

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Fiscal Year 2019 Emergency Management Performance Grant (EMPG)**

**NOTE:** If you are going to apply for this funding opportunity and have **not** obtained a Data Universal Numbering System (DUNS) number and/or **are not** currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>.

**A. Program Description**

**Issued By**

Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

**Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number)**  
97.042

**Assistance Listings Title (formerly CFDA title)**  
Emergency Management Performance Grants

**Notice of Funding Opportunity Title**  
Emergency Management Performance Grants

**NOFO Number**

<b>Grant Program Title</b>	<b>NOFO Number</b>
EMPG – Region I	DHS-19-GPD-042-01-01
EMPG – Region II	DHS-19-GPD-042-02-01
EMPG – Region III	DHS-19-GPD-042-03-01
EMPG – Region IV	DHS-19-GPD-042-04-01
EMPG – Region V	DHS-19-GPD-042-05-01
EMPG – Region VI	DHS-19-GPD-042-06-01
EMPG – Region VII	DHS-19-GPD-042-07-01
EMPG – Region VIII	DHS-19-GPD-042-08-01
EMPG – Region IX	DHS-19-GPD-042-09-01
EMPG – Region X	DHS-19-GPD-042-10-01

**Authorizing Authority for Program**

Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 *et seq.*); the *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 *et seq.*); and the *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 *et seq.*).

## **Appropriation Authority for Program**

*Department of Homeland Security Appropriations Act, 2019* (Pub. L. No. 116-6)

## **Program Type**

New

## **Program Overview, Objectives, and Priorities**

### **Overview**

The Fiscal Year (FY) 2019 Emergency Management Performance Grant Program (EMPG program) represents one part of a comprehensive set of measures authorized by Congress and implemented by the Administration to prepare the Nation for all hazards. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the EMPG program supports the goal to Strengthen National Preparedness and Resilience.

The [2018-2022 FEMA Strategic Plan](#) creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The Emergency Management Performance Grant Program supports the goal of readying the Nation for catastrophic disasters. We invite all of our stakeholders and partners to also adopt these priorities and join us in building a stronger Agency and a more prepared and resilient Nation.

### **Objectives**

The purpose of the EMPG program is to provide Federal funds to states to assist state, local, territorial, and tribal governments in preparing for all hazards, as authorized by Section 662 of the *Post-Katrina Emergency Management Reform Act*, as amended (6 U.S.C. § 762) and the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (42 U.S.C. §§ 5121 *et seq.*). Title VI of the *Stafford Act* authorizes DHS/FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from all hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, states, and their political subdivisions. The Federal Government, through the EMPG program, provides direction, coordination, and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all-hazards emergency preparedness system. The FY 2019 EMPG program will provide Federal funds to assist state, local, tribal, and territorial emergency management agencies to obtain the resources required to support implementation of the National Preparedness System and the [National Preparedness Goal](#) (the Goal) of a secure and resilient Nation.

### **Performance Metrics**

Performance metrics for this program are:

- Percent improvement in Stakeholder Preparedness Review (SPR) capabilities against Threat and Hazard Identification and Risk Assessment (THIRA) targets
- Percent of states and territories with a THIRA and SPR that meet current DHS/FEMA guidance
- Percentage of recipients that develop Distribution Management plans approved by FEMA

### **Priorities**

The [National Preparedness System](#) is the instrument the Nation employs to build, sustain, and implement core capabilities to achieve the [Goal](#) of a secure and resilient Nation. Complex and far-reaching threats and hazards require a collaborative and a whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness System allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities by achieving the desired outcomes identified in the Goal.

DHS/FEMA encourages EMPG recipients and subrecipients to prioritize grant funding toward investments that address capability targets and gaps identified through the annual THIRA and SPR process. Recipients and subrecipients should use grant funds to increase capability for high-priority core capabilities with low capability levels, validate capability levels, and maintain and/or sustain current capabilities. Additional information, including guidelines for completing the THIRA and SPR, can be found at <https://www.fema.gov/threat-and-hazard-identification-and-risk-assessment> and <http://www.fema.gov/stakeholder-preparedness-review>.

