

Emergency Management Performance Grant (EMPG)

**FY 2022
Reverted Funding
Guidance**



MONTANA
DISASTER AND EMERGENCY SERVICES
1956 Mt. Majo Street
P.O. BOX 4789
FORT HARRISON, MT 59636

FY 2022 EMPG Reverted Funding Guidance

Montana Disaster and Emergency Services Emergency Management Performance Grant Fiscal Year 2022

Issued By

Montana Disaster and Emergency Services (MT DES)

EMPG Grant Award Number

EMD-2022-EP-00005

Catalog of Federal Domestic Assistance (CFDA)

CFDA Title: Emergency Management Performance Grants (EMPG)

CFDA Number: 97.042

Application Period

Monday, May 22, 2023 – Friday, June 30, 2023

Applications due by 11:59 PM on June 30, 2023

Period of Performance:

Award Date – October 31, 2023 (No extensions are allowable)

Projected Period of Performance Start Date:

Based on available funds

Projected Period of Performance End Date:

October 31, 2023

FY 2022 EMPG Reverted Funding Guidance

Contents

SECTION 1: OVERVIEW	4
I. PURPOSE, SCOPE, PERIOD OF PERFORMANCE	4
Purpose.....	4
Scope.....	4
Award Dates.....	4
II. ELIGIBILITY	5
III. APPLICATIONS	5
Project Budget.....	6
IV. PROJECT SELECTION AND PRIORITIZATION	6
SECTION 2: GRANT (PROJECT) ADMINISTRATION.....	8
V. OBLIGATING DOCUMENT FOR AWARD	8
VI. AGREEMENT ARTICLES	8
VII. STATUS REPORTS AND CLAIMS.....	9
Special Projects Status Reports.....	9
Claims	9
VIII. MONITORING AND RECORDS MANAGEMENT.....	9
Monitoring Visits.....	9
Technical Assistance.....	9
Records Retention.....	9
IX. CLOSEOUT	10

SECTION 1: OVERVIEW

I. PURPOSE, SCOPE, PERIOD OF PERFORMANCE

Purpose

The purpose of this guidance is to identify the process and requirements for awarding reverted EMPG federal funds for projects to local jurisdictions.

Scope

This guidance is not to replace any federal, state, tribal, or local laws, regulations, or policies. The scope covers the application, awarding, and administration of reverted EMPG funds. Reverted funds are those funds which have been unallocated from other sub-awards and are available for reallocation. Reverted funds projects are separated into *Priority One* funds and *Special Project* funds. **Priority One** funds are used to help cover EMPG program expenses that occurred during the original grant period of performance and have not been previously claimed for reimbursement. **Special Project** funds are used to acquire EMPG eligible equipment or accomplish EMPG related projects that were not included in the subrecipient's original EMPG workplan. Reverted fund projects must still comply with the original Notice of Funding Opportunity, 2 CFR 200, and state guidance.

Award Dates

Priority One projects are for jurisdictions who have used their original FY 2022 EMPG award in full, with no funds remaining. Priority One projects are for EMPG eligible expenditures incurred or obligated between July 1, 2022, and June 30, 2023, that have not been previously claimed for reimbursement. Jurisdictions have until October 15, 2023, to request reimbursement for these projects.

Reverted funds period of performance for **Special Projects** will be from Award Date to October 31, 2023, based on when funds become available. Reverted fund project expenses must be obligated and invoiced prior to the end of the period of performance to be eligible for reimbursement. Jurisdictions have until December 15, 2023, to request reimbursement for these projects.

	Reporting Period	Status Report Due Date	Claims Due Date
Priority One	July 1, 2022 – June 30, 2023	N/A	October 15, 2023
Special Project	Award Date – October 31, 2023	November 10	December 15, 2023

FY 2022 EMPG Reverted Funding Guidance

II. ELIGIBILITY

Jurisdictions (County and Tribal DES) participating in EMPG during the state fiscal year will be eligible for reverted funding for projects if they meet the following criteria:

1. Have completed the requirements outlined in the EMPG program guidance (see FY 2022 EMPG Program Guidance), and
2. Can meet the cost share (matching funds) requirements. Reverted fund projects will be hard-match only. EMPG is a 50% Federal and 50% county/tribal funds, and
3. Can complete the project within the period of performance.

Additional requirements for *Priority One* project:

1. Current award funds have been expended in full OR accounted for as an accrual when applying for *Priority One* funds. Jurisdictions that do not account for all the original obligation will have their *Priority One* request reduced accordingly.
2. The expenditures are incurred during the original grant year. (July 1, 2022, to June 30, 2023)

III. APPLICATIONS

Applications for reverted funding will be completed online on the Amplifund Grant Management System as a separate funding opportunity and grant. Applications will be accepted from May 22 to June 30, 2023.

There will be 2 separate applications for reverted funds.

1. *Priority One* application – priority will be given to the jurisdictions whose original FY 2022 EMPG award was used entirely with no funds remaining.

Will consist of the following sections:

- Opportunity Details
- Project Information
- Application Forms, Organization and Project Information
- Budget: Requested expenditures need to coincide with that jurisdiction's FY 2022 budget categories and workplan.

