



OKLAHOMA
EMERGENCY MANAGEMENT
PERFORMANCE GRANT

Agreement and Application Packet



PREPAREDNESS
 RESPONSE
 RECOVERY
 MITIGATION

Oklahoma Department of Emergency Management

Fiscal Year 2024 Emergency Management Performance Grant (EMPG) Program

Annual Program Funding Opportunity

Note: All Annual Program grants must complete and submit the Notice of Intent (NOI) form to OEM no later than 8/16/2024. No applications will be approved without an NOI or accepted past the deadline. Exception for training grant special circumstances deemed in agreement with regional coordinator, grant manager and director.

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PROGRAM DESCRIPTION

Issued By: Oklahoma Department of Emergency Management (OEM)

Program Title: Fiscal Year 2024 Emergency Management Performance Grant
– EMT-2022-EP-00006/EMT-2024-EP-05005

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|---|---|
| <ul style="list-style-type: none">▪ CFDA/Assistance Listings Number: 97.042▪ Grant Type: Subrecipient-Annual and Special Project▪ Announcement Type: Agreement▪ Program Category: Preparedness: Emergency Management | <ul style="list-style-type: none">▪ State Project Title: Project 2: Local Program Pass Through▪ Funding Opportunity Title: FY 2024 Emergency Management Performance Grant Annual Subgrant and Training Grant Program |
|---|---|

ADMINISTRATIVE GUIDANCE

The following references provide the legal aspects governing submittal for and receipt of federal grant funds. Please see “Monitoring, Compliance and Certification Requirements” section for more information.

- [The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. § 5121 et. Seq. \(the Stafford Act\)](#)
- [Post-Katrina Emergency Management Reform Act of 2006, as amended, 6U.S.C. § 762](#)
- [FEMA Preparedness Grants Manual](#)
- [DHS/FEMA NOFO FY 2024 EMPG Program](#)
- [Title 2, Code of Federal Regulations \(CFR\)](#)
- [U.S. Department of Homeland Security Presidential Directive 5 \(HSPD-5\)](#)
- Oklahoma Emergency Management Act 2003, 63 O.S. 683. 1 et. Seq.
- State Administrative Plan adopted by the Oklahoma Department of Emergency Management (OEM)



OVERVIEW

The U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) manages the EMPG at the federal level. The Oklahoma Department of Emergency Management Agency (OEM) serves as the State Administrative Agency (SAA) and is responsible for applying to FEMA for EMPG funding, accepting the federal award, and administering the grant funds.

GUIDANCE

This guide incorporates grant information and regulations from Federal, State and other resources that are managed by OEM acting as the SAA. The requirements in this guide are effective starting with the period of performance of October 1, 2024. This guide is not intended to supersede or replace any federal regulations or guidance.

In addition to this manual, Subrecipients and their fiscal officers should ensure compliance with all federal requirements.

AGREEMENT

A grant agreement is required to be executed for each grant award. This is a legally binding agreement between the Subrecipient and the Oklahoma Department of Emergency Management. The agreement contains general terms and conditions, scope of services, grant expiration date, reporting requirements, grant amount and payment method, as well as any special provisions.

As part of the Local Program / Pass-Through Funding Project, OEM is presenting the Annual Program Opportunities to county, municipal, and tribal jurisdictions to fund and/or reimburse, for director and/or emergency management staff salaries.

As part of the Local Program / Pass-Through Funding Project, OEM is presenting the FY2024 EMPG training grant to county, municipal, and tribal jurisdictions to reimburse emergency management related conferences, workshops or trainings attended by their paid emergency management personnel. This is for hotel/travel fees for the duration of the conference/training and the registration fees required to attend the event.

SECTION 2. PROGRAM DETAILS AND DATES

1. Available Funding: \$1.8 million	6. Period of Performance (PoP): 12 Months
2. Match Requirement: 50/50	7. Projected PoP Start Date: October 1, 2024
3. Match Distribution: Annual-50% Local/ 50% Federal Training-no match requirement	8. Projected PoP End Date: September 30, 2025
4. NOI End Date: August 16, 2024	9. Projected Close-Out Date: December 31, 2025
5. Projected Application Due Date: November 1, 2024	10. Funding Instrument Type: Grant - Annual

SECTION 3. GENERAL PROVISIONS

1. All work shall be completed in a professional manner and in compliance with all applicable laws.
2. To the extent required by law, individuals duly licensed and authorized by law to do so shall perform all work.
3. The Subrecipient warrants that it is adequately insured for injury to its employees and others incurring loss or injury because of the acts of the Subrecipients or its employees or agents.
4. The Subrecipient agrees that neither it nor its employees or agents are covered under insurance paid for by the State of Oklahoma and are not authorized to obligate the State of Oklahoma, its employees, or agents.
5. The Standard Assurances for Federal Funds submitted by the Subrecipient, as part of their application package, are hereby referenced and incorporated into this agreement.

SECTION 4. AMENDMENTS

Any alterations or deviations to this agreement shall be executed only upon written agreement of both parties and if there is a change to the agreement award for such alteration or deviation, it shall be noted.

SECTION 5. ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS

Emergency Management Programs associated with Municipal, County, and/or Tribal Governments. These programs are determined through the presence of a listed Emergency Manager / Director within the OEM Emergency Manager Directory by the time of NOI submission.

