

# Issue Analysis Form



**Date:** December 8, 2020  
 Emergency Management  
 Performance Grant -  
 Supplementary – Authority to  
**Item:** Apply  
 Emergency Management  
**Lead Department(s):** (Fire/EMS) / County Finance  
 Paul Mauger, Donald Hunter  
**Contact Person(s):** & Betsy Drewry

## Description and Current Status

Fire & EMS (Emergency Management) is seeking permission to apply for a Virginia Department of Emergency Management (VDEM) Emergency Management Performance Grant – Supplemental [EMPG-S].

On November 16, 2020, County Administration and Emergency Management was made aware of an opportunity to apply for a **\$49,804 EMPG-S grant**. The grant has a local match requirement of \$49,804, and VDEM has indicated that CARES Coronavirus Relief Funds can be used to satisfy the local match requirement.

The notification and additional clarification are provided as **Attachment A**. The focus of the grant funds are to strengthen COVID preparedness and resilience, particularly in under-resourced communities and disproportionately impacted communities.

The Deputy Coordinator for Emergency Management collaborated with the Director of Fire/EMS, Police Chief and Police Community Services Lieutenant to determine the best use of this funding.

To meet the intent of the grant award, and serve the community for education, testing and potential vaccination opportunities, the team is requesting that the funds be used for an event trailer and related supplies, and for a second electronic message board. See listing of estimate costs as **Attachment B**.

Event Trailer (and supplies)	\$15,529.12
Stalker Message Center 360	\$18,841.12
<u>Balance / TBD</u>	<u>\$15,433.76</u> [recommendation and pricing in progress]
<b>Grant Total</b>	<b>\$49,804.00</b>

The local match requirement can be satisfied with purchases already made using CARES CRF funding for 1) a Stalker Message Center 360 \$18,841.12 and 2) a heavy duty truck for the Police Department \$43,151.32 (total \$61,992.44).

**Board action requested:**

Approval to accept the EMPG-S grant award and outline intended uses of the grant funding in related grant application.

Appropriation of grant funds.

A draft resolution is included for board consideration and possible approval.

**Government Path**

- |   |   |  |
|---|---|--|
| <b>Does this require IDA action?</b>                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Does this require BZA action?</b>                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Does This require Planning Commission Action?</b>  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Does this require Board of Supervisors action?</b> | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>Does this require a public hearing?</b>            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>If so, before what date?</b>                       | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |

**Fiscal Impact Statement**

There is no expected fiscal impact to the County as the grant is being provided by VDEM and the local match is being satisfied with purchases made using CARES CRF.

**County Impact**

Approval of grant acceptance will allow staff to purchase additional items that will serve the community and strengthen COVID preparedness and resilience.

**Notes**



ATTACHMENT A  
**COMMONWEALTH OF VIRGINIA**  
Department of Emergency Management

9711 Farrar Court, Suite 200, North Chesterfield, Virginia 23236  
TEL 804.267.7600 TDD 804.674.2417 FAX 804.272.2046

**CURTIS C. BROWN**

State Coordinator of  
Emergency Management

November 16, 2020

Mr. Percy C. Ashcraft  
County Administrator  
Prince George County  
P.O. Box 68  
Prince George, VA 23875

RE: FY 2020 2020 Emergency Management Performance Grant - Supplemental (EMPG-S)

Dear Mr. Ashcraft:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2020 2020 Emergency Management Performance Grant - Supplemental (EMPG-S) CFDA 97.042** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Coronavirus Aid, Relief, and Economic Security (CARES) Act*, Div. B (Pub. L. No. 116-136).

Your locality has been allocated funding for:

**Project Title: 2020 Emergency Management Performance Grant - Supplemental (EMPG-S)**  
**Federal Grant Allocation: \$49,804.00**  
**Subrecipient's Required Cost Share/Match Amount: \$49,804.00**  
**Total Grant Award: \$99,608.00**  
**Obligation Period: November 16, 2020 to November 16, 2021**

**\*This letter serves as notification of your allocation and is not an authorization to incur expenditures.** Funds will be formally awarded to your locality through a Grant Agreement issued by VDEM upon its satisfactory review of your application package submission and approval of a budget application in VDEM's Electronic Grants Management System (eGMS).\*

You must initiate these steps, described under *Accessing Your Allocation*, **within 30 days from the date of this notification** or funds will be re-allocated. If extenuating circumstances such as local board approval will prevent you from meeting the 30 day deadline, please notify your Grant Administrator as soon as possible.

