

FISCAL YEAR 2009
EMERGENCY MANAGEMENT PERFORMANCE
GRANT

**A Competitive Grant
for Local Emergency Management Disciplines**

GUIDANCE AND APPLICATION KIT

May 2010

North Dakota Department of Emergency Services
Division of Homeland Security
PO Box 5511
Bismarck, ND 58506-5511

Part I.

Funding Opportunity Description

FY 2009 Emergency Management Performance Grant (EMPG) Program provides funds to assist State and local governments to enhance and sustain all-hazards emergency management capabilities.

Local emergency management have the opportunity to use EMPG funds to further strengthen their ability to support emergency management mission areas while simultaneously addressing issues of national concern as identified in the National Priorities of the National Preparedness Guidelines.

Supporting National Priorities

The National Preparedness Guidelines, issued in September 2007, provide an all hazards preparedness goal as directed by Homeland Security Presidential Directive (HSPD)-8. The National Preparedness Guidelines reinforce the fact that preparedness is a shared responsibility and seek to organize and synchronize national (including Federal, State, local, tribal, and territorial) efforts to strengthen national preparedness. The National Preparedness Guidelines outline eight national priorities to guide preparedness efforts and that meet the Nation's most urgent needs. EMPG directly supports several of these national priorities, including strengthening planning, expanding regional collaboration, and implementing the National Incident Management System (NIMS) and National Response Framework (NRF).

Strengthen Planning. The 2006 Nationwide Plan Review highlighted the critical importance of effective catastrophic all-hazards planning, which includes pre-disaster hazard mitigation planning, as well as planning for post-disaster recovery and reconstruction. State and local jurisdictions must engage in comprehensive national and regional planning processes that seek to enhance emergency management and emergency response capabilities. The planning processes can be supported through strengthened national and regional relationships and the allocation of resources toward all-hazards planning.

State and local emergency management agencies should also continue to focus on enhancing response planning. Some response planning activities include conducting a thorough capability assessment of critical response areas, such as commodities management, debris clearing, fuel and emergency power, shelter (including general population, special needs, and pets), transportation and evacuation, communications, and search and rescue. This planning effort should set the baseline of current resources and identify resources available through various partnerships. After this initial assessment, stakeholders will have the ability to define various disaster scenarios and use modeling to project potential needs for any incident which would stretch stakeholder resources. After determining the potential shortfalls by comparing capabilities and needs, States and local jurisdictions should focus on actionable strategies to address identified shortfalls. Examples of strategies supported by EMPG include the

development of new contracts with the private sector, new agreements with nongovernmental organizations (NGOs), providing additional training, hosting coordination workshops, or additional reliance on the Emergency Management Assistance Compact (EMAC) and other interstate agreements.

Expand Regional Collaboration. Standardized structures and processes for regional collaboration enable entities to collectively manage and coordinate activities for operations and preparedness consistently and effectively.

States must work closely with FEMA regional offices in developing their EMPG Work Plans to address critical assessment findings and ensure appropriate regional coordination and collaboration.

Implement NIMS and NRF. NIMS, released in March 2004, provides a consistent framework for government entities at all levels to work together to manage domestic incidents, regardless of cause, size, or complexity. NIMS includes a core set of guidelines, standards, and protocols for incident command and management, preparedness, resource management, communications and information management, supporting technologies, and coordination and maintenance to promote interoperability and compatibility among Federal, State, local, tribal, and territorial capabilities. Meeting NIMS compliance requirements remains necessary for States to receive Federal preparedness funding. The NRF, released in draft in September 2007 and approved in its final version on January 22, 2008, establishes a comprehensive, national, all-hazards approach to domestic incident response. Replacing the former National Response Plan, the NRF presents an overview of key response principles, roles and structures that guide the national response. Emergency managers at all levels of government should strive to ensure that emergency management plans and operations are conducted in alignment with the NIMS and NRF.

PART II.

AWARD INFORMATION

This section summarizes the award period of performance and the total amount of funding available under the FY 2009 EMPG Competitive Grant, describes the basic distribution method used to determine final grants awards, and identifies eligible applicants for FY 2009 EMPG Competitive Grant funding.

Period of Performance

This announcement reflects a very short term grant consisting of funds available from the FY 2009 EMPG Grant. Sub-grantees must have the ability to complete all activities and expend the grant funds awarded by September 30, 2010.

