

## Michigan Fiscal Year (FY) 2020 Emergency Management Performance Grant COVID-19 Supplemental (EMPG-S) Guidance

### Overview

The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) is offering local emergency management programs which were funded under Fiscal Year (FY) 2020 the Emergency Management Performance Grants (EMPG) the opportunity to request FY 2020 EMPG-S grant funds to support 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.

The EMPG-S program provides federal funds to assist state, local, territorial, and tribal governments in preparing against COVID-19, as authorized by *Coronavirus Aid, Relief, and Economic Security (CARES) Act*, Div. B (Pub. L. No. 116-136); section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended (Pub. L. No. 109-295) (6 U.S.C. § 762); *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 *et seq.*); *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 *et seq.*); and *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 *et seq.*)

### Eligibility

To be eligible to apply, applicants must have been a FY 2020 EMPG-funded program and must be current with all EMPG reporting requirements.

### Period of Performance

MSP/EMHSD will reimburse eligible costs that occurred between January 27, 2020 and September 30, 2021.

### Funding Availability

Eligible applicants may submit costs for reimbursement up to a maximum of \$12,500 for equipment/supplies.

### Application Deadline

Eligible emergency management programs that would like to apply for funds must opt-in to the program by submitting a grant application and initial work agreement with activity reports included. The deadline to submit the application is April 10, 2021. See Appendix B: Submitting Work Agreement for more information.

### Allowable Activities

Equipment and supplies will be the only allowable direct costs under this program. Such costs are allowable only to the extent that they support activities associated with preventing, preparing for, and responding to the COVID-19 public health emergency.

EMPG-S funds may be used to cover eligible expenses in four broad categories:

1. COVID related costs, submitted for consideration under FEMA Public Assistance, that were denied by FEMA as ineligible.

- a. Request for funds should be accompanied by a determination memo from FEMA denying the cost.
2. Projects that would be eligible under the FEMA Public Assistance but were below the required \$3,300 threshold.
3. COVID related items that are ineligible for FEMA Public Assistance, as outlined in FEMA grant guidance and fact sheets, but are eligible under the EMPG-S.
4. COVID-19 vaccination costs not covered by other federal funding sources.

Categories of eligible costs that qualify for funding are detailed under Appendix A: Equipment and Supplies Detail. Categories considered equipment have a correlating Authorized Equipment List (AEL) number. Please see Appendix A: Equipment and Supplies Detail below for additional information.

Projects requiring an Environmental and Historic Preservation (EHP) review are not eligible.

Costs associated with replacement or upgrades to general office equipment or equipment used in an emergency operations center are not eligible.

Consistent with 2 C.F.R. Part 200, no funds awarded under this grant may duplicate the same costs already paid for with funding under FEMA's Public Assistance Program or any other federal program. In addition, EMPG-S funding is not eligible to be used to pay the non-federal cost share under other federal grant programs.

### **Cost Share**

All funded projects will have a 50% cost-share requirement. The 50% cost-share (match) may be met through cash contributions only. Federal funds cannot be matched with other Federal funds and the match provided cannot be used as a match for any other federal program. The matching contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program, in accordance with 2 C.F.R. § 200.306.

MSP/EMHSD will reimburse up to 50% of eligible costs based on reimbursement documentation provided.

### **How to Apply**

To apply, use the Smartsheet Application Link found in Appendix B: How to Submit a Work Agreement of this document or on our website: [www.michigan.gov/EMHSD](http://www.michigan.gov/EMHSD). The hyperlink will open the Smartsheet *FY 20 EMPG-S Application Form*. Fill out all the required fields on the form and attach the completed FY 2020 EMPG-S Work agreement. A copy of the submission for your records can be provided by selecting the checkbox near the bottom before submitting. For any additional questions, please reach out to [EMD\\_HSGP@michigan.gov](mailto:EMD_HSGP@michigan.gov).

All applications must be received by MSP/EMHSD by **11:59 PM, April 10, 2021**. The work agreement must be submitted in the template provided. Applications submitted in a different format will not be accepted. Only one application per jurisdiction will be accepted.

## Completing the Application

Follow the instructions below when completing the Smartsheet form and necessary attachments.