APPLICANT ELIGIBILITY CRITERIA

To be eligible for the Oklahoma Emergency Management Performance Grant (EMPG) Annual Subgrant Program, the local jurisdiction, also referred to as the "Subrecipient", must meet the following eligibility requirements:



1. The Subrecipient must have a paid Emergency Management Director, either full or part-time, who works at least 20 hours a week, and is employed as defined under Oklahoma State Statute, Title 63-683.11 to 13, Emergency Management Compact and the Fair Labor Standards Act.
2. The Subrecipient must have a current and existing Emergency Management Program. These programs must have the capability and capacity to fully complete the Scope of Work in Section 6.
3. EM Program **salary and fringe** expenses directed to the program must be sufficient to meet match and award requirements. The EMPG is based on a **50/50** match (50% local and 50% federal).

The Subrecipient cannot replace the Emergency Management Program's budget with EMPG funds. FEMA's non-supplanting requirement states that grant funds must never replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Grant funds should increase the overall amount of resources available, and Subrecipients must ensure that the current overall level of funding to support objectives (absent exigent circumstances) is not reduced because of Federal funds. *Note: Budgeting for matching funds is not considered supplanting and is allowable under the EMPG Program as long as it is clearly identified as such.*

4. Grant funds and/or grant matching funds may not be used for costs to support hiring sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
5. A facility or location must be designated as the Subrecipient's Emergency Operations Center (EOC) with the capacity to coordinate response efforts and resource capabilities in the event of an incident.
6. Maintain a 24-hour point of contact who will promptly report to the State Emergency Operations Center (SEOC) Duty Officer at 1-800-800-2481, all significant impacting events happening within the jurisdiction, per State Statute, Title 63-683.11. E.
7. Maintain a current Emergency Operations Plan (EOP) to be updated and/or reviewed annually, per State Statute, Title 63-683.11. D.
8. The jurisdiction must ensure to have an active registration for a Unique Entity Identifier (UEI) through SAM.gov prior to application submission and throughout the duration of the Period of Performance. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct.
9. The jurisdiction must ensure and maintain the adoption and implementation of the National Incident Management System (NIMS) through annual reporting. Additional information regarding NIMS implementation, training, and online form can be found on the [Oklahoma Office of Homeland Security website](#).

In addition to NIMS adoption and implementation, special project sub-recipients are encouraged to begin planning for [National Qualification System](#) (NQS) implementation efforts at the State and jurisdictional levels.



SECTION 6. SCOPE OF WORK

The following five (5) activities are the **minimum** requirements that shall be completed by the Subrecipient for annual grant.

Planning and Preparedness

1. *Quarterly All-Hazard, Whole Community Planning Group Meetings*

An All-Hazard, Local Emergency Planning Group within your jurisdiction will be formed or continued, to promote the “whole community” concept of planning. Meetings must be conducted quarterly at a minimum. In the case that meetings are not conducted in person due to an unforeseen circumstance, online meetings are allowed and encouraged.

Note: Regional Emergency Management Meetings do not fulfill this requirement.

2. *Emergency Operations Plan*

The Subrecipient must have an Emergency Operations Plan (EOP) to participate in the EMPG program. The All-Hazard, Whole Community Planning Group will be directly involved in the quarterly planning and updates of the Subrecipient’s EOP. The EOP will be updated in accordance with the Comprehensive Preparedness Guide (CPG) 101 Version 3.0 (2021).

3. *Attendance of the Annual Oklahoma Emergency Management Conference*

The Emergency Management Director or designee must attend the Annual Oklahoma Emergency Management Conference for its duration.

4. *Recommended Attendance of the Regional Workshop*

The OEM, in conjunction with the Oklahoma Emergency Management Association (OEMA) Area Vice President, and local Emergency Managers within the region, will host a Regional Workshop. The Emergency Management Director or designee is recommended to attend their Region’s Workshop in its entirety.

Training and Exercises

5. *Two (2) Exercises of Any Type-must include IPAWS*

The Subrecipient must conduct two (2) exercises of any type annually within their jurisdiction. The exercises should be based on local-approved plans, including but not limited to the Emergency Operations Plan (EOP), Hazard Mitigation Plan, Recovery / Maintenance Plans, etc. The types of exercises are Seminars, Workshops, Tabletops, Games, Drills, Functional, and Full – Scale, and they can be conducted as stand-alone events or in conjunction with an event such as the local planning meeting. All exercises must comply with the Homeland Security Exercise and Evaluation Program (HSEEP) requirements and format. HSEEP guidance can be found at:

[Homeland Security Exercise and Evaluation Program \(HSEEP\) \(fema.gov\)](https://www.fema.gov/hseep)



Note: OEM and/or regionally hosted exercises, such as WebEOC Drills and Regional Coordination, will not fulfill this requirement. These exercises must exercise the Subrecipient’s jurisdictional Emergency Operations Plan. Per FEMA, exercises must include “objectives centered on practicing and validating their plans and procedures for sending emergency alerts to the public through the FEMA Integrated Public Alert and Warning System (IPAWS).”

The following are the **minimum** training requirements that shall be completed by the Subrecipient for both annual and training grants.

EMPG Required Training

All EMPG program-funded personnel are expected to be trained emergency managers. For clarification, “trained emergency managers” means that the funded individual holds a position in the county Emergency Operations Center and has met the requisite training required for that position, as well as meets the grant-required training as outlined below. This must be completed within one (1) year of their hire date. This includes all courses listed in Group 1, and either all the courses in Group 2 (Independent Study Online- Personal Development Series) **or** all the courses in Group 3 (Basic Academy). Please see the table below regarding these required courses.