DHS/FEMA annually publishes the annual National Preparedness Report (NPR) to evaluate progress in building, sustaining, and delivering the core capabilities outlined in the Goal. This analysis provides a national perspective on critical preparedness trends for whole community partners to use to inform program priorities, allocate resources, and communicate with stakeholders about issues of shared concern. The NPR can be found at <http://www.fema.gov/national-preparedness-report>.

In developing applications for the FY 2019 EMPG program, recipients should consider funding projects that address areas for improvement as they relate to emergency management capabilities, including:

- Logistics – Distribution Management Planning;
- Evacuation Plan/Annex;
- Disaster Financial Management;
- Catastrophic Disaster Housing; and
- Resilient Communications.

In addition, EMPG recipients should consider funding projects that fall into the following national priority areas:

- Emerging Threats, including Cybersecurity
- Lifelines (more information found in this [fact sheet](#) and [toolkit](#))
  - Safety and Security
  - Food, Water, Sheltering

- Health and Medical
- Energy
- Communications
- Transportation
- Hazardous Material

Minimum funding amounts are not prescribed by DHS/FEMA for these priorities. However, recipients are expected to support state, local, regional, tribal, territorial, and national efforts to achieve the desired outcomes for these priorities. In FY 2019, EMPG recipients are required to develop and maintain a Distribution Management Plan as an annex to their Emergency Operations Plan (EOP). Grant funds should clearly support resources the recipients need to achieve THIRA targets and close capability gaps and address sustainment needs identified in the SPR.

The table below provides a breakdown of these priority areas for the FY 2019 EMPG, showing both the core capabilities impacted as well as examples of potentially eligible project types for each area. A detailed description of allowable investments for each project type is included in the EMPG program appendix to the [Preparedness Grants Manual](#).

#### FY 2019 EMPG Funding Priorities

Priority Area	Potential Core Capabilities Enhanced	Example Project Types <small>(These are illustrative examples only, and project types enhancing these priority areas and core capabilities are not limited to those enumerated in this table.)</small>
Logistics – Distribution Management Planning <sup>1</sup>	<ul style="list-style-type: none"> <li>• Logistics and Supply Chain Management</li> <li>• Supply Chain Integrity and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Development of Distribution Management Plan, which addresses:               <ul style="list-style-type: none"> <li>○ State/local staging site plans</li> <li>○ State/local commodity point of distribution site plans</li> <li>○ Staging and Point of Distribution staffing strategies/plans</li> <li>○ Transportation strategies/plans</li> <li>○ Resource sourcing strategies/plans</li> </ul> </li> </ul>
Evacuation Plan/Annex	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Risk management for protection programs &amp; activities</li> <li>• Risk &amp; disaster resilience assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Identify plausible, worst case threats and hazards</li> <li>• Identify planning gaps and capability shortfalls</li> <li>• Identify access and functional needs considerations</li> </ul>

<sup>1</sup> All EMPG recipients will be required to develop and maintain a Distribution Management (DM) plan as an annex to their existing EOP. For more information on this requirement, please reference the [Preparedness Grants Manual](#).

	<ul style="list-style-type: none"> <li>• Threats and hazards identification</li> <li>• Operational coordination</li> <li>• Long-term vulnerability reduction</li> </ul>	<ul style="list-style-type: none"> <li>• Identify animal evacuation considerations</li> <li>• Identify embarkation/debarkation sites</li> <li>• Development of phased-zone evacuation approach</li> </ul>
Disaster Financial Management	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Risk management for protection programs &amp; activities</li> <li>• Risk &amp; disaster resilience assessment</li> <li>• Community resilience</li> <li>• Economic recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Development of plan for the sequencing of federal, nonprofit, and state disaster programs.</li> <li>• Development of Disaster Financial Management Plan</li> </ul>
Catastrophic Disaster Housing	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Planning</li> <li>• Situational assessment</li> <li>• Physical protective measures</li> </ul>	<ul style="list-style-type: none"> <li>• Development of state-led disaster housing task force plan</li> <li>• Establishment of State Disaster Recovery Coordinator</li> <li>• Completion of State Housing Strategy template</li> </ul>