FY 2022 EMPG Reverted Funding Guidance

2. **Special Projects** application will consist of the following sections:

- Opportunity Details
- Project Information
- Application Form, Organization and Project Information:
 - Organization information
 - Project name
 - Core capability addressed
 - Narrative and project outcome/result - Project narrative shall provide a detailed overview of the project and provide information on how the project will enhance your emergency management capabilities and what the desired outcome or result of the project will be
 - Sustainment/maintenance - Includes how you plan on maintaining the project (if applicable),
 - Milestone timeline - Include the steps/timeline needed to accomplish the project within the timeframe
- Budget

Project Budget

The following categories are **not eligible** under the reverted fund projects: personnel salaries and fringe benefits, (exception for *Priority One* Projects as they may include personnel salaries and fringe benefits) construction, indirect costs, management and administration, and soft match.

Please see the FY2022 EMPG Program Guidance for definitions and or descriptions for each budget category.

IV. PROJECT SELECTION AND PRIORITIZATION

Projects will be reviewed by MT DES staff based on eligible and allowable criteria of the budget items in accordance with the 2 CFR 200 and EMPG Notice of Funding Opportunity. Applicants are encouraged to apply for reverted funds that can be matched by the jurisdictions. Eligible projects will be given priority based on the following areas:

First Priority: Will be considered for *Priority One* projects based on the following criteria.

- Priority One projects whose FY 2022 EMPG award was used in full.
- Costs must be expended during the original grant period of performance (POP) and have not yet been previously reimbursed.
- If applications for Priority One Projects exceed the amount available, MT DES will be reasonable in determining distribution.
- Funds not awarded as a first priority will be considered for special project applications.

FY 2022 EMPG Reverted Funding Guidance

Second Priority: Will be considered for *Special Projects* in order of the following sub-priorities rankings:

1. Improvements to emergency operations centers
2. Improvements to daily emergency management programs
3. Lease or purchase of vehicles (vehicles may include radios but not graphics or other modifications- i.e., light bars)
4. Other eligible projects

Reverted funds for *Special Projects* are **not** for salary or routine on-going costs. Each project must have separate applications. Do not combine multiple projects into one application.

SECTION 2: GRANT (PROJECT) ADMINISTRATION

V. OBLIGATING DOCUMENT FOR AWARD

An Obligating Document will be sent to jurisdictions selected for reverted funding. The amended Obligating Document for award is considered fully executed when it has been signed by the authorized sub-recipient signatory official, the MT DES signatory, and the county/tribal authorized representative.

VI. AGREEMENT ARTICLES

Jurisdictions awarded reverted funds under FY 2022 EMPG will be required to follow the original Agreement Articles for the FY 2022 EMPG award. The Agreement Articles specify that sub-recipient is expected to comply with all applicable federal, state, and local laws, ordinances, rules and regulations and expands upon provisions that govern the sub-grant award. Sub-recipients should carefully read the Grant Award Letter and Award Agreement to ensure they understand the conditions that must be met in managing sub-recipient funds.

FY 2022 EMPG Reverted Funding Guidance

VII. STATUS REPORTS AND CLAIMS

Special Projects Status Reports

Sub-recipients will be required to submit a status report in Amplifund for the reverted fund special project. The status report should provide information on how this project supports the Emergency Management Program.

Status reports will be due by November 10 and claims will be required to be submitted by December 15 in order to be processed prior to the federal closure of the grant.

	Reporting Period	Status Report Due Date	Claims Due Date
<i>Special Project</i>	Award Date – October 31, 2023	November 10	December 15, 2023

For more information or questions please contact your District Field Officer or Grant Coordinator.

Claims

EMPG is a cost match grant program, meaning jurisdictions are required to provide a cost match of no less than 50 percent in matching funds as stipulated by the federal grant guidance. Claimed expenses must be verifiable, reasonable, allowable, allocable, and necessary under the grant program. Proof of payment must be submitted with claim request(s). MT DES maintains the right to deny payment of any sub-recipient claim request. Reverted Fund projects must be completed with hard match.

For questions concerning allowable and/or unallowable costs please call your MT DES Grant Coordinator prior to purchasing any items or services. For additional information concerning claims please contact your MT DES Grant Coordinator.

VIII. MONITORING AND RECORDS MANAGEMENT

Monitoring Visits

Reverted Fund project monitoring may be done through a desk review or on-site visit.

Technical Assistance

MT DES will provide technical assistance as needed.

Records Retention

Records retention is established in the grant guidance document.

FY 2022 EMPG Reverted Funding Guidance

IX. CLOSEOUT

If a sub-recipient is unable to expend all funds awarded prior to the end of the grant period of performance (as defined by MT DES), all remaining funds will be de-obligated from the awarded county or tribe and will no longer be available to the sub-recipient.

Close-out of EMPG awards and reverted fund project grants will be administered by MT DES upon determination of grant completion in accordance with 2 C.F.R. § 200.343 and upon receipt of a signed sub-recipient letter requesting closeout. Sub-recipient closeout letters shall be submitted no later than December 31 of each year. MT DES, upon receipt of a completed closeout letter, will provide a closeout confirmation letter to the sub-recipient.