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OPT-Out Notice

Complete and return this form via email to: [vdemgrants@vdem.virginia.gov](mailto:vdemgrants@vdem.virginia.gov) with the subject line: "OPT-Out Notice", before **December 16, 2020**.

I **do not** want to be a recipient of the EMPG-S funds at this time, but reserve the right to enter the program next fiscal year.

Please note that your decision will not be made effective until **December 16, 2020**.

PRINT Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
CITY/TOWN or COUNTY OFFICIAL

Date: MM/DD/YYYY

Program Overview and Objective

The Fiscal Year (FY) 2020 Emergency Management Performance Grant Program – COVID-19 Supplemental (EMPG-S) assists states, territories, tribes, and local governments with their public health and emergency management activities supporting the prevention of, preparation for, and response to the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency. Through this funding opportunity, FEMA will award funding to support planning and operational readiness for COVID-19 preparedness and response, development of tools and strategies for prevention, preparedness, and response, and ongoing communication and coordination among federal, State, local, tribal, and territorial partners throughout the response.

The FY 2020 EMPG-S will provide federal funds to assist 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. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, EMPG-S supports the goal to Strengthen National Preparedness and Resilience. EMPG-S supports comprehensive, all-hazards emergency preparedness system by building and sustaining the core capabilities contained in the Goal. EMPG funding is used to support a whole community approach to strengthen a state’s or community’s emergency management program. Examples of tangible EMPG-S funded activities include:

- Development of a culturally tailored and relevant communications campaign to baseline and identify enhancements resulting in improved emergency response outcomes for marginalized populations in the COVID-19 environment
- Host community engagement events (such as virtual community town halls, etc.)
- Procurement of contractual support for work plan definition
- Completion of an equity assessment and social vulnerability analysis
- Completion of a community health/ needs assessment to help guide future response efforts (including vaccine uptake/administration)

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- Equitably address emerging and immediate basic needs in diverse and under-resourced communities
- Build partnerships with community-based organizations who are trusted and have a history of serving disproportionately impacted communities
- Co-host emergency preparedness activities
- Co-host equity centered trainings and tabletop exercises
- Co-host ongoing emergency preparedness seminars
- Support essential and front-line workers in high-risk places and job
- Create and implement mitigation activities related to slowing the spread of COVID-19 in at-risk and under-resources communities
- Procure supplies to support at-risk populations with disaster response and recovery
- Convene and build partnerships with diverse, and non-traditional organizations who serve trusted resources to marginalized communities
- Plan equitable testing events and conduct outreach for testing events

VDEM recognizes the critical role of emergency management at the local level. Strong local emergency management programs keep the Commonwealth safer, and allow state and local government to respond and recover effectively and efficiently when an emergency or disaster occurs. The objective of the EMPG-S, then is to provide funds to assist State, local, tribal, and territorial emergency management agencies with preventing, preparing for, and responding to the COVID-19 public health emergency.

*Important Award Terms and Conditions*

Subrecipients must comply with the following federal requirements:

FY 2020 Emergency Management Performance Grant Program (EMPG) Notice of Funding Opportunity (NOFO)

[Emergency Management Performance Grant Program COVID-19 Supplemental \(EMPGS-S\) NOFO](#)

The Preparedness Grants Manual

[Preparedness Grants Manual](#)

Department of Homeland Security Standard Terms and Conditions for 2020

[DHS Standard Terms and Conditions](#)

2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

[2 CFR Part 200 Uniform Administrative Requirements](#)

*Cost Share/Match*

The federal share that is used towards the EMPG-S Program budget must be at least 50 percent of the total budget. The subrecipient must equally match (cash or in-kind) the federal contribution pursuant to Sections 611(j) and 613 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Pub. L. No. 93-288), as amended, (42 U.S.C. §§ 5121et seq.). Unless otherwise authorized by law, federal funds cannot be matched with other federal funds. FEMA administers cost matching requirements in accordance with 2 CFR §200.306 located at <https://www.ecfr.gov>. To meet matching requirements, the

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contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

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

Your local emergency management agency may retain and use up to five percent of the award for local management and administration purposes. M&A activities are those directly related to managing and administering LEMPG Program 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 the local emergency management agency 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 (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.

