

FY17 EMPG Information

The information below is based on the FY16 EMPG Guidance and may change in part or whole to accommodate any changes to legislation and/or state compliance requirements.

Purpose of this Subaward

The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide federal funds to states to assist state, local, and tribal governments in preparing for all hazards. Funds provided under the EMPG must be used to support activities that contribute to the Operational Area's capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made.

Performance Period

The overall performance period for FY17 EMPG is July 1, 2017 through March 31, 2018. Pending receipt of all valid application materials, subrecipients may request retroactive reimbursement of Financial Management Forms Workbook (FMFW) approved activities and budgeted items to the start of the performance period listed above; with the exception of equipment and critical emergency supplies. **Procurement of equipment and critical emergency supplies shall occur only after the OA is in award and the subrecipient receives an official award letter, and any applicable federal, as well as state, restrictions associated with these items have been met. All subaward activities must be completed and all grant funds expended within the designated period. Final reimbursement requests must be received by the OA no later than April 10, 2018.**

Match Information

The FY17 EMPG requires a dollar-for-dollar match. This can be cash or third party in-kind contributions. Refer to 2 C.F.R. § 200.29 and § 200.306 for specific details. You cannot use federally funded staff or purchases as a match. If you are using staff time as a match then you must have that time recorded in your financial management system as such. Staff time must be recorded and EMPG activity must be noted on that record. Functional time sheets may be required. Records must be maintained with documentation showing the project that the match time is supporting and activities. Time sheets must be kept along with a copy of the payroll register or copy of actual pay stub.

Applicant Responsibilities

The applicants' responsibilities are to:

1. Submit a finalized FMFW application, both electronic copy and hard copy, to the OA as soon as possible, but no later than July 7, 2017; along with all other required application components.
2. Comply with all terms and conditions contained in the Grant Assurances submitted with the FY17 EMPG application. In addition, if the OA subawards funds to other entities, their subaward agreements/contracts must also include these same terms and conditions; along with any local requirements.

3. Prepare and submit timely Performance Reports for the duration of the performance period.
4. Maintain financial management systems that support subaward activities in accordance with 2 C.F.R. § 200.302.
5. Submit revision requests to the OA and obtain approval prior to incurring any associated expenditures; if changes are required after the initial subaward. Further details are included in this guidance under “Subaward Modifications.”
6. De-obligate unexpended subaward funds to the OA after all work has been completed and reimbursements have been disbursed.
7. Maintain property, programmatic, and financial records in accordance with the 2 C.F.R. Part 200 record retention requirements.
8. Comply with the audit requirements in 2 C.F.R. Part 200 Subpart F—Audit Requirements.
9. Complete all EMPG requirements associated with federal and state objectives; including but not limited to, staff training and exercises.
10. Submit all subaward-related paperwork including: Performance Reports, Reimbursement Requests, Modification Requests, and Amendments, by the identified due dates.
11. Comply with 2 C.F.R. Part 200 and FEMA Grant Programs Directorate (GPD) Policies.
12. Comply with DHS FY 2017 EMPG Program NOFO and the Cal OES FY 2017 EMPG Program - California Supplement to the Federal Program NOFO, as applicable.

Procurement (2 CFR 200.320)

You must use the most stringent rule for procurement whether it be City, State or Federal. The State/Federal standard is as follows: Micro Purchase- \$3.5 K and requires no quotes but should be equitable distribution. Small Purchase- is up to \$150,000 and requires at least 3 quotes but does not require a cost or price analysis. Sealed Bids- are greater than \$150,000 and require a minimum of 3 bids and price is a major factor and is used for construction projects. Competitive Proposals- are for fixed price or cost reimbursement greater than \$150,000 and requires 3 bids and RFPs with evaluation methods. Sole Source- (or noncompetitive) procurements exceeding the *simplified acquisition threshold* (which is currently set at \$150,000) require Cal OES *prior* written approval.

Note: This method of procurement must be approved by your local Purchasing Agent prior to submitting a request to the OA for Cal OES approval. A copy of the Purchasing Agent’s approval must be included with the Sole Source Form submission; additional documentation supporting the procurement effort may also be requested for review by Cal OES.

NIMS Adoption

In accordance with the Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, the adoption and implementation of the National Incident Management System (NIMS) is a requirement to receive federal preparedness assistance, through grants, contracts, and other activities. By accepting this award you are certifying that your agency will complete the NIMS Implementation Tool, is working on your metrics, and has adopted and implemented NIMS.