**B. Federal Award Information**

**Award Amounts, Important Dates, and Extensions**

**Available Funding for the EMPG:                   \$350,100,000**

**FY 2019 EMPG Allocations**

EMPG awards are based on section 662 of the *Post-Katrina Emergency Management Reform Act of 2006*, as amended, (6 U.S.C. § 762). All 50 states, the District of Columbia, and Puerto Rico receive a base amount of 0.75 percent of the total available funding appropriated for the EMPG program. Four territories (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands) receive a base amount of 0.25 percent of the total available funding appropriated for the EMPG program. The remaining balance of the funds appropriated for the EMPG funds are distributed on a population-share basis. Pursuant to Article X of the Federal Programs and Services Agreement of the *Compact of Free Association Act* (Pub. L. No. 108-188), a set amount of funds (\$100,000 total) are also available from the Disaster Relief Fund for the Federated States of Micronesia and for the Republic of the Marshall Islands.

<b>FY2019 Emergency Management Performance Grants (EMPG) Funding Allocations</b>			
<b>State/Territory</b>	<b>Allocation</b>	<b>State/Territory</b>	<b>Allocation</b>
Alabama	\$5,728,503	New Hampshire	\$3,486,269
Alaska	\$3,093,229	New Jersey	\$8,281,372
Arizona	\$7,178,562	New Mexico	\$3,955,470
Arkansas	\$4,538,597	New York	\$15,033,121
California	\$27,741,329	North Carolina	\$9,217,971
Colorado	\$6,241,339	North Dakota	\$3,107,603
Connecticut	\$4,893,426	Ohio	\$10,047,089
Delaware	\$3,239,095	Oklahoma	\$5,128,617
District of Columbia	\$3,071,016	Oregon	\$5,285,849
Florida	\$16,148,783	Pennsylvania	\$10,756,709
Georgia	\$9,304,231	Rhode Island	\$3,296,331
Hawaii	\$3,526,926	South Carolina	\$5,853,113
Idaho	\$3,738,816	South Dakota	\$3,185,166
Illinois	\$10,714,815	Tennessee	\$6,923,547
Indiana	\$6,873,938	Texas	\$20,848,936
Iowa	\$4,628,961	Utah	\$4,632,111
Kansas	\$4,473,630	Vermont	\$3,022,662
Kentucky	\$5,462,165	Virginia	\$8,033,215
Louisiana	\$5,583,804	Washington	\$7,409,645
Maine	\$3,474,806	West Virginia	\$3,771,594
Maryland	\$6,461,761	Wisconsin	\$6,316,264
Massachusetts	\$7,007,447	Wyoming	\$2,991,828
Michigan	\$8,971,802	Puerto Rico	\$4,653,729
Minnesota	\$6,187,759	U.S. Virgin Islands	\$942,924
Mississippi	\$4,521,266	American Samoa	\$907,271
Missouri	\$6,514,927	Guam	\$981,525
Montana	\$3,299,499	Northern Mariana Islands	\$908,013
Nebraska	\$3,849,969	Republic of the Marshall Islands	\$50,000
Nevada	\$4,551,655	Federated States of Micronesia	\$50,000
<b>Total</b>			<b>\$350,100,000</b>

**Period of Performance: 36 months**

Extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to the [Preparedness Grants Manual](#).

DHS/FEMA anticipates the overall period of performance for awards issued under this NOFO will be up to 84 months, encompassing five program years. DHS/FEMA anticipates that it will fund a program year every twelve months, and that the period of performance for the funds provided in each program year will be three years. The funds provided under this announcement will be for the first program year, which will have a three-year period of performance. Annual funding for program years two through five is not currently available and will only be provided subject to the availability of funds. Should funding become available for additional program

years, applicants will be required to submit an application and proposed budget for approval by DHS/FEMA before any additional funds are awarded.

**Projected Period of Performance Start Date(s):** October 1, 2018

**Projected Period of Performance End Date(s):** September 30, 2021

**Funding Instrument:** Grant

### **C. Eligibility Information**

#### **Eligible Applicants**

State or territorial governments (the State Administrative Agency (SAA) or the State's Emergency Management Agency (EMA)).