To access your allocation, you must complete the following steps **within 30 days from the date of this notification**:

#### *Accessing Your Allocation*

**Step 1:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to download your subaward acceptance documents from the home page. Re-upload all required forms to eGMS. Read how to upload required forms by [clicking here](#) to view the home page of your eGMS user account. Below is the list of required items that comprise the VDEM subaward acceptance package:

- Application Checklist [cover sheet]
- LEMPG Project Form [Only required for LEMPG subawards]
- Online Budget (to be built and submitted in [eGMS](#))
- Points of Contact (POC) Form
- FEMA Environmental and Historic Preservation (EHP) Screening Form
  - All projects must comply with EHP requirements. Subrecipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. For more information, please visit <https://www.vaemergency.gov/grants/all-forms/> or contact your Grants Administrator.
- Grant Assurances Form
- FEMA 20-16C Form

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- SF-LLL – Certification Regarding Lobbying Form
- \*Work Elements Agreement – [\*Only required for LEMPG subawards]
- \*\*Federally Negotiated Indirect Cost Rate Agreement – [\*\*Only required if you intend to charge indirect costs. Must be valid for the period of performance and federally signed]

**Step 2:** Log in to the VDEM electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to complete and submit a budget application for your allocation:

Click on Grant Management, Budget Application, from the drop-down menu. Click the link named 2020 2020 Emergency Management Performance Grant - Supplemental (EMPG-S) to complete your budget application. Following review and approval of the budget by the Grants Administrator, notification will be sent through an eGMS automated message to the email address of the user. If you do not have access to eGMS, please contact your Grants Administrator.

#### Reporting

Subrecipients are obligated to submit [Quarterly Progress Reports](#) as a condition of their subaward. Quarterly progress reports must be submitted via your eGMS account within **15 days** following the end of the quarter. The schedule for reporting is as follows:

#### **Timetable and Deadlines for LEMPG Progress Reporting:**

[Quarter 1 of 5] Time Period: November 16, 2020 to December 31, 2020

**Quarter 1 Report Due: On or Before January 15, 2021**

[Quarter 2 of 5] Time Period: January 1, 2021 to March 31, 2021

**Quarter 2 Report Due: On or Before April 15, 2021**

[Quarter 3 of 5] Time Period: April 1, 2021 to June 30, 2021

**Quarter 3 Report Due: On or Before July 15, 2021**

[Quarter 4 of 5] Time Period: July 1, 2021 to September 30, 2021

**Quarter 4 Report Due: On or Before October 15, 2021**

[Quarter 5 of 5] Time Period: October 1, 2021 to November 16, 2021

**Quarter 5 Report Due: On or Before December 16, 2021**

#### **LEMPG Final Progress Report:**

Due: On or Before December 16, 2021

**Within 30 days following the end of the period of performance**, subrecipients must upload a [Final Progress Report](#) detailing all accomplishments throughout the period of performance along with the completed Work Elements Final Report into their eGMS account. After these reports have been submitted, reviewed and approved by the Grants Office and Chief Regional Coordinators, a close-out notice will be issued which will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the record retention requirements for grant records. The subrecipient must return any funds that have been drawn down, but remain unliquidated in its financial records.