The period of performance for successful applicants of this competitive grant is July 1 through September 30, 2010. **No extensions will be granted!**

Available Funding

Approximately \$267,000.00 is available for the FY 2009 EMPG competitive grant.

PART III.

ELIGIBILITY INFORMATION

A. Eligible Applicants

The county/tribal emergency management discipline is the only entity eligible to apply for the FY2009 EMPG Competitive Grand funds.

All local (county) and tribal governments were required to update their respective NIMS Compliance Assistance Support Tool (NIMSCAST) assessments by September 30, 2009. Compliance with this federal requirement is a condition of receiving federal preparedness funding assistance. Therefore, applications will not be accepted from those local and tribal governments that did not complete the NIMSCAST update. Contact Dave Rice at 701-328-8250 or at drice@nd.gov for information on the status of your county's or tribes NIMSCAST.

B. Cost Sharing

FY 2009 EMPG Competitive grant has a 50 percent Federal and 50 percent local cost share, cash match requirement. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds.

C. Restrictions

Preference will be given to FY 2009 emergency manager salary and benefits not covered by the original FY 2009 EMPG allocations and to P-25 compliant mobile and portable radios.

In addition, any project requiring an EHP review will not be funded due to the time constraints.

PART IV.

APPLICATION AND SUBMISSION INFORMATION

A. Application Process

Completed applications must be submitted to DES no later than 4:30 p.m. Central Standard Time, June 21, 2010. Applications must be received at DES by the deadline to be considered for funding (late applications will not be considered). Applications may be submitted by mail to ND Department of Emergency Services, Division of Homeland Security, PO Box 5511, Bismarck, ND 58506-5511. Or they may be submitted electronically to: twleinga@nd.gov. Or faxed to 701-328-8181 ATTN: Tim Leingang.

Application Evaluation

NDDES will evaluate and act on applications within 15 days of the submission deadline. All applications will be formally reviewed by DES staff.

B. Funding Restrictions

The following pages outline general allowable and unallowable EMPG costs guidance.

1. Management and Administrative (M&A) Costs Guidance

M&A activities are those defined as directly relating to the management and administration of EMPG funds, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless local EMA chooses to assign personnel to specific M&A activities. Local EMAs may retain and use up to **3% of their subaward** from the State for local M&A purposes.

2. Allowable Costs

Planning

FY 2009 EMPG Competitive Grant funds may be used for a range of emergency management planning activities. Grant recipients should place a high priority on developing/enhancing scenario specific plans that incorporate activities across the pillars of prevention, protection, and response and recovery.

Equipment

Allowable equipment categories for FY 2009 EMPG are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us>.

The Standardized Equipment List (SEL) is located at this site as well. In some cases, items on the SEL are not allowable under EMPG or will not be eligible for purchase unless specific conditions are met. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

States that are using EMPG funds to purchase Interoperable Communications Equipment (Category 6) must consult SAFECOM's coordinated grant guidance which outlines standards and equipment information to enhance interoperable communications. This guidance can be found at <http://www.safecomprogram.gov>. Additionally, grantees are encouraged to coordinate with other State and local partners in integrating their interoperable communications plans and projects as outlined in each State's State Communication Interoperability Plan (SCIP), which were submitted to DHS in December 2007 as part of the DHS/Department of Commerce's Public Safety Interoperable Communications (PSIC) Grant Program.

Training

EMPG funds may be used for a range of emergency management-related training activities to enhance the capabilities of State and local emergency management personnel through the establishment, support, conduct, and attendance of training.

3. Unallowable Costs

- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness or response functions), general-use vehicles, licensing fees, weapons systems and ammunition.
- Personnel costs (except for costs as detailed above). Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- Activities unrelated to the completion and implementation of the EMPG.
- Other items not in accordance with the portions of the AEL and allowable costs listed in Part IV B.

4. Non-supplanting Requirement. Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

5. Environmental and Historic Preservation Compliance. NDDES is required by FEMA is to consider the potential impacts to the human and natural environment of projects proposed for FEMA funding. FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations.

Due to short term of this grant, any project requiring and EHP review will not be funded.

C. Questions

If you have any questions about this guidance or the application you may contact Tim Leingang by email at twleinga@nd.gov or (701) 328-8251.