Group 1	
<ul style="list-style-type: none"> ● IS – 100 (any version) ● IS – 200 (any version) 	<ul style="list-style-type: none"> ● IS – 700 (any version) ● IS – 800 (any version)
Group 2	Group 3
<ul style="list-style-type: none"> ● IS – 120 version a or newer ● IS – 230 version d or newer ● IS – 235 version b or newer ● IS – 240.b ● IS – 241.b ● IS – 242.b ● IS-244.b 	<ul style="list-style-type: none"> ● IS – 230 version d or newer ● E / L 101 ● E/L 102 ● E/L 103 ● E/L 104 or 146 ● E/L 105

It is recommended that all Emergency Management personnel complete the following three (3) courses: ICS – 300 Intermediate ICS for Expanding Incidents, ICS – 400 Advanced Command and General Staff-Complex Incidents, and G – 191 ICS EOC Interface within the grant’s period of performance.



If your jurisdiction has personnel that fill an NQS position, you must work toward achieving the Phase 2 National Qualification System (NQS) implementation objectives. For more information, please email empg@oem.ok.gov.

The following are the **minimum** requirements that shall be completed by the Subrecipient for the training grant.

Training/Conference Attendance

Measurement Methods / Required Documentation:

2. *Proof of Payment:* including but not limited to a \$0 balance invoice, purchase orders, receipts, etc from the jurisdiction. Reimbursements will be made to the jurisdiction and not individual personnel.
3. *Proof of Attendance:* certificates, agendas, etc
4. *Semi-Annual reporting:* mid-year and final evaluations to be submitted via EMGrants.

Note: Waiver for Scope of Work line items are not permitted for a training grant.

SECTION 7. QUARTERLY REPORTING

Program Payroll with supporting documents must be submitted quarterly to OEM via the OK EMGrants platform. It is highly recommended that each item be submitted via EMGrants with the quarter in which it is completed and all items not be submitted at the end. OEM reserves the right to withhold or offset grant funds for non-compliance with this reporting requirement.

Please Note: If extraordinary circumstances prevent a jurisdiction from meeting the requirements, the Subrecipient must obtain a [Scope of Work Waiver](#) from their Regional Coordinator for each occurrence and may be subject to approval by the OEM Agency Director and/or Operations Program Manager.

Measurement Methods / Required Documentation for Annual Grant:

1. *Quarterly All-Hazard, Whole Community Planning Group Meetings (LEPC):* Dated sign-in sheets for each quarterly meeting and minutes agenda for each quarterly meeting. EOP planning should be reflected within these minutes. These documents must be submitted each quarter.
2. *Emergency Operations Plan:* An EOP approval page or [EOP attestation letter](#) signed annually by each of the Annexes or ESF representatives and the Subrecipient's highest elected (officials).
3. *Attendance of the Annual Oklahoma Emergency Management Conference:* A copy of the sign-in sheets will be provided by the regional coordinator to verify attendance.
4. *Recommended Attendance of the Regional Workshop:* A copy of the sign-in sheets will be provided by the regional coordinator to verify attendance.
5. *Two (2) Exercises of Any Type:* A copy of the Subrecipient After Action Report and Improvement Plan (AAR / IP) for each exercise must be submitted to OK EMGrants.



Measurement Methods / Required Documentation for Training Grant:

6. *Proof of Payment:* including but not limited to a \$0 balance invoice, purchase orders, receipts, etc from the jurisdiction. Reimbursements will be made to the jurisdiction and not individual personnel.
7. *Proof of Attendance:* certificates, agendas, etc
8. *Semi-Annual reporting:* mid-year and final evaluations to be submitted via EMGrants. The mid-year evaluation must be submitted no later than April 15, 2025. The Final evaluation may be submitted once you have completed the training grant or no later than October 15, 2025.

Measurement Methods / Required Documentation for Annual and Training Grant:

9. *EMPG Required Training*
 - a. Submit either FEMA Transcript and/or FEMA Course Certificates proving the completion of course work for all paid emergency management staff must be turned in with the application, except for personnel that has not reached their one (1) year anniversary as a paid employee.
 - b. The new staff members will have until the end of the grant cycle following their work anniversary to submit their training documentation.
 - c. Unless otherwise stated, only the listed versions or newer of the courses listed are accepted. Any other version, aside from Group 1, will fulfill this requirement.

SECTION 8. AUTHORIZED REPRESENTATIVES

The Agency Director of the Oklahoma Department of Emergency Management and the Subrecipient's Director of Emergency Management or Point of Contact shall be the authorized representatives to complete work and negotiate changes to this agreement. On a form provided by OEM, the Subrecipient will identify a Director of Emergency Management, an alternate point-of-contact (such as a deputy director), and the Subrecipient's official mailing address.

SECTION 9. FUNDING GUIDELINES

EMPG Subgrant funds can only be used for the purposes set forth in this contract. All EMPG Subgrant fund expenditures must be accounted for and follow this funding guidance.

It is the Recipient's intent to supplement, **not supplant**, city, county, and tribal Emergency Management program funds. This can only be achieved by the commitment and compliance of EMPG Subrecipients.

AUTHORIZED EXPENDITURES

Operations

Allowable salary expenditures include the following employer-paid expenses for approved emergency management positions:

- Gross earnings – no salary cap/maximum exists, Federal Insurance Contributions Act (FICA), Retirement, Health insurance, Life insurance, Dental insurance, and Vision insurance



Positions

- Copies of all position descriptions for personnel paid with federal EMPG grant funds must be submitted with the application. A Subrecipient may request a change to a position classification. This classification or title change must remain eligible under the EMPG program. Any and all changes to position descriptions shall be submitted to empg@oem.ok.gov
- Any personnel paid with federal EMPG grant funds who hold other county positions/duties shall be reimbursed only the percentage/hours that direct EMPG duties are performed. A personnel certification form certifying partial funding percentage/hours shall be included with payroll each quarter.

Training Grant

- Reimbursement for emergency management related conferences, workshops or trainings attended by their paid emergency management personnel. This is for hotel/travel fees for the duration of the conference/training and the registration fees required to attend the event.
 - Reimbursements will be made to the jurisdiction and not individual personnel.