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#### **Period of Performance Extensions**

Extensions to this program are allowed. Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests addressed to VDEM, and must contain specific and compelling justifications as to why an extension is required. Subrecipients are advised to coordinate with the Grant Administrator, as needed, when preparing an extension request. All extension requests must address the following:

1. Grant program, fiscal year, and subaward ID number in eGMS
2. Reason for delay that must include details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the applicable deadline
3. Current status of the activity/activities
4. Approved period of performance termination date and new project completion date
5. Amount of funds drawn down to date
6. Remaining available funds, both Federal and non-Federal
7. Budget outlining how remaining Federal and non-Federal funds will be expended
8. Plan for completion, including milestones and timeframes for achieving each milestone, and the position/person responsible for implementing the plan for completion.
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work, as described in the approved budget.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the grant recipient with vendors or subrecipients prevent completion of the project within the existing period of performance
- The project must undergo a complex environmental review that cannot be completed within existing period of performance
- Projects are long-term by design and therefore acceleration would compromise core programmatic goals
- Where other special circumstances exist

Recipients must submit all extension requests to VDEM via upload into eGMS **no later than 90 days prior to November 16, 2021.**

Initiate the steps described under *Accessing Your Allocation* **within 30 days from the date of this notification.** If you have any questions regarding this award, please contact Lisa Anderson in the Grants Office at 804-267-7721 or [lisa.anderson@vdem.virginia.gov](mailto:lisa.anderson@vdem.virginia.gov).



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Sincerely,



Cheryl Adkins  
Chief Financial Officer

CA/la

cc: Mr. Donald Hunter, Coordinator, Emergency Management  
Mr. Jack King, Director of Regional Support, East Division  
Ms. Donna Pletch, Chief Regional Coordinator, Region 1




**FEMA**

**Grant Programs Directorate Information Bulletin  
No. 458**

**October 5, 2020**

**MEMORANDUM FOR:** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All State Homeland Security Directors  
All State Emergency Management Agency Directors

**FROM:** Christopher P. Logan   
Acting Assistant Administrator  
Grant Programs Directorate  
Federal Emergency Management Agency

**SUBJECT:** **Clarifying Guidance for Emergency Management  
Performance Grant (EMPG) and COVID-19 EMPG  
Supplemental (EMPG-S) Programs**

**I. Purpose**

This Information Bulletin (IB) provides clarifying guidance on certain allowable costs and meeting the cost share/match requirements for the EMPG and EMPG-S programs.

**II. Applicability**

This IB is applicable to recipients and subrecipients of all Fiscal Year (FY) 2020 EMPG-S awards and all open EMPG awards.

**III. Guidance**

A. Cost Share/Match Requirements and Allowability. This section provides additional guidance regarding the cost share or match requirement under EMPG and EMPG-S as stated in the Notices of Funding Opportunities (NOFOs) for each program.

1) Cost Share/Match Requirement. Both the EMPG and EMPG-S programs require a minimum 50 percent recipient cost share or match as stated in the NOFOs for each

program<sup>1</sup>. The recipient contribution can be cash (hard match) or third party in-kind (soft match). See 2 C.F.R. § 200.306 for further guidance relating to cost sharing or matching.

- 2) *Use of Another Federal Award for Cost Share.* A grant recipient cannot use funds from another federal award to meet the EMPG and/or EMPG-S cost share requirements unless the other federal agency permits the use of the program funds for that purpose. See 2 C.F.R. § 200.306(b)(5).
  - i. In the case of EMPG and EMPG-S awards, the U.S. Department of the Treasury has indicated that its Coronavirus Relief Fund (CRF) payments can be used to meet the non-federal cost share requirements to the extent that the cost share entails expenses that satisfy eligibility criteria under both the CRF and the EMPG or EMPG-S programs (as applicable). For additional information visit Treasury's [Coronavirus Relief Fund Frequently Asked Questions](#).<sup>2</sup>
  - ii. If a recipient or subrecipient wants to use another federal agency's funding, including CRF, to cover the non-federal cost share of a FEMA grant, it should confirm with that other federal agency that doing so is an allowable use of those other funds. Examples may include through express permission in the terms of the other federal award or confirmation from the agency itself.
  - iii. FEMA is not responsible for any impermissible outlays a recipient or subrecipient may make under another agency's program. It is the responsibility of the recipient or subrecipient both to ensure the other Federal agency permits its funds being used as a non-federal cost share and to verify whether the expenses associated with the cost share amount are otherwise allowable under that federal award and program.
- 3) *Soft Cost Share/Match Allowability.*
  - i. In cases where the recipient or subrecipient chooses to apply a soft match (third-party in-kind), the match must be permissible under the scope of the particular award and otherwise allowable under the prescribed terms of the EMPG or EMPG-S program and award, as applicable. In addition, the dollar value of the cost share/match must be limited to the amount associated with the allowable EMPG or EMPG-S activity. Further, consistent with other grant programs that