### Applicant Information

- Email Address of Primary Point of Contact: Enter the email address for who the point of contact is for the grant.
- Jurisdiction: Select from the dropdown which jurisdiction this application is for.
- Applicant DUNS #: Enter the Duns and Bradstreet Number (DUNS) number associated with the applicant agency.
- District: Select which District your Agency falls under.
- Upload Attachment: Click on [browse files](#) and upload the completed FY 2020 EMPG-S Work Agreement. Detailed instructions for completing the work agreement are included below.

### Completing the FY 2020 EMPG-S Work Agreement

All eligible emergency management programs must complete the FY 2020 EMPG-S work agreement to be considered for funding. The initial work agreement will require activity reporting covering the period of January 27, 2020 through March 31, 2021. Applicants must submit the initial, completed work agreement as an attachment with your application using the Smartsheet link provided. There are six different objectives that need to be addressed. The initial report will be completed in the rows titled RA (retroactive activities). Answer yes or no for each activity in the "Action Taken" column. Then provide a brief narrative summarizing the primary activities applicable to each objective in relation to your jurisdiction's COVID-19 response in the Comments section. **The comments section for each objective is mandatory, but should be a concise, high-level summary of applicable activities.**

Request your District Coordinator's signature at the top of the form for the initial work agreement. An electronic signature is acceptable. The work agreement must also be signed by the local emergency manager.

Subrecipients will be required to complete a quarterly report for the FY 2020 EMPG-S through the end of the subgrant performance period. The reporting schedule is as follows:

- Initial work agreement, submitted with the application, due April 10, 2021.
- 1<sup>st</sup> Quarterly Report due July 10, 2021.
- 2<sup>nd</sup> and final Quarterly Report due October 10, 2021.

Applicants may choose to submit their application and initial work agreement prior to the April 10<sup>th</sup> deadline. If doing so, please note the date in the Comments section of the work agreement that your initial report will cover. Include a statement that activities after that date will be included in the 1<sup>st</sup> Quarterly Report. Example: you submit your application and initial work agreement on March 3<sup>rd</sup>. State that the activities reported cover the period from January 27, 2020 through March 3, 2021. Activities occurring after March 3<sup>rd</sup> will be included in the 1<sup>st</sup> Quarterly Report.

### **Post Award**

Once applications are received, MSP/EMHSD will issue grant agreements to eligible emergency management programs obligating up to \$12,500 per program. Reimbursement of eligible costs will be based upon submission and review of required documentation and demonstration that the match requirement is met. Subrecipients will be required to submit the EMPG-S Attachment A for an assessment of allowable costs prior to submitting for reimbursement. Grant agreements will be sent electronically, and the email will include the EMPG-S Attachment A form and a Smartsheet link to submit the form. The link is also in Appendix C: Submitting EMPG-S Attachment A of this document as well as on our website: [www.michigan.gov/EMHSD](http://www.michigan.gov/EMHSD). Instructions for completing Attachment A and

submitting for reimbursement are included below.

### Completing the EMPG-S Attachment A

Before submitting for reimbursement, subrecipients must complete and submit an EMPG-S Attachment A form. Attachment A will be used to review the requested costs for eligibility under the FY 2020 EMPG-S. It is recommended that the description of use on the Attachment A is accepted and returned by MSP/EMHSD prior to purchasing any new equipment or supplies.

Attachment A requests an itemized list of costs for which reimbursement will be requested and a total dollar amount. There is also a section titled, "Detailed Description of Use". This section needs to clearly demonstrate that the associated costs are directly related to activities associated with preventing, preparing for, and responding to the COVID-19 public health emergency. Subrecipients may submit the EMPG-S Attachment A for additional costs throughout the performance period of the grant for reimbursements up to \$12,500. For additional information on how to complete the EMPG-S Attachment A, see Appendix C: Submitting EMPG-S Attachment A.

A copy of Attachment A, signed by MSP/EMHSD must be included with all reimbursement packets.

### Reimbursements and Record Retention

Subrecipients will request reimbursements using a Smartsheet link. All reimbursement requests must be received no later than 30 days after the end of the subrecipient period of performance. Any remaining balance of funds by that date will be de-obligated. All reimbursement requests must include the Reimbursement Coversheet with all required supporting documentation attached, including proof of payment. Reimbursements will not be processed until the grant agreement has been signed and returned to MSP/EMHSD.