UNAUTHORIZED EXPENDITURES

ASIDE FROM SALARY/MATCHING BENEFITS, NO OTHER EXPENDITURES ARE PERMITTED WITH THIS ANNUAL GRANT FUNDING. EXPENSES NOT EXPRESSLY ALLOWED ARE PROHIBITED.

- a. Grant funds must comply with [FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards](#), and may not be used for the purchase of firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed;
- b. Expenditures for weapons systems and ammunition;
- c. Costs associated with hiring, equipping, training, etc. sworn public safety officers whose primary job responsibilities include fulfilling traditional public safety duties such as law enforcement, firefighting, emergency medical services, or other first responder duties;
- d. Costs that supplant traditional public safety positions and responsibilities;
- e. Activities and projects unrelated to the completion and implementation of the EMPG Program;
or
- f. Clothing used for everyday wear by emergency management employees or other personnel.
- g. Prohibited personnel costs include the following for approved emergency management positions: Any additional hours worked above and beyond the regular normal hours, including call time, additional hours/overtime paid at the straight or premium rate, and extra pay for hours worked on a scheduled day off or holiday; Leave payout; Bonus; Stipend; Longevity; Administrative fees; Stop Loss Insurance; Any elective contributions or donations; Health Savings Account (HSA) Contributions (Employee Deductions or Employer Match); "Thank you" gifts/souvenirs/awards/dinner or worker's compensation insurance.

ASIDE FROM HOTEL, TRAVEL EXPENSES AND REGISTRATION REIMBURSEMENT, NO OTHER EXPENDITURES ARE PERMITTED WITH THIS TRAINING GRANT FUNDING. EXPENSES NOT EXPRESSLY ALLOWED ARE PROHIBITED INCLUDING THOSE IN THE JURSDICTION'S TRAVEL POLICY.

SECTION 10. SUBGRANT ADMINISTRATION REQUIREMENTS

1. Any tasking the Oklahoma Department of Emergency Management receives from the U.S. Department of Homeland Security, FEMA or any other federal agency that is Emergency Management related and requires the assistance of the Subrecipient shall also be considered as part of the required tasking elements under the EMPG Subgrant.
2. The FY24 EMPG Subgrant is a performance-based grant. To ensure EMPG requirements compliance, each Subrecipients performance shall be monitored. The Subrecipient must have an active project and should be visited a minimum of four (4) times each year by a Regional Coordinator or other representative of OEM. The field visits shall be conducted at a mutually agreed date, time, and location during each quarter.
3. Within fifteen (15) days following the end of each quarter the EMPG Subrecipient will submit via OK EMGrants a quarterly report to OEM.

Quarter	Start Date	End Dates	Due Date
1 st Quarter	October 1, 2024	December 31, 2024	January 15, 2025
2 nd Quarter	January 1, 2025	March 31, 2025	April 15, 2025
3 rd Quarter	April 1, 2025	June 30, 2025	July 15, 2025
4 th Quarter	July 1, 2025	September 30, 2025	October 15, 2025

Training Grant

Mid-year and Final evaluations to be submitted via EMGrants. The mid-year evaluation must be submitted no later than April 15, 2025. The Final evaluation may be submitted once you have completed the training grant or no later than October 15, 2025.

SECTION 11. PAYMENT TERMS

All payments will be contingent upon the Subrecipient’s payment requests and supporting documentation. Reimbursements will be issued electronically via ACH based on the information provided in EMGrants (Oklahoma §62 Section 34.64.H). **All requests for payroll reimbursement must include system generated payroll report as receipt for validation.**

Payment in the amount of 25% of the awarded FY24 EMPG Subgrant will be made by OEM, after the due date listed above. Reimbursements will be processed after the Quarterly Reports and supporting documentation are received and reviewed for compliance. Payment will not be made until the terms of the agreement have been met and affirmed by OEM.



Payment requests will be processed within 30 days after being submitted. If any holds are made, the subrecipient will be notified by email through EMGrants.

All payroll documentation must have redacted all Personal Identifiable Information (PII) prior to the submission of the document with the exception of the employee's name. The follow PII information required to be redacted include the person's:

- a. Personal/ Home address
- b. Personal/Home phone number
- c. Social Security Number (SSN)
- d. Passport Information
- e. Driver's License Number
- f. Credit Card Number
- g. Any other personal identification numbers

SECTION 12. OVERMATCH FUNDS

The Subrecipient will provide quarterly payroll and fringe benefit reports with each quarterly report. Salary and fringe benefits amounts will be used to meet Subrecipients' 50/50 match requirements. The Subrecipient agrees that OEM may use its overmatch to meet its own match requirements.

The Subrecipient may request to retain a portion of its Overmatch by written request and written approval by OEM. The Subrecipient agrees to follow the Code of Federal Regulations (2 CFR) and the FEMA Fiscal Year 2024 Emergency Management Preparedness Grant (EMPG) Notice of Funding Opportunity (NOFO) guidelines. The jurisdiction further agrees that overmatch funds provided to OEM cannot be used to match any other Federal Funds.

SECTION 13. AWARD REDUCTION OR DE-OBLIGATION

If the Subrecipient fails to complete or adhere to the financial or performance-based Subgrant requirements, the award amount is subject to a reduction or full de-obligation. This includes the lack of funding match, incomplete quarterly reports, and/or consistently late submissions of required documentation.

SECTION 14. SUSPENSION OF SUBGRANT / DEBARMENT FROM FUTURE AWARDS

If the Subrecipient fails to complete the agreed scope of work, they may be barred from participation in the Subgrant program and/or Special Project opportunities for the following Federal Fiscal Year.