<sup>1</sup> In accordance with 48 U.S.C. § 1469a, and as described in the NOFOs, cost-match requirements are waived for the insular areas of the U.S. territories of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

<sup>2</sup> For cost match, the relevant Treasury guidance comes from Question 49 of the FAQs, which provides:

***Are States permitted to use Coronavirus Relief Fund payments to satisfy non-federal matching requirements under the Stafford Act, including "lost wages assistance" authorized by the Presidential Memorandum on Authorizing the Other Needs Assistance Program for Major Disaster Declarations Related to Coronavirus Disease 2019 (August 8, 2020)?***

Yes. As previous guidance has stated, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. States are fully permitted to use payments from the Fund to satisfy 100% of their cost share for lost wages assistance recently made available under the Stafford Act.

See U.S. Treasury, *Coronavirus Relief Fund Frequently Asked Questions* (updated Sept. 2, 2020), p. 10, available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>.

allow a soft match, the recipient or subrecipient must be able to provide appropriate documentation to corroborate the claimed soft match and prove that the relevant portion of the soft match has been applied to only one federal grant program. See generally 2 C.F.R. § 200.306(b).

- ii. In accordance with 2 C.F.R. § 200.306, the value of third-party volunteer services and property donations, including donating buildings or land for construction/facilities acquisition projects or long-term use, may qualify as a soft match under the EMPG and EMPG-S programs. As explained above, the match must be permissible under the scope of the particular award and otherwise allowable under the prescribed terms of the EMPG or EMPG-S program and award, as applicable. In addition, for EMPG-S, FEMA cautions that the recipient or subrecipient should consider whether the property will continue to support COVID-19 preparedness after the current crisis has ended. See Section D.III below regarding property use and disposition requirements.

**B. EMPG-S Allowable Costs and Related Soft Match Guidance.**

- 1) *Clarification of EMPG-S Allowable Costs.* In general, allowable costs under the EMPG-S program parallel that of the regular EMPG program, with the exception that EMPG-S funded activities must assist State, local, tribal, and territorial (SLTT) emergency management agencies with preventing, preparing for, and responding to the COVID-19 public health emergency. Therefore, the use of EMPG-S funding must be limited to those costs directly associated with emergency management activities and expenses that directly support the COVID-19 public health emergency.
  - i. For example, SLTTs can use EMPG-S funding to expand their Emergency Operations Center (EOC) activities in support of the COVID-19 emergency. However, use of EMPG-S funding to support the costs associated with normal, steady-state EOC operations (i.e. not associated with the COVID-19 emergency) would not be allowable, though such costs are allowable under the standard EMPG program.
  - ii. As another example, some SLTT agencies have seen a significant increase in E-911 activity since the beginning of the COVID-19 emergency. EMPG-S funding may be used to support the additional COVID-19 related costs but may not be used for normal (budgeted) E-911 costs that are not COVID-specific and are beyond the scope of EMPG-S.
  - iii. These examples supplement, and are not intended to limit, the guidance and requirements regarding allowable costs in the EMPG-S NOFO.
- 2) *Clarification of EMPG-S Soft Match Allowability.* The foregoing explanation also applies to any in-kind match. Referring to the E-911 example above, some of a state's E-911 operating costs – those based on COVID-19 related activities – may be applied to the 50 percent cost share requirement. However, the dollar value associated with the soft match must be limited to that portion of the state's operating costs that are attributable to the COVID-19 emergency; e.g., based on the percentage increase in calls that are COVID-19 related. In addition, the state's soft match may be applied to only one federal grant program. See 2 C.F.R. § 200.306(b)(2). In other words, if the state is using certain funds to satisfy the cost share requirement for another federal program, the state cannot use those same funds to meet the matching requirement for EMPG-S.

