

**Pennsylvania Emergency Management Agency  
Emergency Management Performance Grant  
Subrecipient Guidance and Instructions  
Federal Fiscal Year 2019**

**I. PURPOSE**

The Pennsylvania Emergency Management Agency (PEMA), on behalf of eligible participants and the Commonwealth of Pennsylvania, applies annually to the United States Department of Homeland Security (DHS) for funding under the federal Emergency Management Performance Grant (EMPG).

**II. GENERAL**

- A. The performance period for the Federal Fiscal Year (FFY) 2019 EMPG is October 1, 2018 through September 30, 2020.
- B. The application period for the FFY 2019 EMPG is October 1, 2018 through September 30, 2019. All eligible expenses must occur within the application period.

**III. APPLICATION**

- A. All subdivisions that desire to participate in the EMPG Program for FFY 2019 must submit an application via the Electronic Single Application (ESA) system.
- B. The following ESA application components must be completed:
  - 1. Applicant
  - 2. Project Overview
  - 3. Project Site
  - 4. Budget Spreadsheet
  - 5. Addenda
  - 6. Certification
- C. The FFY 2019 EMPG Salary and Benefits (Excel) Workbook is to be completed detailing the projected salary and benefit costs per approved position. The completed (Excel) workbook is to be uploaded to the ESA application. A PDF of the workbook information will not be accepted.

When completing the workbook, consideration should be given to known or anticipated increases in salaries and benefits during FFY 2019. To assist with this consideration, a copy of the current Classification and Compensation Plan for County and Local Emergency Management Organizations, effective July 1, 2012, can be found at the workbook tab entitled Attach3.

- D. The Summary of Anticipated Personnel Expenses (Attachment 1) is to be printed, signed and uploaded to the ESA application.

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- C. **In accordance with 2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200.405, Allocable Costs, *Any cost allocable to a particular Federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons.***
- D. Counties/municipalities should complete and upload in pdf to the ESA application the Election of Merit System and Certification of Merit System Standards form [Attachment (4)]. Counties/municipalities that want to make changes to their Merit System elections for current or future vacancies will need to submit a copy of the County’s Merit System, in whatever format the county uses (procedures, manuals, or other information) from your Human Resources Office or County Commissioners. A Merit System is required according to Title 5, Code of Federal Regulations, Part 900, § 900.603, *Standards for a Merit System of Personnel Administration*. The quality of public service can be improved by the development of systems of personnel administration consistent with such merit principles as:
1. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.
  2. Providing equitable and adequate compensation.
  3. Training employees, as needed, to assure high quality performance.
  4. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected.
  5. Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, or handicap and with proper regard for their privacy and constitutional rights as citizens. This “fair treatment” principle includes compliance with the federal equal employment opportunity and nondiscrimination laws.
  6. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with, or affecting the result of, an election or a nomination for office.

Part 900 covers the civil rights act, merit selection, and handicap issues. For more information, go to <http://ecfr.gpoaccess.gov>, Title 5, Part 900.

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- E. Any county wishing to make changes to its currently approved positions, whether Civil Service or County Merit, must submit to PEMA Bureau of Grants Management, [RA-dgmhmgrants@pa.gov](mailto:RA-dgmhmgrants@pa.gov), a detailed letter from the County Commissioners regarding changes they wish to make to the positions. PEMA will review and make a determination on these requests.
- F. Counties/municipalities should complete and have signed the Delegation of Signature Authority (Attachment 5), and upload in pdf to the ESA application.
- G. Current position descriptions for all positions funded by the EMPG program are to be uploaded to the ESA application (Attachment 6).

**IV. SUBMISSION**

- A. Each of the application components and documents described above must be submitted to PEMA via the ESA system at <https://www.esa.dced.state.pa.us>.
- B. The EMPG application is available for submission as follows:

Monday, March 11, 2019 – 8 a.m.

Friday, April 12, 2019 – 5 p.m.

**The ESA system will not accept EMPG applications after 5 p.m. on Friday, April 12, 2019.**

**V. REPORTS**

- A. Subrecipient quarterly reports are due to PEMA Bureau of Grants Management, [RA-dgmhmgrants@pa.gov](mailto:RA-dgmhmgrants@pa.gov), as follows:
  - 1. 1<sup>st</sup> Quarter (October 1 to December 31) – January 15
  - 2. 2<sup>nd</sup> Quarter (January 1 to March 31) – April 15
  - 3. 3<sup>rd</sup> Quarter (April 1 to June 30) – July 15
  - 4. 4<sup>th</sup> Quarter (July 1 to September 30) – October 15
- B. Quarterly reports are to reflect actual employer-paid expenses incurred during the application period and should include the following:
  - 1. Quarterly Report Excel Workbook

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2. System-generated payroll report identifying employer-paid expenses by employee and by pay period (not pay date)
  3. County-generated OR DGM-12A timesheet for each EMPG-funded position showing regular hours worked by pay period
  4. Proof of payment via a pay stub identifying the pay period and employer-paid expenditures, or a cancelled check, or a bank statement showing the funds paid out by the county
- C. Quarterly reports that are incomplete or lacking all supporting documentation will be returned with a checklist identifying the issues to be resolved.