#### **Eligibility Criteria**

All 56 states and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia (collectively "state or territory"), are eligible to apply for FY 2019 EMPG funds. Either the SAA or the EMA is eligible to apply directly to FEMA for EMPG funds on behalf of each state or territory. However, only one application will be accepted from each state or territory.

#### **Other Eligibility Criteria**

##### **Emergency Management Assistance Compact (EMAC) Membership**

In support of the Goal, EMPG recipients must belong to, be located in, or act as an EMAC temporary member state, except for American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Commonwealth of the Northern Mariana Islands, which are not currently subject to these requirements. All assets supported in part or entirely with FY 2019 EMPG funding must, where applicable, be readily deployable to support emergency or disaster operations per existing EMAC agreements.

##### **National Incident Management System (NIMS)**

Prior to allocation of any Federal preparedness awards in FY 2019, recipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Please see the [Preparedness Grants Manual](#) for more information on NIMS.

##### **Cost-Share or Match**

The FY 2019 EMPG program has a cost-share requirement. The recipient contribution can be cash (hard match) or third-party in-kind (soft match). Eligible EMPG program applicants shall agree to make available non-Federal funds to carry out an EMPG award in amount not less than 50 percent of the total project cost. In other words, the Federal share applied toward the EMPG budget shall not exceed 50 percent of the total budget as submitted in the application and approved in the award. If the total project ends up costing more, the recipient is responsible for any additional costs; if the total project ends up costing less, the recipient may owe FEMA an amount required to ensure that the federal cost share is not in excess of 50 percent. A state must at least equally match (cash or third party in-kind) the Federal

contribution pursuant to sections 611(j) and 613(a) of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Pub. L. No. 93-288), as amended, (42 U.S.C. §§ 5121 *et seq.*). Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. The recipient's contribution should be specifically identified. These non-Federal contributions have the same eligibility requirements as the Federal share.

DHS/FEMA administers cost-matching requirements in accordance with 2 C.F.R. § 200.306. To meet matching requirements, the recipient contributions must be verifiable, reasonable, allowable, allocable, necessary under the grant program, and in compliance with all applicable Federal requirements and regulations.

For example, if the Federal award were at a 50 percent cost share and the total approved budget cost was \$100,000, then:

Federal share is 50 percent of \$100,000 = \$50,000

Recipient share is 50 percent of \$100,000 = \$50,000

However, with this example, if the total cost ended up being \$120,000, the Federal share would remain at 50 percent of the total approved budget at the time of application of \$100,000. If the total cost ended up being \$80,000, then the 50 percent Federal share would decrease to \$40,000, and the recipient cost share would be \$40,000.

In accordance with 48 U.S.C. § 1469a, cost-match requirements are waived for the insular areas of the U.S. territories of American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and the Republic of the Marshall Islands.

#### **D. Application and Submission Information**

##### **Key Dates and Times**

**Date Posted to Grants.gov:** April 12, 2019

**Application Submission Deadline:** May 29, 2019 5:00 p.m. ET

All applications **must** be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. **DHS/FEMA will not review applications that are not received by the deadline or consider them for funding.**

DHS/FEMA may, however, extend the application deadline, upon request, for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline or other exigent or emergency circumstances. Extensions based on exigent or emergency circumstances will be made on case-by-case basis, with the final determination resting with DHS/FEMA. Applicants who experience technical issues must notify the EMPG Regional Program Manager before the application deadline.

If applicants do not know their FEMA Regional Program Manager or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at 800 368-6498 or by e-mail at [askcsid@fema.gov](mailto:askcsid@fema.gov), Monday through Friday, 9:00 a.m. – 5:00 p.m. ET.

**Anticipated Funding Selection Date:** August 2, 2019

**Anticipated Award Date:** No later than September 30, 2019

**Other Key Dates**

<b>Event</b>	<b>Suggested Deadline for Completion</b>
Obtaining a DUNS number	May 1, 2019
Obtaining a valid EIN	May 1, 2019
Updating SAM registration	May 1, 2019
Submitting initial application in Grants.gov	May 22, 2019
Submitting final application in ND grants	May 29, 2019, 5:00 p.m. ET

**Agreeing to Terms and Conditions of the Award**

By submitting an application, the applicant agrees to comply with the requirements of this NOFO and the terms and conditions of its award, should it receive an award.