### C. Allowable Equipment

#### 1) Supplemental EMPG-S Guidance.

- i. In accordance with Appendix A of the [FY 2020 EMPG-S Notice of Funding Opportunity \(NOFO\)](#), EMPG-S funding may be used to purchase equipment included in the following sections of the [Authorized Equipment List \(AEL\)](#):
  - Personal Protective Equipment (PPE) (Section 1)
  - Information Technology (Section 4)
  - Interoperable Communications Equipment (Section 6)
  - Detection Equipment (Section 7)
  - Decontamination Equipment (Section 8)
  - Medical Equipment (Section 9)
  - Power Equipment (Section 10)
  - Physical Security Enhancement Equipment (Section 14)
  - CBRNE Logistical Support Equipment (Section 19)
  - Other Authorized Equipment (Section 21)
- ii. The AEL is currently being updated to include EMPG-S on the applicable equipment pages identified above. ***In the interim, where the AEL language conflicts with or appears to be inconsistent with the EMPG-S NOFO guidance, the EMPG-S NOFO takes precedence.*** Therefore, all equipment listed in the AEL sections outlined above is considered allowable under EMPG-S. However, as with all EMPG-S funded investments, the recipient or subrecipient must demonstrate that the purchase of such equipment is necessary to prevent, prepare for, and respond to coronavirus.

#### 2) Allowable Equipment Guidance Applicable to Both EMPG and EMPG-S: Situations Requiring Prior Approval.

- i. In general, with exception of critical emergency supplies and the associated inventory management plan<sup>3</sup>, equipment included in the AEL may be purchased without separate approval from FEMA. However, as with all grant-funded activities, the equipment purchase must be well justified and reasonable. Furthermore, in the case of EMPG and EMPG-S funded equipment, the purchase must be supported by the approved work plan in accordance with guidance outlined in the applicable [EMPG](#) or [EMPG-S NOFO](#). If the equipment is not clearly supported by the approved work plan, the recipient must seek advance approval from the applicable [FEMA Regional Grant Program Office](#) prior to purchasing the equipment, and an updated work plan may be required.
- ii. FEMA will consider requests to purchase equipment that is not listed in the AEL on a case-by-case basis. Such requests should be submitted in writing to the applicable [FEMA Regional Grant Program Office](#). FEMA's review and approval of such requests will involve both the FEMA regional office and GPD program

We need checking workplan workplan VDEM.

<sup>3</sup> In accordance with the FY 2020 EMPG and EMPG-S NOFOs, critical emergency supplies—such as shelf stable products, water, and basic medical supplies—are an allowable expense under EMPG-S. Each state must have DHS/FEMA's approval of a five-year viable inventory management plan prior to allocating grant funds for stockpiling purposes. The inventory management five-year plan should include a distribution strategy and related sustainment costs if the grant expenditure is over \$100,000.

staff to ensure nationwide consistency in the decision-making process and to support any necessary updates to the AEL.