SECTION 15. DURATION AND CLOSEOUT

This agreement shall be in full force and effect on October 1, 2024, for both parties and terminate on September 30, 2025. Either party may cancel this agreement by providing 15 days' notice in writing to the other party. OEM may at its discretion extend the term of the closeout of this agreement. If approved, extensions are typically approved for no more than a 30-day period.



Grant funds not expended by the end of the performance period are subject to de-obligation. This de-obligation will occur after all submitted back up documentation for all projects have been approved and final reimbursement processed.

SECTION 16. AUDIT CLAUSE

In accepting this agreement, the Subrecipient agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the Subrecipient relevant to the agreement are subject to examination by the Federal Emergency Management Agency, the Oklahoma Department of Emergency Management, Oklahoma Office of Homeland Security, the State of Oklahoma, and the State Auditor and Inspector.

SECTION 17. NON-COLLUSION

In accepting this agreement, the Subrecipient acknowledges that they have not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this agreement.

SECTION 18. FEDERAL AGREEMENT ARTICLES

A list of federal agreement articles relating to EMPG FY24 can be located on the EMGrants website here: [website](#)

SECTION 19. MONITORING, COMPLIANCE AND CERTIFICATION REQUIREMENTS

OEM is responsible for monitoring Subrecipient activities. In accordance with regulations cited in 2 C.F.R. Part 200, The purpose of grant monitoring is to ensure that both financial and programmatic aspects of the program are being administered properly and records are being maintained in accordance with applicable regulations. It is also used to render technical assistance, as necessary.

The monitoring levels consist of programmatic reviews and on-site program/compliance reviews. Contacts with Subrecipients are documented and filed. To comply with Federal and State regulations, subrecipients must fully and accurately complete all areas of reporting and do so in a timely manner. Failure to do so could result in limitation of funds or prohibit future funding requests.

Submitted documentation shall be maintained by the Subrecipient and OEM for a minimum of seven (7) years and shall be compliant with 2 CFR 200.334 and Oklahoma state law. In the event the receipt of the progress report is 30 or more days delinquent, it may result in the notification of the Chief Elected Official. If the reporting for two (2) quarters is simultaneously delinquent or incomplete, it can result in Award Reduction or administrative close-out of the grant.

MONITORING

As noted above, subrecipient monitoring is carried out through programmatic reviews and on-site program/compliance reviews. Programmatic reviews are completed each quarter through review of



submitted quarterly reports. For a site visit, the OEM monitoring team physically visits a subrecipient to assess processes and review relevant documentation.

Programmatic Monitoring

Programmatic monitoring consists of a financial and programmatic review. Much of the monitoring is conducted by reviewing Subrecipient records submitted through EMGrants. Subrecipients may be asked to submit additional items requiring review. After each review, a checklist is submitted to keep the subrecipient aware of what will be needed next quarter.

On-Site Monitoring

On-site monitoring consists of a financial and programmatic review. This may be scheduled following late quarterly reporting or other non-compliance issues identified during the grant period. The reviewer will complete an on-site monitoring form with the subrecipient and submit via EMGrants. If a Correction Action Plan is deemed necessary, the information will be provided to the subrecipient detailing resolution steps, timelines, and responsibilities via EMGrants.

COMPLIANCE

If the subrecipient receives \$1,000,000 or more in federal funding during a subrecipient's fiscal year, they are responsible for compliance with the provisions of 2 CFR 200.501. The Subrecipient shall submit a copy of their audit to the Oklahoma Department of Emergency Management and/or upload it into the Federal Audit Clearinghouse.

All applicants are required to upload and submit a copy of their most recent audit documentation at the time of application.

Commingling is the mixing or blending of funds so that expenditures cannot be identified to a particular grant, project, or indirect activity. FEMA requires that recipients of Federal grant funds utilize financial systems that provide for effective control over and accountability for all funds, with separate accounts established for each project. The accounting systems of all Subrecipients must ensure that agency funds are not commingled with funds from other Federal agencies. Each award must be accounted for separately. Subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another. Where a Subrecipient's accounting system cannot comply with this requirement, the Subrecipient shall establish a system to provide adequate fund accountability for each project it has been awarded.

CERTIFICATIONS

Grant funds may not be used for matching funds for Federal grants, cooperative agreements, lobbying or intervention in Federal regulatory or adjudicatory proceedings. Applicants will be required to review and provide acceptance of the [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters Form](#) at the time of application. Acceptance of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 C.F.R. Part 17, "Government-wide Debarment and Suspension (Non-procurement)



Additionally, EMPG Subgrant funds may not be used to sue the Federal government or any other government entity.

You must fully review and understand the above compliance requirements as you will be asked to certify this in your application.

APPENDIX 1. APPLICATION PROCESS

Applicants are required to submit their grant application via EMGrants. This is OEM's online grants management website. You may refer to the [current checklist](#) of information required at time of application. The EMPG Application is located on the [EMPG Resource Center](#). Should you not have the ability to apply online, please email empg@oem.ok.gov for assistance.

SUBMISSION PROCESS

OEM will notify eligible applicants via email regarding the opening and closing dates of the grant application period within EMGrants system. Each application must be completed and submitted by the application closing date. Early submissions are always encouraged.

An application that is not completed within the established application period or that is incomplete cannot be accepted.

REVIEW PROCESS

Each application will be reviewed to ensure completion. During the review process, the Subrecipient may be required to correct or clarify items contained within the application. The Subrecipient should identify a single point of contact to answer any questions related to its application.