Validating Capabilities Objective: Exercise

All EMPG Program-funded personnel **shall participate in no less than three exercises in a 12-month period.** This 12-month period shall be the subaward performance period of July 1, 2016 – June 30, 2017, regardless of time extensions. EMPG Program-funded personnel are any personnel paid at any percentage with EMPG funding, including M&A staff. There is no specific requirement for level of “participation” in the exercises; so, observation and attendance satisfies the objective. The exercises can be of any type (e.g., discussion-based or operations-based) within the performance period (see <https://www.fema.gov/media-library/assets/documents/32326>).

2. An After Action Report/Improvement Plan (AAR/IP) must be completed by the host of each EMPG-funded exercise and submitted to hseep@fema.dhs.gov, and a copy sent to your EMPG Program Specialist within 90 days after the completion of an exercise.

3. A summary of all collected corrective action items and the tracking of their implementation shall be reported as part of the EMPG quarterly reporting.

Additional information and guidance related to AAR/IPs and the National Exercise Program (NEP) Base Plan can be found on the Homeland Security Exercise and Evaluation Program (HSEEP) website at <https://www.fema.gov/media-library/assets/documents/32326>.

Note: It is acceptable to submit an Exercise Summary Report for Seminars and Workshops in lieu of a full AAR/IP. E-mail the copies of the AAR/IPs to the OA.

Validating Capabilities Objective: Training

Training activities supported with EMPG Program funds should strategically align to the NPG core capability identified in the MY-TBP. To ensure the development of a professional emergency management workforce, all EMPG Program-funded personnel shall complete 11 training requirements and record proof of completion. EMPG Program-funded personnel are any personnel paid at any percentage with EMPG funding; this includes M&A staff funded by EMPG Program funds. **All EMPG Program-funded personnel shall complete the following training requirements by April 1, 2018:**

National Incident Management System (NIMS) Training:

IS 100.b Introduction to Incident Command System (ICS)

IS 200.b ICS for Single Resources and Initial Action Incident

IS 700.a National Incident Management System, An Introduction

IS 800.b National Response Framework, An Introduction

FEMA Professional Development Series (PDS):

IS 120.a Introduction to Exercises

IS 230.d Fundamentals of Emergency Management

IS 235.c Emergency Planning

IS 240.b Leadership and Influence

IS 241.b Decision Making and Problem Solving

IS 242.b Effective Communication

IS 244.b Developing and Managing Volunteers

The aforementioned listed courses are available on-line and at no cost from the FEMA Emergency Management Institute (EMI) at the following links:

<http://training.fema.gov/IS/NIMS.aspx> & <http://training.fema.gov/is/searchis.aspx?search=PDS>

Note: The “G” course series and classroom-based equivalents can be used as an alternate to satisfy these training requirements. Past completion of the above courses (or qualifying equivalent) is considered acceptable in meeting this requirement. Recorded proof of completion, such as certificates of completion, must exist and be kept on file by the subrecipient and be made available for review upon request.

Training Feedback Number

In order for EMPG Program funds to be utilized for training-related purposes, subrecipients must first obtain a Training Feedback Number. Training Feedback Numbers must be obtained no later than thirty (30) days prior to the training event. **All terrorism related training must go to bid no matter the cost. TLO training cannot be provided by any other entity outside of the jurisdiction’s fusion center.** To be considered for a Training Feedback Number, subrecipients must complete a Training Request Form and submit it electronically to Cal OES. Training tracking numbers are not required at the time of application however will be required prior to the OA application going to the state. You will be notified as to when we will need the number.

Training Request Forms can be completed at the following link:
<https://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm>

System for Award Management (SAM)

The System for Award Management (SAM) includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving federal contracts, certain subcontracts, and certain federal assistance and benefits. Contractor disbarment verification can be obtained from the following website: <https://www.sam.gov>.

Maintenance and Sustainment

The use of EMPG funds for maintenance contracts, warranties, repair or replacement costs, upgrades, licenses, and user fees are allowable under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to (i.e., at the same time and under the same subaward as) the original purchase of the system or equipment, the period covered by a maintenance agreement or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty, and address the requirements identified in FEMA Information Bulletin (IB) 379.

Supplanting

Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated or budgeted for the same purpose through non-federal sources. In the event that supplanting is suspected, the subrecipient will be required to supply documentation demonstrating or certifying that a reduction in non-federal resources occurred for reasons other than the receipt, or expected receipt, of federal funds.

STRATEGIC GOALS AND OBJECTIVES

1. Enhance prevention and detection capabilities to protect our state and critical infrastructure from all hazards.

Objective 1.5

Institutionalize hazard identification, risk assessment, and hazard-mitigation planning to reduce vulnerability and provide e

2. Strengthen California's ability to plan, prepare for and mitigate disasters, emergencies and terrorist events.

Objective 2.1

Enhance state and regional operational capabilities and readiness.

Objective 2.2

Strengthen planning for both intentional and natural disasters.