#### D. Allowable Construction Costs

- 1) Allowable Costs.
  - i. Construction and renovation costs are allowable under both the EMPG and EMGP-S programs. However, as is required for all EMPG-S funded investments, all construction activities funded through EMPG-S must support preventing, preparing for, and responding to the COVID-19 public health emergency.
  - ii. Although the EMPG and EMPG-S NOFOs and supplemental EMPG guidance contained in the [Preparedness Grants Manual](#) (PGM) refer only to construction of a primary Emergency Operations Centers (EOC) (EMPG and EMPG-S) and communication towers (EMPG only), these examples are not intended to exclude other construction projects as potentially allowable costs under both programs. For example, construction of a facility for the storage of critical emergency supplies, as a Point of Distribution (POD) for emergency distribution, and/or to serve as a staging area for deployment of emergency response resources is potentially an allowable expense under both programs. Other construction or renovation projects, such as a secondary or local EOC, will be considered on a case-by-case basis, as described below in the guidance regarding advanced written approval.
- 2) Advance Approval Requirement. As required in the NOFOs and PGM guidance, recipients must receive advance written approval from DHS/FEMA prior to the use of any EMPG or EMPG-S funds for construction or renovation, including such activities at the sub-recipient level. Such costs would need to fall within the scope of the recipient's final approved Work Plan. Otherwise, an updated Work Plan may be required. In addition, all other requirements specific to construction and renovation activities as outlined in the applicable NOFO, including but not limited to required Environmental and Historic Preservation (EHP) review, shall apply. Such requests should be submitted in writing to the applicable [FEMA Regional Grant Program Office](#). FEMA's review and approval will involve both the regional office and FEMA GPD.
- 3) Property Use and Disposition Requirements.
  - i. Property improved under a federal award falls under the 2 C.F.R. Part 200 guidance for real property. In accordance with 2 C.F.R. § 200.311, a recipient or subrecipient may only use real property acquired or improved under a federal award for the originally authorized purpose as long as needed for that purpose, during which time the recipient or subrecipient must not dispose of or encumber its title or other interests. However, upon the end of that period where it needs the property for the originally authorized purpose, the recipient or subrecipient will then dispose of the property in keeping with the requirements set forth in 2 C.F.R. § 200.311.
  - ii. When planning to use EMPG-S funding for construction activities, FEMA cautions that the recipient or subrecipient should consider whether the property will continue to support COVID-19 preparedness after the current crisis has ended. If the need will not continue past the crisis, the recipient or subrecipient

should be prepared to dispose of the real property and satisfy its financial responsibilities to FEMA at that point, which may include paying FEMA for its share in the current fair market value of the property or the sale price. FEMA's share would generally be calculated by applying the amount of EMPG-S funds in the cost of the original purchase (and costs of any improvements) to the fair market value of the property or the proceeds of the sale of the property.<sup>4</sup>

- iii. When the property is no longer needed for the originally authorized purpose (i.e., the functional use of the property for which FEMA awarded the grant), the recipient or subrecipient (through the pass-through entity) must obtain disposition instructions from the cognizant FEMA Regional Administrator or the pass-through entity.

#### E. Acquisition of Real Property

- 1) Allowable Costs. Acquisition of real property is permissible under both the EMPG and EMPG-S programs if such property is needed to support other allowable program costs or activities.
- 2) Advance Approval Requirement. Consistent with the requirements outlined above regarding construction activities, **recipients and subrecipients** (through the pass-through entity) **must obtain advance written approval from the cognizant FEMA Regional Administrator prior to obligating EMGP or EMPG-S funds for acquisition of real property**. Additionally, in cases of acquisition or improving real property, recipients are required to submit a SF-429-B, Real Property Status Report, Attachment B providing details of the relevant property to be acquired.
- 3) Property Use, Reporting, and Disposition Requirements.
  - i. The acquisition, use, and disposition of real property shall be subject to the provisions of 2 C.F.R. Part 200. In accordance with 2 C.F.R. Part 200, recipients and subrecipients are required to report on the status of the acquired property on an annual basis using SF-429-A Real Property Status Report, Attachment A (General Reporting). Such reporting shall continue as long as the property is being used for the originally authorized purpose.
  - ii. The same use and disposition guidance as outlined in Sections III.E.4 and III.E.5 above applies to real property acquired with EMPG or EMPG-S funds.

#### F. Leasing of Real Property

- 1) Allowable Costs and Advance Approval Requirement. Leasing of real property is permissible if the property is needed to support other allowable EMPG or EMPG-S activities. **Recipients and subrecipients** (through the pass-through entity) **must obtain advance written approval from the cognizant FEMA Regional Administrator prior to obligating EMGP or EMPG-S funds for the leasing of real property**.

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<sup>4</sup> FEMA notes that these requirements governing the disposition of real property acquired or improved with Federal grant funding equally apply to the EMPG program, but FEMA is emphasizing these requirements with respect to EMPG-S because the originally authorized purposes of EMPG-S are more limited than EMPG.

- 2) *Allowable Period of Lease Expenses*. In cases where a property will be leased and the lease will be paid in full or in part using EMPG or EMPG-S funds, any costs associated with the lease that are charged to an EMPG or EMPG-S award must occur within the period of performance of the associated award(s).