Items that may be reviewed:

- All documents located on [checklist](#) are submitted
- Submission of NOI by close date
- Documents are complete and include all required information: signatures, dates, and notary seals
- Single audit reports are submitted
- Copies of all position descriptions for personnel paid with federal EMPG grant funds (See section 9 above)
- Presence and activity in sam.gov, OEM EM Directory and OKEMGrants

APPENDIX 2. REQUIRED APPLICATION DOCUMENTS

Below are the documents required to complete the FY 2024 EMPG application. All documents are required to be uploaded into OK EMGrants no later than November 1, 2024, to be accepted.

1. State of Oklahoma Designation of Subrecipient Agent
2. Delegation of Authority for a request for payment (Optional)
3. Assurances and Certifications
4. Elected Official, City Manager, Tribal Officials Signature Page
 - a. Must have signatures and notary seal
 - b. Must mark if completing annual grant, training grant or both

Please provide the following documents:

5. FEMA transcript(s) and FEMA Course certificates for all emergency management staff
6. Copies of all position descriptions for personnel paid with federal EMPG grant funds and percentage of amount spent on grant Ex. Director 100% Deputy Director 50%
7. The Subrecipient's NIMS Compliance Certificate
8. The Subrecipients latest single audit report
9. The Subrecipients latest Emergency Operations Plan

For templates or further information, visit the [EMPG resource page](#) on OK EMGrants.

To register or access OK EMGrants, please navigate to <https://ok.emgrants.com/>. Near the log in section, please click the grey register button. You'll be prompted to fill out an online registration form.





State of Oklahoma Designation of Subrecipient

Subrecipient (Jurisdictional) Information	
Name of Subrecipient:	Muskogee County
Physical Address:	3000 North Street Muskogee, OK 74403
Mailing Address (if different):	PO Box 2274 Muskogee, OK 74402
Unique Entity Identifier (UEI):	02-166-1178

Subrecipient Emergency Management Director (Primary Contact)			
Name:	Jeffrey Smith	Agency:	MCEM
Office Physical Address:	3000 North Street Muskogee, OK 74403		
EOC Address (if different):			
Office #:	918-682-2551	Cell#:	918-348-5014
Email Address:	jsmith@readymuskogee.org		

Subrecipient Emergency Management Alternate (Secondary Contact)			
Name:	Carrie Wages	Agency:	MCEM
Office Physical Address:	3000 North Street Muskogee, OK 74403		
Office #:	918-682-2551	Cell#:	918-316-8260
Email Address:	cwages@readymuskogee.org		

Certification			
The above Primary and Secondary contacts are hereby authorized as the Subrecipient's point of contact (POC) for the EMPG period of performance. The above-designated points of contact are further authorized to take such action, prepare required documentation, and attend meetings (i.e., applicant briefing or kick-off meetings) as may be required on behalf of the Subrecipient until contrary notice is given to OEM.			
Governing Body (Jurisdiction):	Muskogee County Board of Commissioners		
Certifying Official:			
Title:	Board of County Commissioners Chairman		
Office #:	918-682-9601	Email Address:	cc1@readymuskogee.org

Delegation of Authority

(Optional)

Fiscal Year 2024 Emergency Management Performance Grant (EMPG) Program

By means of this document, I, Ken Doke, hereafter known as "the Delegating Official," delegate the authority herein described to Jeffrey L Smith, hereafter known as "the Delegate," on the following terms and conditions:

1. The Delegate may request reimbursement(s) under the Emergency Management Performance Grant contractual agreement for an amount not to exceed the award amount within the period of performance.
2. This delegation remains effective for the duration of the FY 2024 EMPG Grant Period of Performance unless revoked in writing by the Delegating Official.
3. The authority delegated is not subject to sub-delegation without the prior and express written consent of the Delegating Official.



Signature, Delegating Official

Ken Doke, Muskogee County Commissioner

Name and Title

Date



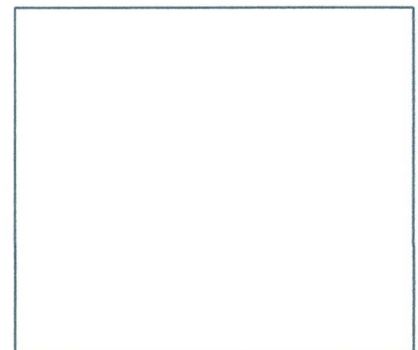
Signature, Delegate

Jeffrey L Smith, Director

Name and Title

Date

Notary Stamp



Elected Officials / City Manager / Tribal Officials

Fiscal Year 2024 Emergency Management Performance Grant (EMPG) Program


By signing below, we are applying for the OEM Fiscal Year 2024 Emergency Management Performance Grant. Our jurisdiction is committed to fulfilling the scope of work and grant requirements listed within the associated application, which serves as the grant agreement, and have an understanding that, if our jurisdiction fails to abide by this agreement, the funding is subject to a reduction and full de-obligation for the project. The grant agreement has been read in full and our jurisdiction certifies it understands all requirements listed. I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2,1001,1343, and Title 31, Sections 3729-3730 and 3801-3812.