**Address to Request Application Package**

Please see the [Preparedness Grants Manual](#) for information on requesting and submitting an application.

**Content and Form of Application Submission**

Applicants must first submit their initial application on Grants.gov and the final submission in ND Grants.

Please see the [Preparedness Grants Manual](#) for additional information and detailed steps on how to submit an application.

**Unique Entity Identifier and System for Award Management (SAM)**

For information on the Unique Entity Identifier and SAM, see the [Preparedness Grants Manual](#).

**Electronic Delivery**

DHS/FEMA is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS/FEMA requires applicants to submit their initial applications online through [Grants.gov](#) and final applications through [ND Grants](#).

**How to Register to Apply through Grants.gov**

Please see the [Preparedness Grants Manual](#) for information on requesting and submitting an application.

**How to Submit an Initial Application to DHS/FEMA via Grants.gov**

Please see the [Preparedness Grants Manual](#) for information on requesting and submitting an application.

### **Submitting the Final Application in the Non-Disaster Grants System (ND Grants)**

After submitting the initial application in [Grants.gov](#), eligible applicants will be notified by DHS/FEMA and asked to proceed with submitting their complete application package in [ND Grants](#). Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their application.

In [ND Grants](#), applicants will be prompted to submit all the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities

In addition, applicants must submit copies of the following in ND Grants:

- Program Work Plan (located in the “Related Documents” tab in the Grants.gov posting for the FY 2019 EMPG);
- Indirect Cost Rate Agreement, if applicable.

Applicants must submit copies of the following in ND Grants, if applying for construction projects:

- Standard Form 424C, Budget Information (Construction)
- Standard Form 424D, Standard Assurances (Construction)

For assistance registering for the ND Grants system, please contact [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800)865-4076. For step-by-step instructions on using the ND Grants system and other guides, please see <https://www.fema.gov/non-disaster-grants-management-system>.

### **Timely Receipt Requirements and Proof of Timely Submission**

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt, a tracking number (GRANTXXXXXXXX) from Grants.gov, and an Agency Tracking Number (EMX-2019-XX-XXXX) with the successful transmission of their initial application. This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants. All applications must be received in ND Grants by 5:00 PM Eastern Time on May 29, 2019. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

### **Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; <https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf>).

### **Funding Restrictions**

EMPG recipients may only fund activities and projects that are included and approved in the FY 2019 EMPG Work Plan. Activities and projects may include capability sustainment supported by previous EMPG funds provided the sustainment activity is cited in the FY 2019 Work Plan. For additional information on funding restrictions, please see the [Preparedness Grants Manual](#) for information on funding restrictions.

### **Environmental Planning and Historic Preservation (EHP) Compliance**

Please see the [Preparedness Grants Manual](#) for information on EHP Compliance.

### **Emergency Communications and Resilience**

Please see the [Preparedness Grants Manual](#) for information on Emergency Communications and Resilience.

### **FirstNet**

Please see [Preparedness Grants Manual](#) for information on FirstNet.

### **Pre-Award costs**

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and if they are included in the award agreement. To request pre-award costs, a written request must be included with the application and be signed by the Authorized Representative of the applicant. The request letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs and a justification for approval.

### **Cost Principles**

All costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

### **Direct Costs**

Please see the [Preparedness Grants Manual](#) for additional information on Direct Costs.

#### **Planning**

Planning costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

#### **Organization**

Organization costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

#### **Equipment**

Equipment costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

### **Training**

Training costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

### **Exercises**

Exercise costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

### **Travel**

Domestic travel costs are allowed under this program, as provided for in this NOFO and the [Preparedness Grants Manual](#). International travel is not an allowable cost under this program unless approved in advance by FEMA.

### **Construction and Renovation**

Construction and renovation costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

### **Operational Overtime**

Operational overtime costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

### **Maintenance and Sustainment**

Funding may be used to sustain programs that help achieve core capabilities that, while they may not be physically deployable, support national response capabilities, such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the Response Mission Area of the Goal, and fusion centers.

