

23EMPG LOCAL APPLICATION

Submission Deadline: Sunday July 2, 2023

All applications **MUST BE RECEIVED** by the due date.

Late applications will not be accepted unless an Extension has been requested *before* the due date.

INSTRUCTIONS

- **GREEN** worksheet tabs are for reference, in particular the Ref-Guidance tab.
- **BLUE** worksheet tabs are the EMPG application and must be completed.
- Cream colored cells indicate where input is needed
- Proposals are due via email to preparedness.grants@mil.wa.gov.

Please do NOT send a PDF version of the Excel workbook.

APPLICATION DOCUMENTS

- 1) Excel application workbook
- 2) Indirect Cost Rate Agreement (if included in the Budget)
- 3) Director's Certification, signed and scanned
- 4) Position Description Form(s) for EMPG- and Match-funded personnel **ONLY IF** updated or new from previous submissions

All applications **MUST BE RECEIVED** by the due date.

Late applications will not be accepted unless an Extension has been requested *before* the due date.

If you are not able to submit by the due date, please reach out to your Primary Point of Contact (see below) to ask for an extension.

Extensions will only be granted for the following reasons:

- Activation due to a disaster or emerging incident,
- Major staff turnover,
- Elected official or commissioner change, or
- Technical problems outside of the applicant's control

TIMELINE

Date	Activity
May 26 through Jun 30, 2023	Application period - technical assistance offered as needed
Jul 2, 2023	APPLICATIONS DUE TO EMD (can submit before)
Jul-Aug 2023	Application review and finalization
When award received (NLT Sep 30)	Grant agreements processed (as applications approved)
Jun 1, 2023 to Sep 30, 2024	Grant agreement period of performance

PREPAREDNESS.GRANTS@MIL.WA.GOV

QUESTIONS - CONTACT

Contact	Email	Phone	Responsibility
Michael Alston	michael.alston@mil.wa.gov	253-512-7083	Primary POC for counties and cities w/i: Benton, Franklin, King, Klickitat, Walla Walla, Yakima
Courtney Bemus	courtney.bemus@mil.wa.gov	253-512-7141	Primary POC for counties and cities w/i: Island, Pierce, San Juan, Skagit, Snohomish, Whatcom
Chris Burd	christopher.burd@mil.wa.gov	253-512-7482	Primary POC for counties and cities w/i: Adams, Asotin, Columbia, Ferry, Garfield, Grays Harbor, Lewis, Lincoln, Mason, Pacific, Pend Oreille, Spokane, Stevens, Thurston, Whitman
Deborah Henderson	deborah.henderson@mil.wa.gov	253-512-7470	Primary POC for counties and cities w/i: Chelan, Clallam, Clark, Cowlitz, Douglas, Grant, Jefferson, Kitsap, Skamania, Wahkiakum
Sierra Wardell	sierra.wardell@mil.wa.gov	253-512-7121	Application approval, EMPG requirements SME

23EMIPG LOCAL APPLICATION

EMERGENCY MANAGEMENT ORGANIZATION INFORMATION

Emergency Management Organization City of Redmond Emergency Management Division (EMD)
Address PO Box 97010, Wallstop: FDADM
Redmond, WA 98073-9710

Grant Agreement Contact Lisa Figueroa
Title Emergency Manager
Email lfigueroa@redmond.gov
Phone 425-556-2219

Emergency Management Director Adrian Sheppard
Title Fire Chief
Email asheppard@redmond.gov
Phone 425-556-2201

Unique Entity Identifier [UEI] # XK1UCKFKU3N9
Unified Business Identifier [UBI] # 176-000-016
Employer/Tax ID [EIN/TIN] # 5WV0003725-00
Statewide Vendor [SWV] # 91-6001492
Legislative District(s) 45, 48
Congressional District(s) 1, 8

Grant Agreement Signatory Angela Birney
Title Mayor

Second Signatory (if required)
Title

Comments/Processing Requests

Additional Key Personnel

Name
Title
Email
Phone

Subrecipient tips/hints/instructions

This information is used on the Face Sheet of the agreement. It has been populated based on the EMO's previous EMOPG agreement.

1. Validate all information is correct.
2. Edit as necessary.

- May need to verify with EMO's Finance Department
3. Verify in SAM.gov that UEI registration is up-to-date
 4. Verify in DOR.wa.gov that UBI is correct
 5. Verify in DES.wa.gov that SWV is correct
 6. Verify that EIN/TIN is correct

7. If two individuals are not listed above (Director and Grant Agreement contact), please add another contact under Additional Key Personnel. We need two contacts for each agreement, if possible. An optional third contact can be included as well.

EMD Review notes: Date/Initials

Do not update to match SAM.gov - use version preferred by subrecipient.