Approved By:



County Commissioner, District 1

City Mayor or Manager



County Commissioner, District 2

Tribal Official



County Commissioner, District 3

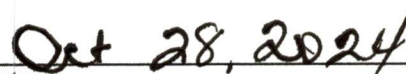


Emergency Management Director

Witnessed By:



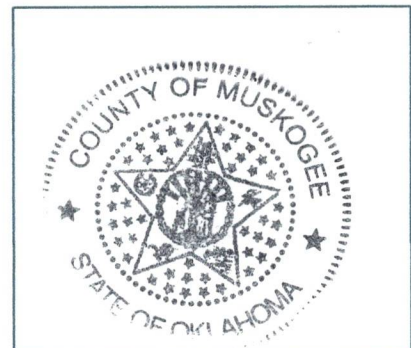
City/County/Tribal Clerk/Treasurer



Date

Notary Stamp

- Check here if participating in payroll grant
- Check here if participating in training grant



State of Oklahoma EMPG Training Checklist

Employee Name: Jeffrey L Smith Employee Start Date: 2/09/24

Attach Supporting Documents - (Such as course certificates, FEMA transcript, or a combination of both)

Table 1: NIMS Training	Date Completed
IS-100 (Any Version)	11/21/06
IS-200 (Any Version)	11/21/06
IS-700 (Any Version)	11-21-06
IS-800 (Any Version)	11-21-06

Table 2: Professional Development Series (PDS)	Date Completed
IS-120.a (Listed/Current Version Only)	7-24-16
IS-230.d (Listed/Current Version Only)	9-30-20
IS-235.b (Listed/Current Version Only)	9-30-20
IS-240.b (Listed/Current Version Only)	9-30-20
IS-241.b (Listed/Current Version Only)	9-30-20
IS-242.b (Listed/Current Version Only)	9-30-20
IS-244.b (Listed/Current Version Only)	9-30-20

Table 3: Basic Academy	Date Completed
IS-230.d (Listed/Current Version Only)	
E/L 101	9/12/23
E/L 102	
E/L 103	
E/L 104 or 146	
E/L 105	

A. FEMA transcripts can be located here: [FEMA Transcript](#)

B. OSU transcripts can be located here: [OSU FST](#)

Those documents which have been submitted to meet EMPG training compliance requirements will be compiled and added to your personal profile in EMGrants.



FIRE SERVICE TRAINING

OKLAHOMA STATE UNIVERSITY

Issues this certificate to

Jeffrey L Smith

For participation in 20.0 hours of training

NIMS ICS 300 Intermediate with ICS Simulator

*Held in Okmulgee, OK
March 13th, 2009*


Dean of the College of Engineering,
Architecture & Technology

March 13th, 2009

Date of Issue



Director, Fire Service Training

FIRE SERVICE TRAINING

OKLAHOMA STATE UNIVERSITY

Issues this certificate to

Jeffrey L Smith

For participation in 16.0 hours of training

NIMS ICS 400 (EMI) Advanced Incident Command System


Held in WAGONER, OK

July 23rd, 2009


Dean of the College of Engineering,
Architecture & Technology

July 23rd, 2009

Date of Issue



Director, Fire Service Training

Oklahoma Department of Emergency Management

Issues this certificate to

Jeffrey L Smith

For participation in 8.0 hours of training

OEM - FEMA G.191: ICS-EOC Interface



Held in CLAREMORE, OK
January 15th, 2019



Director,
Oklahoma Emergency Management

January 15th, 2019

Date of Issue



Training Officer,
Oklahoma Emergency Management



FEMA

Emergency Management Institute – Independent Study Program

16825 South Seton Avenue, Emmitsburg, MD 21727 (301) 447-1200


STUDENT TRANSCRIPT

Last Name	First Name	MI	Student ID
SMITH	JEFFREY	L	***-**-1047

Issued: October 08, 2020

<u>Course Code and Title</u>	<u>Completed</u>	<u>IACET CEUs*</u>
IS-00100 Introduction to the Incident Command System, ICS-100	11/21/2006	0.3
IS-00100.b Introduction to Incident Command System ICS-100	11/16/2010	0.3
IS-00100.LEb Introduction to the Incident Command System (ICS 100) for Law Enforcement	11/16/2010	0.3
IS-00100.SCa Introduction to Incident Command System ICS-100 for School	01/11/2011	0.3
IS-00120.a An Introduction to Exercises	07/24/2012	0.5
IS-00139 Exercise Design	05/01/2009	1.5
IS-00200 ICS for Single Resources and Initial Action Incidents, ICS-200	11/21/2006	0.3
IS-00230 Principles of Emergency Management	05/03/2009	1.0
IS-00230.d Fundamentals of Emergency Management	09/30/2020	0.6
IS-00235 Emergency Planning	05/04/2009	1.0
IS-00235.c Emergency Planning	09/30/2020	0.5
IS-00240 Leadership & Influence	05/05/2009	0.9
IS-00240.b Leadership and Influence	09/30/2020	0.3
IS-00241 Decision Making & Problem Solving	05/16/2009	0.8
IS-00241.b Decision Making and Problem Solving	09/30/2020	0.2
IS-00242 Effective Communication	05/16/2009	0.8
IS-00242.b Effective Communication	09/30/2020	0.8
IS-00244 Developing and Managing Volunteers	06/22/2009	1.0
IS-00244.b Developing and Managing Volunteers	09/30/2020	0.4
IS-00650.a Building Partnerships with Tribal Governments	11/02/2012	1.0
IS-00700 National Incident Management System (NIMS), An Introduction	11/21/2006	0.3
IS-00700.b An Introduction to the National Incident Management System	07/20/2018	0.4
IS-00701.a NIMS Multiagency Coordination System (MACS)	08/26/2010	0.5
IS-00702.a NIMS Public Information Systems	08/26/2010	0.3
IS-00703.a NIMS Resource Management	08/27/2010	0.3
IS-00704 NIMS Communications and Information Management	08/27/2010	0.2
IS-00706 NIMS Intrastate Mutual Aid an Introduction	08/27/2010	0.2
IS-00800.a National Response Plan (NRP), an Introduction	11/21/2006	0.3
IS-00800.b National Response Framework, An Introduction	10/25/2017	0.3

*****End of Transcript*****


Jeffrey D. Stern, Ph.D.
 Superintendent
 Emergency Management Institute
 Federal Emergency Management Agency

* One Continuing Education Unit (CEU) is equal to ten (10) student contact hours using the guidelines of the American National Standards Institute (ANSI) / International Association for Continuing Education and Training (IACET) I-2007 Standard.

