



HI-EMA Emergency Management Performance Grant (EMPG)

## EMPG Subrecipient Quick Reference Guide

Use this Quick Reference Guide to help you throughout the EMPG cycle. For more details, please reach out to your HI-EMA Point of Contact.

### EMPG AT A GLANCE

#### Application

- Develop Workplan for new EMPG opportunity
  - Identify priorities and set SMART goals
- Formulate EMPG budget
  - Ensure all budget items are acceptable and allowable
  - Contact HI-EMA Grants Team for assistance with workplan/budget, if necessary

#### Award

- Follow your Approved Workplan and Budget
- The Memorandum of Agreement (MOA) will provide additional guidelines

#### Implementation & Monitoring

- Submit Quarterly Progress Report and Reimbursement Request\* within 30 days after the end of each quarter
- Maintain all required documentation for future site visit

*\*EMPG funds can be used only for disaster preparedness. Expenses for disaster mitigation, response, and other non-preparedness activities are not reimbursable.*

#### Close-out

- At the end of a grant's Period of Performance (PoP), submit Close-Out Letter, Close-Out Report, and final Reimbursement Request within 120 days after the end of the PoP

## DOCUMENTATION REQUIREMENTS

Documents listed below are subject to review at a site monitoring visit. All documents need to be stored appropriately.

- Emergency Operations Plan (EOP)
- Reimbursement documentation
  - Project related expenses
- Cost Share/Match documentation
- Employee time and attendance (payroll certification/labor logs)
- All EMPG MOAs (retain past 6 years)
- Single Audit Assessment
- Training/Exercise records
- Code of Ethics (to avoid conflicts of interest)
- Procurement Procedural Guide
- Asset and inventory management
  - Procedures
  - Physical inventory lists
  - Prevention of loss, damage, or theft
- Travel (e.g., air, ground, hotel, etc.)
- Environmental and Historic Preservation (EHP) – for building/construction projects
- Record Retention – retain EMPG documentation for 6 years (State guideline)

## DELIVERABLES & DEADLINES

Documents listed below need to be submitted on annual/quarterly basis.

	Complete/Submit to HI-EMA	Significant Dates
<b>Annually</b>	• Self-Risk Assessment ( <a href="#">URL</a> )	Complete annual Self-Risk Assessment prior to submitting new EMPG Application.
	• Emergency Operations Plan (EOP)	EOP must be reviewed and/or revised <u>annually</u> . Submit Record of Change or updated EOP to HIEMA.
	• SAM.gov Unique Entity ID (UEI) - submit pdf	Ensure your agency's SAM.gov registration is up to date. Renew registration annually.
	• Memorandum of Agreement (MOA)	Once your Workplan/Budget are approved, HI-EMA will begin MOA process.
	• Federal Funding Accountability and Transparency Act (FFATA) form	Submit your agency's FFATA Certification form annually with signed MOA.
	• Site visit monitoring (desk review or in-person)	HI-EMA will notify you 2- 4 weeks prior to a visit with a list of documents to compile.
<b>Quarterly</b>	• Quarterly Progress Report (QPR) <ul style="list-style-type: none"> <li>◦ Review Approved Workplan and Budget. Report the status on each quarterly task. If there are delays, provide justifications and projected dates of completion. If delays will cause significant issues, contact your HI-EMA Point of Contact.</li> </ul>	QPRs and RRs are due within 30 days after the end of each quarter: <div style="text-align: right; margin-top: 10px;"> <hr/> <b>Jul – Sep: Due Oct 30</b>  <b>Oct – Dec: Due Jan 30</b>  <b>Jan – Mar: Due Apr 30</b>  <b>Apr – Jun: Due Jul 30</b> <hr/> </div>
	• Reimbursement Request (RR) <ul style="list-style-type: none"> <li>◦ Personnel costs               <ul style="list-style-type: none"> <li>▪ Quarterly time certification for each EMPG-funded individual is required</li> <li>▪ General ledger/financial report w/ payroll details</li> </ul> </li> <li>◦ Operational Utility Costs</li> <li>◦ Supplies (e.g., receipts, invoices)</li> <li>◦ Travels (include justification for travel: TAF* and SCT**)</li> <li>◦ Equipment (Inventory to prove the purchased item is added in agency's inventory)</li> <li>◦ Consultants/Contracts</li> <li>◦ Indirect Costs</li> <li>◦ Trainings with participation fee</li> <li>◦ Additional supporting documents as requested</li> </ul>	

*If the date falls on a weekend or holiday, the deadline is the following business day.*

\*TAF: Travel Approval Form

\*\*SCT: Statement of Completed Travel

- HI-EMA FAQs
  - Who can apply for EMPG funds through HI-EMA?
    - State, local, tribal, and territorial governments
  - What is the typical Period of Performance?
    - Subaward Periods of Performance begin in July of the current year and last just over one year.
  - What kind of reports need to be turned in?
    - Quarterly Progress Reports (QPRs) and Reimbursement Requests (RRs) must be turned in within 30 days after the end of each quarter. A final report, final closeout letter, and final reimbursement request are due within 30 days after the end of the Period of Performance.
  - How much funding is available?
    - Awards are dependent upon the population of Hawaii and any other Congressionally delegated supplementary funds.
  - What kind of projects are eligible for funding?
    - Emergency preparedness activities such as:
      - Siren maintenance
      - Emergency planning
      - Training for emergency situations
  - What costs are eligible?
    - Costs that are directly related to project activities and that are necessary and reasonable for project completion are eligible for reimbursement and can be used as a match.
  - Is a match required?
    - Yes, EMPG funds require a 50% match. These funds are subject to the same requirements as those being reimbursed.
  - How are funds disbursed?
    - EMPG funds are disbursed on a quarterly reimbursement basis.
  - How do funds need to be documented?
    - All documentation must be accurate, complete, and relevant to grant activity completion. Supporting documentation should be sufficient to show proof of payment by subrecipient (e.g. payroll records, completed invoices, etc.). If you have any questions on specific document requirements, reach out to your HI-EMA grants contact or the email below.
  - What if I have more questions?
    - Contact the HI-EMA Grants Team at [dod.hiema.grants@hawaii.gov](mailto:dod.hiema.grants@hawaii.gov) for more information.