Objective 2.3

Encourage citizen preparedness while integrating the needs of vulnerable populations.

Objective 2.4

Provide tools to develop and maintain continuity plans for both the private and public sector.

Objective 2.5

Enhance agriculture food systems and animal health preparedness.

Objective 2.6

Expand statewide training and exercises across all mission areas, while enhancing professional training for emergency m

Objective 2.7

Enhance resource management through implementation of the California Metrics project.

3. Effectively respond to and quickly recover from both intentional and natural disasters.

Objective 3.1

Institutionalize Recovery Planning

Objective 3.3

Increase regional readiness by enhancing primary and alternate EOCs. Relevant activities include exercises to enable pa
appropriately equipped and that all reference resources are accurate and current.

Objective 3.4

Expand the Standardized Emergency Management System (SEMS) to ensure inclusion of all customer groups.

Objective 3.5

Strengthen alert and warning systems to ensure the delivery of clear and consistent public information.

Objective 3.6

Enhance Geographic Information system (GIS) and information-mapping capabilities.

Objective 3.7

Strengthen operable and interoperable communications.

5. Strengthen and unify Cal EMA's operations and management to increase operational efficiency and effectiveness

Objective 5.1

Develop and implement Agency retention plans.

Objective 5.2

Increase organizational opportunities for learning and professional growth.

Objective 5.3

Coordinate and align California's emergency management planning efforts to achieve overall consistency.

<u>Core Capabilities by Mission Area</u>				
Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Forensics and Attribution	Access Control and Identity Verification	Community Resilience	Critical Transportation	Economic Recovery
Intelligence and Information Sharing	Intelligence and Information Sharing	Long-term Vulnerability Reduction	Environmental Response/Health and Safety	Health and Social Services
Interdiction and Disruption	Interdiction and Disruption	Risk and Disaster Resilience Assessment	Fatality Management Services	Housing
Screening, Search, and Detection	Screening, Search, and Detection	Threats and Hazard Identification	Infrastructure Systems	Infrastructure Systems
	Physical Protective Measures		Mass Care Services	Natural and Cultural Resources
	Risk Management for Protection Programs and Activities		Mass Search and Rescue Operations	
	Cybersecurity		On-scene Security and Protection	
	Supply Chain Integrity and Security		Operational Communications	
			Public and Private Services and Resources	
			Public Health and Medical Services	
			Situational Assessment	
Planning, Public Information and Warning, and Operational Coordination are core capabilities common to all mission areas.				

FY17 Allocation

E-1: City/County Population Estimates with Annual Percent Change

January 1, 2016

FY17 EMPG

County/City \$603,885	Population 1/1/2016	%	5K Base \$145,000	Per Capita \$428,690	Total
Riverside	2,347,828				
Banning	30,834	1.313%	\$5,000	\$5,630	\$10,630
Beaumont	45,118	1.922%	\$5,000	\$8,238	\$13,238
Calimesa	8,289	0.353%	\$5,000	\$1,513	\$6,513
Canyon Lake	10,681	0.455%	\$5,000	\$1,950	\$6,950
Cathedral City	54,261	2.311%	\$5,000	\$9,908	\$14,908
Coachella	45,407	1.934%	\$5,000	\$8,291	\$13,291
Corona	164,659	7.013%	\$5,000	\$30,065	\$35,065
Eastvale	63,162	2.690%	\$5,000	\$11,533	\$16,533
Hemet	80,070	3.410%	\$5,000	\$14,620	\$19,620
Indian Wells	5,412	0.231%	\$5,000	\$988	\$5,988
Indio	88,058	3.751%	\$5,000	\$16,079	\$21,079
Lake Elsinore	61,006	2.598%	\$5,000	\$11,139	\$16,139
La Quinta	39,977	1.703%	\$5,000	\$7,299	\$12,299
Menifee	89,004	3.791%	\$5,000	\$16,251	\$21,251
Moreno Valley	205,383	8.748%	\$5,000	\$37,501	\$42,501
Murrieta	113,795	4.847%	\$5,000	\$20,778	\$25,778
Norco	26,896	1.146%	\$5,000	\$4,911	\$9,911
Palm Desert	49,335	2.101%	\$5,000	\$9,008	\$14,008
Palm Springs	46,654	1.987%	\$5,000	\$8,519	\$13,519
Perris	73,722	3.140%	\$5,000	\$13,461	\$18,461
Riverside	324,696	13.830%	\$5,000	\$59,286	\$64,286
Temecula	109,064	4.645%	\$5,000	\$19,914	\$14,000
Wildomar	35,168	1.498%	\$5,000	\$6,421	\$11,421
Balance of County	364,413	15.521%	\$5,000	\$66,538	\$176,496