State of Oklahoma EMPG Training Checklist

Employee Name: Carrie Wages Employee Start Date: July 2017

Attach Supporting Documents - (Such as course certificates, FEMA transcript, or a combination of both)

Table 1: NIMS Training	Date Completed
IS-100 (Any Version)	8.15.17
IS-200 (Any Version)	1.15.10
IS-700 (Any Version)	8.16.17
IS-800 (Any Version)	8.17.17

Table 2: Professional Development Series (PDS)	Date Completed
IS-120.a (Listed/Current Version Only)	10.24.17
IS-230.d (Listed/Current Version Only)	9.29.20
IS-235.b (Listed/Current Version Only)	9.30.20
IS-240.b (Listed/Current Version Only)	9.29.20
IS-241.b (Listed/Current Version Only)	9.30.20
IS-242.b (Listed/Current Version Only)	9.30.20
IS-244.b (Listed/Current Version Only)	9.30.20

Table 3: Basic Academy	Date Completed
IS-230.d (Listed/Current Version Only)	
E/L 101	
E/L 102	
E/L 103	
E/L 104 or 146	
E/L 105	

- A. FEMA transcripts can be located here: [FEMA Transcript](#)
- B. OSU transcripts can be located here: [OSU FST](#)

Those documents which have been submitted to meet EMPG training compliance requirements will be compiled and added to your personal profile in EMGrants.



STUDENT TRANSCRIPT



STUDENT NAME Carrie Ann Wages

ORGANIZATION Muskogee County Emergency Mgmt

COURSE	DATE	CREDIT
2018 OSFA State Fire School ¹ (68046)	5/3/2018	
Learning the New OK-FIRE ¹ (68261)	5/4/2018	6 hours
EMS Mass Casualty Incident Management ¹ (66325)	9/15/2017	8 hours
OEM - E-W-F Planning ¹ (69422)	4/26/2018	2 hours
OEM NE Area Workshop ¹ (69423)	4/25/2018	16 hours
OEM - New Emergency Management Orientation ¹ (70544)	8/12/2018	16 hours
2018 State EM Conference ¹ (70654)	8/14/2018	24 hours
OEM - FMAG Process ¹ (69421)	4/26/2018	4 hours
OEM - FEMA G.191: ICS-EOC Interface ¹ (71799)	1/15/2019	8 hours
OEM Annual Conference ¹ (75454)	8/13/2019	
OEM - FEMA G.288: Local Volunteer and Donations Management ¹ (76458)	3/4/2020	8 hours

Courses denoted with a superscript one (1) are tax credit applicable. Scores prefaced with an "R-" are retests.

This Form 10 is current as of September 15th, 2023

This document is an official record of credit for classes taken through the Oklahoma Fire Service Training training system. Credit awarded through these programs should be viewed as continuing adult education. NO ACADEMIC CREDIT IS AWARDED FOR PROGRAMS OFFERED THROUGH OKLAHOMA FIRE SERVICE TRAINING.

*For detailed information concerning information on this record, or to schedule a retest, please contact:

Fire Service Training @ Oklahoma State University
1723 W Tyler
Stillwater, OK 74078-8041
Phone: (405) 744-5727 or (800) 304-5727 Fax: (405) 744-7377

McAlester Firefighter Classic



This certifies that

Carrie Wages

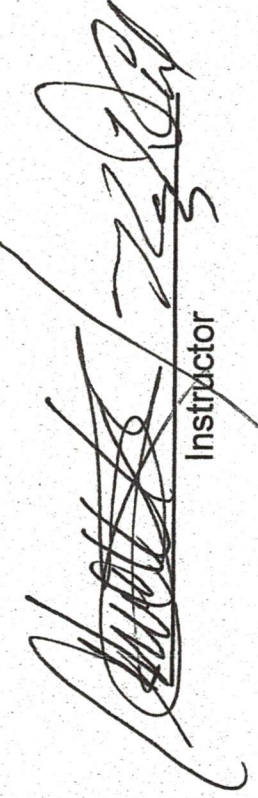
Has successfully completed

16 Hours

NIMS 300

09/10/2017

Date of issue


Instructor

McAlester Firefighter Classic



This certifies that


Carrie Wages

Has successfully completed

**National Incident Management System 400
16 Hours**

09/17/2017

Date of issue



Instructor



FEMA

Emergency Management Institute – Independent Study Program

16825 South Seton Avenue, Emmitsburg, MD 21727 (301) 447-1200

STUDENT TRANSCRIPT

Last Name: WAGES, First Name: CARRIE, MI: A, Student ID: ***_**-9942

Issued: October 08, 2020

Table with 4 columns: Course Code and Title, Completed, IACET CEUs*. Lists 11 courses with completion dates and CEU values.

*****End of Transcript*****



Jeffrey D. Stern, Ph.D. Superintendent Emergency Management Institute Federal Emergency Management Agency

* One Continuing Education Unit (CEU) is equal to ten (10) student contact hours using the guidelines of the American National Standards Institute (ANSI) / International Association for Continuing Education and Training (IACET) I-2007 Standard.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

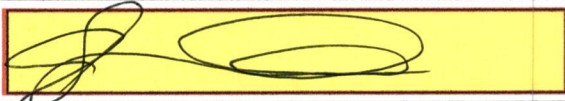
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
Muskogee County Emergency Management	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input type="text"/>	* First Name: Jeffrey Middle Name: <input type="text"/>
* Last Name: Smith	Suffix: <input type="text"/>
* Title: Director	
* SIGNATURE: 	* DATE: <input type="text"/>