funded Personnel first name, last name and title. Select the solution area subcategory from the drop down list. Enter the amount for salary and benefits. Once you enter those two amounts, the total salary and benefits will calculate in the next cell. For columns H through Q, you must enter a percentage under at least one of the EMPG projects / priorities. You can list percentages under each of the EMPG projects / priorities that apply to the EMPG funded personnel.

❖ Repeat this for each of your EMPG funded personnel.

Budget Details – POETE

The budget details tab captures all of the items/expenses being funded under the grant program, other than personnel.

❖ Column A - This column must be completed for each line item.

Line Item Description - Enter the description of the item you would like to purchase. The description must be specific. *Example: Interoperable Communications Equipment is not acceptable. XTS 2500 portable radio is an acceptable description.*

❖ Column B – This column applies to every solution area except for equipment.

Solution Area Subcategory - Select a subcategory that best describes the item from the drop down list.

❖ Column C through G – These columns apply to training and exercise.

Sponsoring Agency – Enter the name of the agency sponsoring the course.

Course/Exercise Title – Enter the title of the course number. If there is a course number, the course number should be included as well.

Exercise Type – Select an exercise type from the drop down list.

Date(s) of Course/Exercise – Enter the date(s) the course will be delivered/attended.

Number of Attendees – Enter the number of individuals attending the course.

❖ Column H through L – These columns apply to equipment.

AEL Ref Number - For equipment requests, you must enter an AEL number. You can locate the AEL number that best corresponds to your equipment by going to https://www.fema.gov/grants/guidance-tools/authorized-equipment-list . When you click on an item on the AEL, you must check the specific grant to determine if that grant allows that specific item. If you cannot access the Authorized Equipment List through the website, contact your grant specialist for the PDF version.

AEL Equipment Category – Select the AEL Equipment Category from the drop down box. The AEL Equipment Category directly corresponds to the authorized equipment list. *(Example: If radios were purchased and the equipment you purchased was approved under AEL number 06CP-01-PORT, the subcategory would be Interoperable Communications because 06 in the AEL is for Interoperable Communications Equipment. If a GPS was purchased and the equipment you purchased was approved under AEL number 04AP-02-DGPS, the subcategory would be Information Technology because 04 in the AEL is for Information Technology).*

The following questions will need to be answered: is the equipment mobile or portable and does this equipment require installation? When you click in the box, a drop down will appear with yes and no. If you answer no to the first question and/or yes to the second question, you must provide an explanation. These questions will assist the grant specialist in determining whether or not an Environmental and Historic Preservation (EHP) screening form will need to be completed and submitted to FEMA for review.

❖ Column M through P – These columns must be completed for each line item.

   Discipline - Select a discipline from the drop down list.

   Enter the quantity of items being purchased and the unit cost of the items.

❖ Column Q through V – Only one of these columns must be completed for each line item.

   Select the budget category that best describes the item/expense being funded under the grant program. Once these amounts are entered, they will populate the budget overview tab.

❖ Column X through AC – Only one of these columns must be completed for each line item.

   Select the POETE category that best describes the item/expense being funded under the grant program. Once these amounts are entered, they will populate the budget overview tab.

❖ Column AD through AI – Only one of these columns must be completed for each line item.

   Select the EMPG Project / Priority that is associated with this project.

HELPFUL RESOURCES:

❖ For EMPG, examples of allowable and unallowable costs can be located in the Notice of Funding Opportunity.

   EMPG Notice of Funding Opportunity and additional information can be located at: https://www.fema.gov/grants/preparedness/emergency-management-performance .

❖ FEMA Preparedness Grants Manual
   https://www.fema.gov/grants/preparedness/manual

❖ To determine whether or not an equipment item is allowable, search for the items on the Authorized Equipment List (AEL). The AEL can be located at https://www.fema.gov/grants/guidance-tools/authorized-equipment-list . All items requested must meet the intent and scope of the grant program. When you click on an item on the AEL, you must check the specific grant to determine if that grant allows that specific item. If you cannot access the AEL through the website, contact your grant specialist for the PDF version.

- ❖ Controlled Equipment – Information Bulletin 426
  https://www.fema.gov/sites/default/files/2020-08/ib_426_controlled_equipment_recission__11-1-17.pdf

- ❖ For additional information pertaining to training, you can visit https://www.firstrespondertraining.gov/frts/npcc .

- ❖ For additional information pertaining to the Homeland Security Exercises and Evaluation Program (HSEEP), you can visit https://preptoolkit.fema.gov/web/hseep-resources .

If you have any questions, please feel free to contact the Non-Disaster Grant Specialist assigned to your Region. We are always happy to assist you.