#### **IV. Questions**

For questions regarding the EMPG and EMPG-S Programs or allowable expenditures, please contact the applicable [FEMA Regional Grant Program Office](#) or consult the FY 2020 [EMPG](#) or [EMPG-S](#) NOFO and the Preparedness Grants Manual.

#### **V. Review Date**

This IB will sunset upon closure of all impacted EMPG and EMPG-S awards. The guidance applicable to EMPG, as outlined in this IB, will be incorporated into future EMPG NOFOs.



**EMPG-S - Proposed Purchases**

<b>Description</b>	<b>Vendor</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
8.5 X 18 Enclosed Event Trailer	TBD (procure)	1	\$ 5,095.00	\$ 5,095.00
6 Foot Tables	Sam's Club	6	\$ 89.98	\$ 539.88
Chairs	Sam's Club	12	\$ 21.98	\$ 263.76
12 X 12 Tents	Amazon	6	\$ 199.95	\$ 1,199.70
10 X 20 Tents	Amazon	2	\$ 279.99	\$ 559.98
Folding Signs (36" X 24") Large A-Frame	School Fix	8	\$ 96.85	\$ 774.80
Inverter Generator Honda EU-2200 Portable		4	\$ 1,149.00	\$ 4,596.00
Brackets; shelves; tubs other supplies		1	\$ 500.00	\$ 500.00
Portable Lights		4	\$ 160.00	\$ 640.00
Portable Heaters		4	\$ 300.00	\$ 1,200.00
Propane Tanks		4	\$ 40.00	\$ 160.00
<b>Subtotal - Event Trailer</b>				<b>\$ 15,529.12</b>
Stalker Sign		1	\$ 18,841.12	\$ 18,841.12
<b>Total Planned to Date</b>				<b>\$ 34,370.24</b>
<b>Total Grant Funds</b>				<b>\$ 49,804.00</b>
<b>Remaining to Expend</b>				<b>\$ 15,433.76</b>
<b>CARES CRF "Local Match" Expenditures</b>				
Stalker Sign				\$ 18,841.12
Truck (Police)				\$ 43,151.32
<b>Total Local Match - CARES CRF</b>				<b>\$ 61,992.44</b>

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 8<sup>th</sup> day of December, 2020:

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Present:

Donald R. Hunter, Chairman  
Alan R. Carmichael, Vice-Chairman  
Floyd M. Brown, Jr  
Marlene J. Waymack  
T. J. Webb

Vote:

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A-1

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

AUTHORITY FOR EMERGENCY MANAGEMENT (FIRE/EMS) TO COMPLETE AND SUBMIT A VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT (VDEM) EMERGENCY MANAGEMENT PERFORMANCE SUPPLEMENTAL GRANT AND APPROPRIATION OF ANTICIPATED GRANT FUNDS IF AWARDED

WHEREAS, the Prince George Fire/EMS Department (Emergency Management) is requesting approval of the Prince George County Board of Supervisors to apply for a VDEM Emergency Management Performance Supplemental Grant (EMPG-S) to assist with community COVID-19 response purchase an event trailer and related supplies and an electronic message board; and

WHEREAS, the total award is \$49,804 with a local match of \$49,804 which will be satisfied using purchases made from CARES Coronavirus Relief Funds for like purchases.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of December, 2020, does hereby authorize the submission of a grant application to the Virginia Department of Emergency Management (VDEM) for an Emergency Management Performance Grant - Supplemental of \$49,804, which requires a local match of \$49,804 using CARES Coronavirus Relief Funds.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of December, 2020, *if the grant funds are awarded*, does hereby authorize the following increase of funds within the 2020-2021 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0100-03-500-0614-4XXXX	General Fund: Fire/EMS VDEM EMPG-S Grant Purchases	\$49,804.00
<u>Revenue:</u>		
0100-30-601-8305-33XXXX	General Fund: EMPG-S Revenues	\$49,804.00

A Copy Teste:

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Percy C. Ashcraft  
County Administrator