

APPENDIX A: EMPG REALLOCATION PROCESS

A – INTENT

The Emergency Management Performance Grant (EMPG) Program is a DHS/FEMA grant program which focuses on supporting the development and sustainment of all-hazards emergency preparedness at state, local, tribal, and territorial levels.

Within Washington State, EMPG funds are allocated to eligible Emergency Management Organizations (EMOs) as described in Chapter 118-09 WAC: Criteria for Eligibility and Allocation of Emergency Management Assistance (EMA) Funds.

Per Chapter 118-09 WAC, the Director of the Washington Emergency Management Division (WA EMD) has the authority to reallocate EMA funds not expended or accepted by any EMO to sustain and enhance state-wide emergency management capabilities. The application process described herein is intended to assist the Director with determining reallocation awards.

B – GENERAL GUIDELINES

- It is assumed that all jurisdictions apply for, manage, and expend EMA funding in a good-faith effort to build and sustain the core Emergency Management Functions (EMFs) which make up the emergency management program for their community.
- Reallocated funds are intended for use by eligible EMOs to strengthen their capability across core functions. Proposed projects must align with programmatic gaps identified by the EMO.
- Based on current situation, the Emergency Management Advisory Group (EMAG) may determine funding priorities for consideration
- 1`If a jurisdiction has turned back or declined funding, they are precluded from applying for reallocation projects within the same grant year
- All applicable cost match requirements will be met by the applying jurisdiction.
- Home Counties have right of first refusal for funding turned back by cities within their boundaries
- Construction or renovation projects will not be accepted for consideration
- Proposed project budgets should be no more than 15% of the total funding available for reallocation. However, adjustments may be made by the Emergency Management Advisory Group (EMAG) depending on amount of funding available.
- Proposed projects will be rated and scored by the EMAG to determine reallocation awards

C – REALLOCATION PROCESS

IDENTIFICATION OF AVAILABLE FUNDING

The WA EMD Preparedness Grants Section (PGS) will inform the EMAG of funding available for reallocation at the first EMAG meeting of the calendar year. As part of their review process, PGS staff will query eligible Home Counties if they wish to accept funding returned by cities. Returned City funding not accepted by the Home County(ies) will be included in the reallocation “pool.” The EMAG will then determine if the 15% budget limit for proposed projects is reasonable for the available funding, or if an adjustment needs to be made.

APPLICATION SUBMISSION

In coordination with the WA EMD PGS, the EMAG Chair will announce the opening of the reallocation process. The reallocation announcement will include the following information:

- Total amount of funding available
- Project budget limits (15% or other)
- Any identified funding priorities
- Performance period end date
- Application submission deadline
- Award notification date
- *Project Proposal* worksheet (attachment)
- Proposal worksheets and associated documentation should be submitted to the PGS via email: preparedness.grants@mil.wa.gov

EMOs applying for reallocated funds will complete and submit a *WA State EMPG Reallocation Project Proposal* worksheet (attached). Submissions must be returned to WA EMD PGS no later than ten (10) business days from the date of the reallocation announcement.

PGS staff will review the submissions, ensuring the jurisdiction is eligible, and the proposal meets the identified guidelines.

APPLICATION SCORING

Once the WA EMD PGS review is complete, the proposals will be provided to the EMAG for scoring. EMAG members will use the *EMPG Reallocation Worksheet* (attached) to score the proposed projects. The scoring may be completed by the Primary member, the Alternate member, or they may choose to collaborate on a combined score. However, only one set of scores will be accepted from each constituent representative.

EMAG members must have their scoring worksheets returned to WA EMD PGS no later than ten (10) business days from the date the proposals were provided to the EMAG for scoring.

WA EMD PGS staff will compile the scoring results and provide the ranking of projects to the EMAG within two weeks.

Once the rankings are reviewed by the EMAG, the funding recommendations will be forwarded to the WA EMD Director for acceptance and notification to the receiving EMOs.

D – PROCESS REVIEW

This reallocation process will be reviewed every two years, or as warranted. The review shall be conducted during the last scheduled EMAG meeting of even numbered calendar years.