Address includes 9-digit zip (if not, update accordingly)	
SAM.gov registration current - verified	
Include screen shot below from SAM.gov for entity:	
UBI checked against last agreement info	
Leg Dist checked against last agreement info	
Cong Dist checked against last agreement info	

23EMPG LOCAL APPLICATION

Emergency Management Organization:

City of Redmond Emergency Management Division (EMD)

The purpose of EMPG is to assist with the enhancement, sustainment and improvement of state, local, and tribal emergency management programs. Activities conducted using EMPG funding should relate directly to the five mission areas of the national preparedness goal of prevention, protection, response, recovery, and mitigation. Washington State does not require a specific number of activities to receive EMPG funding. However, there are required capabilities that must be sustained in order to remain eligible for EMPG funding, including but not limited to the ability to communicate and warn, educate the public, plan, train, exercise, and be NIMS compliant. The Work Plan delineates the Emergency Management Organization's emergency management program planning and priority focus for this grant cycle (to include EMPG grant and local funds).

WORK PLAN

INSTRUCTIONS: The Work Plan must include the EMO's program priorities for this grant cycle to include activities funded by both EMPG and Match (i.e., the number and complexity of activities should be commensurate with the EMPG award PLUS the Match funds).

- **SUSTAINMENT:** Enter organizational expenses that support the EM Program and don't tie to an individual activity (e.g., janitorial costs, rent, utilities, etc.). Section is not for input of personnel costs.
- **PRIORITY AREAS:** Enter work grouped by Emergency Function for each individual priority area. Fill out all cells for each Priority Area.

Priority Area-Sustainment

List organizational expenses that will be funded by EMPG and/or Match and add rows as needed:

Priority Area #1	4.6 Incident Management	
Primary Core Capability	Mass Care Services	
Secondary Core Capability	Community Resilience	
Build or Sustain	Building	
WORK PLANNED	IDENTIFIED GAP/NEED	ANTICIPATED PROJECT IMPACT
Enter the tasks that are planned for this Priority Area. Use the questions below to guide what information to include.	Enter the gap/need <u>and</u> document that identifies the activities as priorities for funding with EMPG. Use the questions below to guide what information to include.	Enter the expected <u>outcome</u> for the activity to the left. Use the questions below to guide what information to include.

Questions to answer: - What activities will be completed? - What major purchases are included?	Questions to answer: - What is the language from the THIRA/SPR, Hazard Mitigation Plan, AAR/IP, other deliberate planning document that identifies this as a capability gap or need for the EMO? - What requirement mandates the work to be done? Note: Sustainment activities may not have an associated identified gap/need; however, the EMO must justify why the activity is being sustained using federal grant funds.	Questions to answer: - What will the project accomplish (specifically, how does the activity address the identified gap)? - What is the intended outcome? - What impact will the activities or funding make?
EXAMPLE: Conduct training for stakeholder groups based off IPPW results especially to build capacity to respond during an activation.	COVID-19 limited training opportunities and we are still working to gain back capabilities for response to incidents. The last few AARs noted training needed which has been added to the current IPP.	EOC staff that will be ready to respond to an incident. There will be enough staff to draw from to accommodate a longer activation.
1 Purchase supplies to increase mass care capabilities for disasters as well as extreme temperatures, including: cots, bedding, hygiene kits, water, food, pens, signage, disinfectant, masks for pandemic or smoke, basic first aid kits, disposable tablecloths, outreach flyers for the community, misters, fans, pop-up tents, large floodlights, handheld flashlights, portable ramps, cots, privacy screens, sandwich sign boards, and safety vests for shelter staff during activations. These supplies will serve all types of mass care activations.	In conjunction with the building of a new community and senior center, we are increasing our capacity for Mass Care, or ESF 6. As well as disaster evacuation shelter capability, we are seeing a need for cooling centers more often and currently have limited capacity. Our current supplies are not sufficient for overnight or multi-day activations.	Redmond will be ready to provide mass care to the City of Redmond during extreme weather or disaster events.
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Primary Core Capability		Mass Care Services	
Secondary Core Capability		Community Resilience	
Build or Sustain		Building	
WORK PLANNED		IDENTIFIED GAP/NEED	ANTICIPATED PROJECT IMPACT
Enter the tasks that are planned for this Priority Area. Use the questions below to guide what information to include. Questions to answer: • What activities will be completed? • What major purchases are included?		Enter the gap/need <u>and</u> document that identifies the activities as priorities for funding with EMPG. Use the questions below to guide what information to include. Questions to answer: • What is the language from the THIRA/SPR, Hazard Mitigation Plan, AAR/IP, other deliberate planning document that identifies this as a capability gap or need for the EMO? • What requirement mandates the work to be done? Note: Sustainment activities may not have an associated identified gap/need; however, the EMO must justify why the activity is being sustained using federal grant funds.	Enter the expected <u>outcome</u> for the activity to the left. Use the questions below to guide what information to include. Questions to answer: • What will the project accomplish (specifically, how does the activity address the identified gap)? • What is the intended outcome? • What impact will the activities or funding make?
EXAMPLE:		COVID-19 limited training opportunities and we are still working to gain back capabilities for response to incidents. The last few AARs noted training needed which has been added to the current IPP.	EOC staff that will be ready to respond to an incident. There will be enough staff to draw from to accommodate a longer activation.
1	Trainings for staff to be better equipped to set up and run shelter and mass care facilities for the City.	To best plan for and activate mass care protocols, staff will benefit from access to training, as most staff in these positions have not had the chance to learn or be involved in an activation.	Redmond will be ready to provide mass care to the City of Redmond during extreme weather or disaster events.
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OVERALL ANNUAL EM BUDGET	\$	352,150.00
23EMPG Award	\$39,739	
22EMPG award adjustment	\$1,056	
Final 23EMPG Agreement Amount	\$40,795	

