



pennsylvania
EMERGENCY MANAGEMENT AGENCY

PEMA Directive

Number:	D2020-01
Effective Date:	January 3, 2020
Review/Termination Date:	Review: January 3, 2021
Rescinds Directive Number:	N/A

Subject:
Emergency Management Performance Grant (EMPG) Annual Statement of Work (ASOW)

Scope:
All eligible applicants of EMPG funds

Distribution:

- www.pema.pa.gov
- PEMA Area Offices
- PEMA Chief Counsel
- County/Municipal Emergency Management Grant Recipients
- County Emergency Management Coordinators

By Direction of:



David R. Padfield, Director
PA Emergency Management Agency

I. PURPOSE

This directive contains information for the implementation of the Annual Statement of Work (ASOW) requirements associated with the Emergency Management Performance Grant (EMPG). The ASOW serves multiple purposes, as follows:

- A. Serves as an assessment tool of essential emergency management program elements.
- B. Demonstrates the opportunity for emergency management program performance through evaluation and feedback.
- C. Measures emergency management program proficiency over time to demonstrate progress.
- D. Facilitates performance measures and outcomes as established in the EMPG program guidance and Title 35, the Emergency Management Services Code.
- E. Assists in closing core capability gaps associated with the Stakeholder Preparedness Review (SPR) and the Threat and Hazard Identification and Risk Assessment (THIRA).

Comments and Questions Regarding this Directive Should be Directed to:
Bureau of Grants Management at 717.651.2027 or ra-dgmgrants@pa.gov

II. AUTHORITY AND REFERENCE

- A. Federal Emergency Management Performance Grant Notice of Funding Opportunity (NOFO).
- B. Title 35, Health and Safety, the Emergency Management Services Code.

III. DEFINITIONS

- A. EMPG – A federal grant funding opportunity to assist stakeholders in improving emergency performance capabilities both day-to-day and during long-term strategic events.
- B. Annual Statement of Work – The Worksheet used by the Pennsylvania Emergency Management Agency (PEMA) Area Office staff to record the progress of the performance measures required by the EMPG.
- C. Deliverables – Activities outlined in the grant guidance and attached worksheet as program requirements.

IV. GENERAL

- A. This grant funding opportunity serves toward an all-hazards approach to emergency management preparedness, including the development of a comprehensive program of planning, training, and exercises, providing for an effective and consistent response to disaster or emergency, regardless of the cause.

All eligible applicants must apply for the EMPG annually within the specific Federal Fiscal Year in the Electronic Single Application system. PEMA cannot guarantee the availability of grant funds from year to year. The availability and disbursement of EMPG grant funds depends upon the federal award to PEMA.

- B. The Area Offices will schedule ASOW quarterly meetings with EMPG grant recipients to monitor completion of grant deliverables. The Area Offices are responsible for the inspection/collection and documentation of ASOW recipient information.
- C. This directive applies to all entities receiving EMPG funds. The ASOW Worksheet will be distributed to the respective applicants and full completion of ASOW deliverables found on the Worksheet is required pursuant to the terms and conditions of the EMPG Agreement signed by the Agency and the respective applicant.
- D. PEMA will review the directive and the ASOW Worksheet annually and update as required, at PEMA's discretion, to reflect policy and/or federal guidance updates.

V. PROCEDURES

- A. National Incident Management System (NIMS) Implementation Compliance in accordance with Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents, and adoption of the NIMS is a requirement to receive federal preparedness assistance, through grants, contracts and other activities. SPR/THIRA submittal is required by any state that receives federal preparedness assistance grant funds.
- B. The grant funding is awarded after PEMA, as the State Administrative Agency, receives the funding from the federal government. The performance period for subrecipients starts October 1 through September 30. The EMPG is a reimbursement grant and the federal funding is typically disbursed in November or December following the September 30 end of the previous performance period.
- C. The PEMA Area Office staff will establish quarterly meeting dates, as needed, with the Emergency Management Coordinator (EMC) from eligible recipients to review the deliverables (plans, After Action Reports, certificates, etc.). These reviews will take place once every three months at a mutually agreed upon date and time.
- D. The ASOW Worksheet will be reviewed with the EMC and other county office staff as requested by the EMC. All deliverables on the document must demonstrate progress during the grant performance period and be completed by the end of the same period. For each quarter, the following annotations will be made under the appropriate quarter:
1. Complete (C). Means the item is complete and only maintenance action is required. If complete for the year, the center box with the yes box will be checked.
 2. Progress (P). Means the organization is making progress in the respective area. Continuous monitoring is required. For those items indicating P, progress should be demonstrated each quarter so that the items are completed by the end of the grant performance period.
 3. No Progress (NP). Means that no progress has been made in the respective area and the county EMC should act to remedy the deficiency. For an action item that is labeled NP, additional comments will be made in the comments section of the worksheet outlining the deficiency and noting what actions are required to remedy the issue.
- E. For those items listed on the worksheet and labeled NP, the Area Office will make every effort to assist the county in remediating the issue by the end of the grant performance period. However, the primary responsibility lies with the county recipient to complete the deliverable. The ASOW is organized into four (4) focus areas; Planning, NIMS, Training and Exercises. If a NP deliverable is not completed by the end of the performance period, the respective EMPG

reimbursement level will be reduced. It should be the effort of all concerned to ensure that all items are marked C by the end of the grant performance period.

- F. The ASOW deliverables may change based on grant guidance and new requirements established by PEMA or FEMA.

VI. DISTRIBUTION

- A. This directive is published on the PEMA website.
1. Individuals may contact their respective Area Office for assistance in obtaining a copy of the Directive and ASOW.
 2. The distribution list includes:
 - a. Deputy Director for Administration
 - b. Deputy Director for Preparedness
 - c. Deputy Director for Response
 - d. Deputy Director for 9-1-1
 - e. Special Assistant to the Director
 - f. Chief Counsel's Office
 - g. Legislative Affairs Office
 - h. Bureau/Office Directors
 - i. Central/Eastern/Western Area Offices
 - j. Eligible Applicants