For additional information on how to submit a reimbursement, see Appendix D: Submitting Reimbursement.

Subrecipients must retain all financial records, supporting documents, and other pertinent materials for at least three (3) years after the grant is closed by the awarding federal agency. For any equipment which meets the recipient or subrecipient equipment acquisition threshold, the subrecipient must retain all financial records, supporting documents, and other pertinent materials for three (3) years after disposition.

## Appendix A: Equipment and Supplies Detail

Allowable equipment and supply purchases are limited to the categories below, with the corresponding Authorized Equipment List (AEL) sections for equipment. To view the online AEL, go to <https://www.fema.gov/authorized-equipment-list>.

Some items listed below are generally considered supplies but may fall under equipment depending on what is purchased. As an example, a large bottle of hand sanitizer is considered a supply. However, a standup automatic hand sanitizer dispenser **may** fall under equipment depending on the cost and your jurisdiction's per-unit acquisition threshold. **Supplies do not need to an AEL number.**

Allowable Items	AEL
Cleaning and disinfecting supplies for public facilities.	Decontamination Equipment (Section 8) <i>Example: 08D2-03-TDEW</i>
Plexiglass or other barriers in public facilities necessary to prevent and protect employees and the public from COVID-19 transmission.	Medical Equipment (Section 9) <i>Example: 09-MS-03-ISOS</i> Or Physical Security Enhancement Equipment (Section 14)
Ingress and egress signage for public facilities promoting social distancing.	Decontamination Equipment (Section 8) <i>Example: 08D2-01-TDCS</i>
Temperature screening equipment at public facilities.	Surface Thermometer. 07SE-01-THMS
Hand Sanitizer stations in public facilities.	Decontamination Equipment (Section 8) <i>Example: 08D2-03-TDEW</i>
Masks and other single use Personnel Protective Equipment (PPE) for public employees not performing emergency medical or response activities.	
Public vehicle sanitation.	Decontamination Equipment (Section 8) <i>Example: 08D2-03-TDED, 08D2-03-TDEW</i>
Ultraviolet sanitizing units for public facilities.	Decontamination Equipment (Section 8) <i>Example: 08D2-03-TDED</i>
COVID-19 Vaccination costs not covered by other federal funding sources.	
COVID related costs submitted for consideration under FEMA Public Assistance (PA) that were denied by FEMA as ineligible. <ul style="list-style-type: none"> <li>• Eligible costs over \$3,300 threshold for PA that were denied by FEMA. Requires a determination memo from FEMA denying the cost.</li> <li>• Eligible costs under \$3,300 threshold for PA.</li> </ul>	

**Items requiring an Environmental Historic Preservation (EHP) review are not eligible.** Applicants must ensure requested projects do not involve changes to the natural or built environment, including but not limited to, modification or renovation of existing buildings, structures, facilities, or infrastructure.

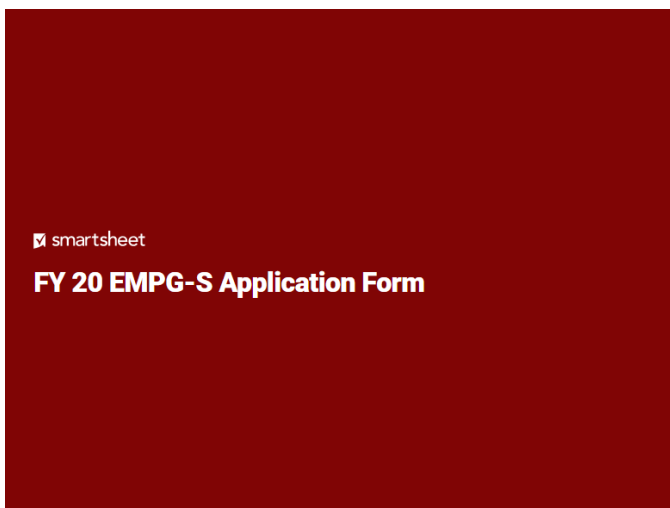
**The primary use of equipment and supply purchases must be in direct support of the prevention against, protection from, and/or response to the COVID-19 Pandemic.**

## Appendix B: Submitting Work Agreement

1. To begin the application for the FY 2020 EMPG-S, first complete the FY 2020 EMPG-S Work Agreement which is included as an attachment in the initial email provided by MSP/EMHSD and is posted to our website: [www.michigan.gov/EMHSD](http://www.michigan.gov/EMHSD).
2. Once the FY 2020 EMPG-S Work Agreement is complete, you must complete the FY 20 EMPG-S Application Form.