ALLOCATION

EMPG Budget Amount	\$	40,795.00	<i>all funds allocated</i>
Match Budget Amount	\$	40,795.00	<i>match accounted for</i>
EMPG M&A Amount	\$	-	<i>M&A under allowable 5%</i>
EMPG Indirect Amount	\$	-	<i>0.00% of EMPG award</i>

Item #	Item Description OR Position & Name	Amount	Priority Area	Solution Area	Budget Category	Fund Source
1	Fans for cooling, box and mister	\$ 2,660.00	1	Planning	Supplies	EMPG
2	Cots and bedding for sheltering	\$ 9,450.00	1	Planning	Supplies	EMPG
3	Lighting for shelters during power outages	\$ 1,750.00	1	Planning	Supplies	EMPG
4	Signs, flyers, directional signage	\$ 7,325.00	1	Planning	Supplies	EMPG
5	Backup shelter supplies: portable ramp, privacy screen	\$ 2,745.00	1	Planning	Supplies	EMPG
6	Hygiene kits, and hygiene shelter supplies	\$ 8,940.00	1	Planning	Supplies	EMPG
7	Food and water to support shelter activities	\$ 2,400.00	1	Planning	Supplies	EMPG
8	Training for staff	\$ 5,525.00	1	Planning	Travel/Per Diem	EMPG
9	Lisa Figueroa	\$ 40,795.00	1	Organization	Personnel & Fringe Benefits	Match
10		\$ -		Please Select		Please select
11		\$ -		Please Select		Please select
12		\$ -		Please Select		Please select
13		\$ -		Please Select		Please select
14		\$ -		Please Select		Please select
15		\$ -		Please Select		Please select
16		\$ -		Please Select		Please select
17		\$ -		Please Select		Please select
18		\$ -		Please Select		Please select
19		\$ -		Please Select		Please select
20		\$ -		Please Select		Please select
Overall amount (EMPG + Match):		\$ 81,590.00				

Standard Agreement Timeline

Date	Activity
June 1, 2023	Grant Agreement start date
January 31, 2024	Submit reimbursement request
April 30, 2024	Submit reimbursement request
July 31, 2024	Submit reimbursement request
September 30, 2024	Grant Agreement end date
November 15, 2024	Submit final reimbursement request and final reports

23EMPG LOCAL APPLICATION

Emergency Management Organization:

PO Box 97010, Mailstop: FDADM

CERTIFICATION

By signing, I certify:

- The above Emergency Management Organization (EMO) has an emergency management program that includes the emergency management functions or is working towards fulfilling the emergency management functions per RCW 38.52.010 in order "to mitigate, prepare for, respond to, and recover from emergencies and disasters."
- The EMO has met all eligibility requirements per WAC 118-09-030 or is working towards meeting the criteria for eligibility.
- The EMO will not supplant state, local, or tribal funds with federal grant funds.
- The EMO understands the match requirements and is able to meet the match for the current award amount or has requested a lower award.
- The EMO will ensure and maintain adoption and implementation of the National Incident Management System (NIMS), a condition of receipt of DHS preparedness funding.
- The EMO will participate in the State's capabilities assessments (THIRA/SPR) and Integrated Preparedness Planning Workshop (IPPW).
- All EMPG- and match-funded trainings are listed in a multi-year Integrated Preparedness Plan (IPP).
- Grant funds are being used to build or sustain capabilities that are identified as high priority through the THIRA/SPR process and from other relevant sources and close capability gaps that were identified in the most recent SPR.
- All EHP rules and regulations will be adhered to.
- All EMPG- and match-funded personnel will complete all trainings required by the EMPG grant guidance. And if designated as deployable, will meet NQS certification requirements.
- All information provided is accurate.
- If any information changes during the grant performance period, a revised application will be submitted, as appropriate.

Lisa Figueroa
Signature of EMO Director (or Assistant Director)

6/29/2023
Date

LISA FIGUEROA
Name

EMERGENCY MANAGER
Title