For additional details on the use of funds for maintenance and sustainment costs, please refer to the [Preparedness Grants Manual](#).

### **Management and Administration (M&A) Costs**

M&A costs are allowed for both state or territory and local-level EMAs. A state EMA may use up to 5 percent of the EMPG award for M&A purposes. In addition, local EMAs may retain and use up to 5 percent of the amount they receive from the state for local M&A purposes. If the SAA is not the state or territory-level EMA, the SAA is not eligible to retain funds for M&A.

M&A costs and activities are not operational costs; they are those costs and activities incurred in direct support of the grant or as a consequence of the grant and should be allocated across the entire lifecycle of the grant. They are directly related to managing and administering the award, such as financial management and monitoring. It should be noted that salaries of state and local emergency managers are not typically categorized as M&A costs unless the state or local EMA chooses to assign personnel to specific M&A activities.

### **Indirect (Facilities & Administrative [F&A]) Costs**

Indirect costs are allowable under this program, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (that is, a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application and must be provided to FEMA before indirect costs are charged to the award.

### **EMPG Work Plan Instructions**

All EMPG applicants are encouraged to use the templates provided in the [Preparedness Grants Manual](#) to submit a required Work Plan that outlines the state's emergency management sustainment and enhancement efforts, including new and ongoing activities and projects, proposed for the EMPG period of performance. The Work Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline. This document is also located in the Related Documents tab of the [Grants.gov](#) EMPG posting.

## **E. Application Review Information**

### **Application Evaluation Criteria**

Please see the [Preparedness Grants Manual](#) for information on Application Evaluation Criteria.

### **Financial Integrity Criteria**

Prior to making a Federal award, DHS/FEMA is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk based considerations of the applicant:

1. Financial Stability;
2. Quality of management systems and ability to meet management standards;
3. History of performance in managing federal award;
4. Reports and findings from audits; and
5. Ability to effectively implement statutory, regulatory, or other requirements.

### **Supplemental Financial Integrity Review**

If the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently \$250,000 (*see* Section 805 of the National Defense Authorization Act for Fiscal year 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>):

- i. Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS/FEMA is required to review and consider any information about the applicant that is in the designated

- integrity and performance system accessible through SAM (currently FAPIIS).
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
  - iii. DHS/FEMA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205 federal awarding agency review of risk posed by applicants.

## **Review and Selection Process**

### **Initial Review**

DHS/FEMA's Regional EMPG Managers conduct all pre-award reviews for EMPG grants. All EMPG Work Plans will require final approval by the appropriate FEMA regional office.

Funds for recipients who have not submitted their EMPG Work Plan as part of their application will not be released until such Work Plan is received, reviewed, and approved by DHS/FEMA. Recipients will be notified by their FEMA Regional Program Manager should any component of the EMPG application require additional information.

### **Overall Review**

FEMA regions are responsible for reviewing submitted applications. Each FEMA Regional EMPG Manager reviews the FY 2019 EMPG Work Plans for their states or territories to assess the proposed EMPG investments against recognized emergency preparedness needs, including support for maintenance and sustainment of core capabilities and progress made toward implementing the National Preparedness System.

## **F. Federal Award Administration Information**

### **Notice of Award**

Please see the [Preparedness Grants Manual](#) for information on Notice of Award.

### **Administrative and National Policy Requirements**

Please see the [Preparedness Grants Manual](#) for information on Administrative and National Policy Requirements.

### **Obligation or Transfer to State EMA and Pass-Through Funding**

Each state or territory shall obligate 100 percent of its total EMPG allocation to the designated state-level EMA. If the SAA is also the EMA, this requirement is automatically met. If the SAA

is a separate agency or has a separate budget process, then all EMPG funds must be obligated to the EMA within 15 days of the grant award date.

In instances where the state EMA is making sub-awards to local jurisdictions, DHS/FEMA expects the state EMA to make these awards as expeditiously as possible.

### **Reporting**

Please see the [Preparedness Grants Manual](#) for information on Reporting, including financial, programmatic, and closeout reporting and disclosing information per 2 C.F.R. § 180.335.