Complete the Smartsheet FY 20 EMPG-S Application Form by clicking on the hyperlink below: [Smartsheet Application Link](#) (This link is also on our website.)

3. This will open your web browser and take you to a form through Smartsheet that looks like the image below:



**Email Address of Primary Point of Contact \***  
Please provide a valid email address for the primary point of contact for this grant.

**Jurisdiction \***  
Name on FY 20 EMPG Grant Agreement

Select ▼

**District \***

1  2N  2S  3  5  6  7  8

**Upload Attachments \***  
Please attach your 2020 EMPG-S Work Agreement.

Drag and drop files here or [browse files](#)

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- a. Enter your email address.
- b. Select your jurisdiction from the dropdown.
- c. Provide a DUNs # (field *will appear after selecting jurisdiction*).
- d. Select the district your jurisdiction falls under.
- e. Upload your completed 2020 EMPG-S Work agreement.
- f. Click checkbox to receive a copy of your submission (*optional*).
- g. Click Submit.

Once MSP/EMHSD receives the application, a grant agreement will be developed and sent via email to the address provided in the Smartsheet form.

## Appendix C: Submitting EMPG-S Attachment A

After returning the FY 2020 EMPG-S Grant Agreement, subrecipients must submit the EMPG-S Attachment A for cost eligibility review. Completing Attachment A is the first step that must be completed before submitting for reimbursement.

- To begin submitting the EMPG-S Attachment A, complete the EMPG-S Attachment A form which is provided as an attachment in the email from MSP/EMHSD with your Grant Agreement. The form is also on our website: [www.michigan.gov/EMHSD](http://www.michigan.gov/EMHSD). The document is a fillable PDF, and an example is shown below.

### EMPG-S Attachment A

The equipment outlined below is requested for reimbursement under the FY 20 EMPG-S grant for,

**A**   
Subrecipient Name

**B**

AEL	Description	QTY

**C**

EMPG-S Total Requested Funding	Total Project Cost

Detailed Description of Use:

**D**

**E**

Subrecipient Signature

Date

MSP-EMHSD Program Review Signature

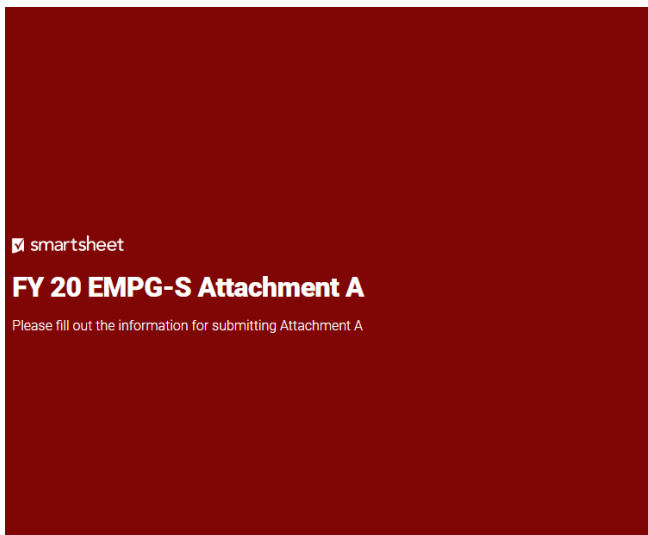
Date

- a. Provide the name of the jurisdiction at the top above Subrecipient name.
- b. List all items for which you are seeking reimbursement and the corresponding AEL numbers for any equipment.
- c. Provide the total requested funding and the total project cost. The total project cost must include the 50% match. *Example: The total cost of all items is \$25,000 (total project cost), EMPG-S Total Requested Funding cannot exceed \$12,500.*
- d. Provide a detailed description of use for all items for which reimbursement is requested. The narrative must demonstrate that the associated costs are directly related to activities associated with preventing, preparing for, and responding to the COVID-19 public health emergency.
- e. Sign and date.

