



FREQUENTLY ASKED QUESTIONS

Emergency Management Performance Grant (Non-Disaster Grant, Federal Funded)

This FAQ is broken up into the four phases of grant management: Pre-Award, Award, Post-Award, and Closeout.

Pre-Award

1. What is the name of the Grant and Acronym?

Emergency Management Performance Grant (EMPG, more commonly called LEMPG; L=Local).

2. What is the intent/purpose of the grant?

The focus is an all-hazards approach to emergency management, and the goal is to strengthen preparedness and resilience. EMPGs provide federal funds to states to help them prepare for all hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 et seq.). Title VI of the Stafford Act authorizes DHS/FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from all hazards and to vest responsibility for emergency preparedness jointly in the federal government, the states, and their political subdivisions. The federal government, through EMPG, provides direction, coordination, and guidance, and it provides necessary assistance, as authorized in this title, to support a comprehensive all-hazards emergency preparedness system.

3. What is the CFDA number for the grant?

97.042

4. Why is the grant important to Virginia?

This grant funds critical emergency management functions at the state and local levels. Funding for local governments can help develop or update emergency operation plans, enhance training, perform exercises, and purchase equipment.

5. Who can apply for this grant (list all)?

Local governments that meet the definition of Political Subdivision in the Code of Virginia Emergency Services Disaster Laws, 44.146.16 will receive a minimum allocation of \$7500. This includes “any city or county in the Commonwealth and, for the purposes of this chapter, the Town of Chincoteague and any town of more than 5,000 population that chooses to have an emergency management program separate from that of the county in which such town is located.”

6. When does the grant application period typically open?

EMPG is a formula grant, which does not require a competitive application. However, allocation letters are typically sent out in the early fall.

7. What is the process for the sub-applicant to apply?

There is not a competitive process for EMPG, localities don't apply for funds but do submit a scope of work, budget, milestones, and necessary documents required during an award.

- 8. Who reviews and approves the projects (state, federal, subject matter expert)? Please describe.**
Grant projects are reviewed and approved by each locality's regional grants administrator.
- 9. What special grant requirements must be addressed in the application?**
Actions must be focused on emergency management, and all required and completed documents must be submitted for review.
- 10. Are there scoring criteria?**
No.
- 11. What stakeholders are involved in the application process?**
The Emergency Manager, the locality's grants administrator, and VDEM's grants administrator and regional offices are involved in the process.
- 12. How are stakeholders and potential sub-applicants notified?**
LEMPG-awarded localities receive an allocation letter, and stakeholders receive an email depicting the amounts awarded to each locality. This is accompanied by an agency press release.
- 13. What is VDEM's role in the application process?**
VDEM reviews the grant application documents for accuracy and completeness, and it notifies localities when they have been given grants, including the amount of the award.
- 14. Is there a cost share involved?**
Yes, every federal dollar received from LEMPG must be matched with one dollar from a non-federal funding source. In other words, 50% federal share and 50% non-federal share.
- 15. Are there any application resources that applicants must be aware of? List documents and where can they find them.**
A checklist of required documents and the FEMA-authorized equipment list are provided on FEMA's Notice of Funding Opportunity (NOFO) website and VDEM's website:
<https://www.vaemergency.gov/divisions/finance/grants/>
- 16. When can the applicant expect to be notified if their grant is approved or not?**
The grant review process can take a week or longer, depending upon VDEM's activation level. Sub-recipients can expect to hear about their application within 30 days after submitting the grant application document package. Sub-recipients are notified of their grant and the amount in an allocation letter, which includes specific action steps that must be followed.

Award

- 1. When the application is approved and funds are obligated, how will the applicant be notified?**
Notification is by a grant award letter.
- 2. What is the process to obligate funds? Is there an agreement?**
Yes, a grant agreement accompanies the award letter. It must be signed by the highest-ranking city or county official for funds to be obligated. By signing the grant agreement, the sub-recipient agrees to all the terms and conditions associated with the award.

3. Can VDEM reimburse funds to a sub-recipient who has not agreed to the terms and conditions in the grant award?

VDEM cannot reimburse any funds if the terms and conditions of the grant award are not being met.

4. What is a period of performance?

This is the timeframe in which the actual project objectives must be met. This does not mean that all expenditures must be paid within this timeframe, but all of the work must be completed.

5. What is the liquidation period?

This is a 90 day period in which the sub-recipient must make final payments, reconcile expenditures, request final reimbursement, and closeout the award.

Post-Award

1. What is the responsibility of the sub-recipient?

They are as follows: ensure that project scope is met, complete all reporting requirements, sufficiently document all expenditures, follow the terms and conditions of the grant agreement, submit reimbursement requests regularly, and advise the VDEM grants administrator of any key changes to scope, budget, or timeline.

2. How does the sub-recipient submit quarterly reports?

All quarterly reports are due to VDEM on the fifteenth day after the quarter ends. All quarterly reports must be submitted through <https://vdem.emgrants.com>

- January 1–March 30 (Due to VDEM April 15)
- April 1–June 30 (Due to VDEM July 15)
- July 1–September 30 (Due to VDEM October 15)
- October 1–December 31 (Due to VDEM January 15)

3. How does the sub-recipient submit time extension requests?

These must be submitted through <https://vdem.emgrants.com> at least 90 days before the end of the period of performance. Time extensions must include a justification for the additional time and a revised timeline for completing the scope of work.

4. How does the sub-recipient submit budget amendment requests?

These also are submitted through <https://vdem.emgrants.com>. Budget amendment requests must include the original budget line items and the proposed revised budget line items.

5. How does the sub-recipient submit reimbursement requests?

Reimbursement requests are submitted through <https://vdem.emgrants.com>. Sub-recipients must identify expenses and upload supporting documentation for each expense. Once all expenses are identified and the documentation is uploaded, you may request reimbursement for those expenses. VDEM grants administrators review reimbursement requests for eligibility and completeness.

6. How does the sub-recipient document match?

They upload a document (usually a copy of the payroll for the Emergency Management) with a reimbursement request to <https://vdem.emgrants.com>

7. What type of documentation is required for reimbursement?

It is the responsibility of the sub-recipient to provide sufficient documentation for all expenditures. VDEM cannot reimburse a sub-recipient for an expenditure that was not adequately documented. Documentation typically takes the form of executed contracts and invoices, purchases of supplies and materials, labor rates and hours worked, and proof that the sub-recipient paid that particular expenditure.

Closeout

1. How long after the period of performance ends does the sub-recipient have to request closeout?

90 days after the period of performance ends.

2. What is the process of requesting a closeout of the project?

The request for closeout must be submitted through <https://vdem.emgrants.com>.

3. Do any performance metrics (program) must be documented as a result of completing the grant?

Grant milestones should be captured on the final quarterly report. A site visit by VDEM staff may be required, depending on the scope of work.

4. How long must documents be retained?

Documents must be retained for 3 years from the closeout date.

5. How are the sub-recipients notified of the grant closeout?

Sub-recipients are notified of the grant closeout by email, and they receive a Grants Adjustment Notification (GAN).