### **Federal Financial Reporting Requirements**

See the [Preparedness Grants Manual](#) for information on Federal Financial Reporting requirements.

### **Program Performance Reporting Requirements**

See the [Preparedness Grants Manual](#) for information on Performance Reporting requirements.

### **2019/2020 Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Process**

Please see the [Preparedness Grants Manual](#) for information on the THIRA and SPR process.

### **Supplemental Information Reporting Systems**

**Grant Reporting Tool (GRT):** EMPG recipients will submit their Biannual Strategy Implementation Report (BSIR) information in the GRT. EMPG recipients are responsible for filing a BSIR report in the GRT twice a year and should register to create an account as soon as possible. Recipients should go to the following link and follow the links to create a new account: <https://www.reporting.odp.dhs.gov/>. This report is used to track the progress toward the completion of projects.

**Unified Reporting Tool (URT):** The URT is DHS/FEMA's collection mechanism for THIRA, SPR, and related preparedness information. The FY 2019 URT includes questions related to NIMS adoption and implementation, Comprehensive Preparedness Guide (CPG) 101v2 compliance, and other preparedness questions, as appropriate. Information on the URT, including when recipients will receive the tool and how to use the tool, will be sent to recipients later in 2019.

### **Closeout Reporting Requirements**

Please see the [Preparedness Grants Manual](#) for information on Closeout and Reporting requirements.

## **G. DHS Awarding Agency Contact Information**

### **Contact and Resource Information**

#### **Centralized Scheduling and Information Desk (CSID)**

CSID is a non-emergency comprehensive management and information resource developed by DHS/FEMA for grants stakeholders. CSID provides general information on all DHS/FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, state, and local levels. When necessary, recipients will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by email at [ASKCsid@fema.gov](mailto:ASKCsid@fema.gov), Monday through Friday, 9:00 a.m. – 5:00 p.m. ET.

### **DHS/FEMA/GPD Grant Operations Division**

GPD's Grant Operations Division Business Office provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the FEMA's Grant Operations Help Desk via email at [ASK-GMD@fema.gov](mailto:ASK-GMD@fema.gov).

### **FEMA Regional Offices**

FEMA Regional offices manage, administer, and conduct the application budget review, create the award package, approve, amend, and close out awards, as well as conduct cash analysis, financial and programmatic monitoring, and audit resolution for the EMPG. The Regions also provide technical assistance to EMPG awardees. FEMA Regional Office contact information is available at: <https://www.fema.gov/fema-regional-contacts>

### **GPD Environmental Planning and Historic Preservation (GPD EHP)**

The DHS/FEMA GPD EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to [gpdehpinfo@fema.gov](mailto:gpdehpinfo@fema.gov). EHP Technical Assistance, including the EHP Screening Form, can be found at: <https://www.fema.gov/media-library/assets/documents/85376>.

### **Systems Information**

#### **Grants.gov**

For technical assistance with [Grants.gov](https://www.grants.gov), please call the [Grants.gov](https://www.grants.gov) customer support hotline at (800) 518-4726.

#### **ND Grants System**

For technical assistance with the ND Grants System, please contact the ND Grants Helpdesk at [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800) 865-4076, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET.

#### **Payment and Reporting System (PARS)**

DHS/FEMA uses the DHS/FEMA [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments. DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, the recipients must complete a Standard Form 1199A, Direct Deposit Form.

## **H. Additional Information**

GPD has developed the [Preparedness Grants Manual](#) to guide applicants and recipients of grant funding on how to manage their grants and other resources. Information on the following list of

topics is included in the manual. Recipients seeking guidance on policies and procedures for managing Preparedness Grants should reference the manual for further information.

Examples of information contained in the [Preparedness Grants Manual](#) include:

- Conflicts of Interest in the Administration of Federal Awards and Subawards
- Extensions
- Monitoring
- Procurement Integrity
- Other Post-Award Requirements

In response to recent disasters, FEMA has introduced a new lifelines construct, to enable the continuous operation of government functions and critical business essential to human health, safety, or economic security during and after a disaster. To learn more about lifelines, please refer to the [Preparedness Grants Manual](#), or visit <https://www.fema.gov/media-library/assets/documents/177222>.