2. Once the EMPG-S Attachment A form is complete, follow the instructions below.

Complete the Smartsheet EMPG-S Attachment A by clicking on the hyperlink below:  
[Smartsheet EMPG-S Attachment A Link](#) (The link is also on our website.)

1. This will open your web browser and take you to a form through Smartsheet as shown below:



**Email Address of Point of Contact \***  
 Please provide the email address of the primary point of contact.

**Subrecipient \***  
 Select

**Cost Description \***  
 Please provide a brief description of what is being requested for funding under the FY 20 EMPG-S.

**FY 20 EMPG-S Eligible Reimbursement Items \***  
 Please check all items seeking reimbursement.

Select

**Attachment A \***  
 Please attach your completed FY 20 EMPG-S Attachment A

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- a. Enter your email address.
- b. Select your jurisdiction from the dropdown.
- c. Provide a brief description of the items being requested.
- d. Under FY 20 EMPG-S Eligible Reimbursement items, select all applicable items included in the Attachment A.
- e. Upload the Attachment A form.
- f. Click checkbox to receive a copy of your submission (*optional*).
- g. Click Submit.

MSP/EMHSD will review the information and respond via email. For items determined eligible based on the information provided, the Attachment A will be return signed by MSP/EMHSD staff; the signed Attachment A must be included with reimbursement requests.



## Appendix D: Submitting Reimbursement

Once an Attachment A is received back with a signature from MSP/EMHSD, reimbursement may be requested.

1. To begin submitting a reimbursement, complete the EMD 54 Reimbursement Cover Sheet, and EMD 56 Supplies Detail form which are on our website: [www.michigan.gov/EMHSD](http://www.michigan.gov/EMHSD). Specific instructions are provided on a separate tab in each Excel document.
2. Once the EMD 54 and EMD 56 are complete and all necessary documentation is gathered, the reimbursement submission form must be completed.

Complete the Smartsheet Reimbursement Submission by clicking on the hyperlink below:  
[Smartsheet Reimbursement Submission Link](#) (This link is also on our website.)

3. This will open your web browser and take you to a form through Smartsheet as shown below:

smartsheet

### Reimbursement Submission

Please fill out the information for your reimbursement.

**Email Address of Point of Contact \***  
Please provide the email address of the primary point of contact.

**Subrecipient \***  
Select

**Invoice # or EMD Form \***  
Please provide your Invoice # or EMD Form

**FY 20 EMPG-S Eligible Reimbursement Items \***  
Please check all items seeking reimbursement.

**Cost Description \***  
Please provide a brief description of what is being requested for funding under the FY 20 EMPG-S.

**Reimbursement Packet Amount \***  
What is the amount of the project seeking reimbursement under FY 20 EMPG-S? This grant requires a 50% match so the Total Project Cost should be double this amount. (Example: EMPG-S Funds: \$4,000, Total Project Cost: \$8,000). Cannot exceed awarded amount in Grant Agreement. Only enter the EMPG-S funded amount in this field.

**Payable**

**Reimbursement Packet \***  
Please attach all your reimbursement documents here. This should include a reimbursement cover sheet (EMD-54) as well as an EMD-56 for supplies/equipment, EMPG-S Attachment A, all invoices, and all proof of payments.

Drag and drop files here or [browse files](#)

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- a. Enter your email address.
- b. Select your jurisdiction from the dropdown.
- c. Provide the invoice number or EMD Form number.
- d. Under FY 20 EMPG-S Eligible Reimbursement items, select all applicable items included in the reimbursement request.
- e. Provide a short, descriptive title of what costs are being requested for reimbursement.
- f. Enter the EMPG-S requested funding amount (*Cannot exceed 50% of the Total project cost*).
- g. Check the Payable box if this reimbursement is a payable.

- h. Upload the reimbursement packet, including all necessary documents:
  - i. EMD 54
  - ii. EMD 56
  - iii. proof of payment
  - iv. invoices/receipts
  - v. EMPG-S Attachment A signed by MSP/EMHSD.
- i. Click checkbox to receive a copy of your submission (*optional*).
- j. Click Submit.

After submitting your reimbursement packet through the Smartsheet form, a confirmation email will be sent by MSP/EMHSD Finance section confirming that the reimbursement packet has been received and that it is currently under review.