

2021 EMPG Project Application

Thank you for your interest in the Ventura County FY2021 Emergency Management Performance Grant Program.

Grant awards are made on a non-competitive basis to incorporated cities in Ventura County. Allocations are set utilizing population estimates provided by the United States Census Bureau.

APPLICATIONS DUE: Wednesday, December 3, 2021 @ 5:00PM

Performance Period

July 1, 2021 – March 1, 2023

Eligible Projects

Planning

- Development of or updates to emergency evacuation plans, emergency operation plans, etc.
- Purchase/print materials to enhance public education & outreach efforts.

Organization

- Salaries/benefits for full-time and/or part-time performing emergency management roles. (Please see training and exercise requirements).
- Printing of materials to enhance whole community preparedness.
- Subscriptions to or development of programs to enhance emergency management capabilities

Equipment

- Portable equipment to build or enhance emergency operations center capabilities. (i.e.:computers, projectors, displays, maps and communication equipment.)

Exercises

- Consultant/contractor fees and other approved expenses associated with development and execution of emergency management exercises.

Ineligible Projects

- Equipment that is not 100% portable, requires fixed installation or requires an Environmental and

Historic Preservation Report.

- Equipment unrelated to enhancing emergency operations center response, communication, or coordination capabilities.

Contract Requirements

Domestic Preferences for Procurement

[Code of Federal Regulations §200.322](#)

Entities should provide a preference for the purchase of goods, products or materials produced in the United States. Requirements must be included in all contracts and purchase orders for work or products under the award.

Prohibition on Contracting for Covered Telecommunications or Services

[Code of Federal Regulations §200.216](#)

- Prevents subrecipients or their contractor or subcontractor from using federal award funds to procure or obtain covered technology.
- Prevents the use of federal award funds to contract with any entity that uses covered technology.

Subrecipients are required to include provision in their contracts explaining prohibitions. [FEMA Policy #405-143-1](#)

Match Requirements

A cost match of 100% the value of the total award is required by this grant program by either 50% cost share in the project or 100% cash match with other eligible funds. Matching funds may include expenditures on personnel and/or other emergency management related projects that are accrued within the grant performance period of July 1, 2021 – March 1, 2023. The source of the matching funds must be identified in this application.

****Matching funds consisting of personnel salary/benefits are subject to training and exercise requirements. (Please see training and exercise requirements).****

The following two scenarios serve as an example of matching funds:

50/50 Cost Share Example

The County of Ventura is working to upgrade emergency communications equipment. The total project cost is \$40,000. Due to the grant requirements, the County of Ventura will utilize \$20,000 of grant funds to complete the project and fund the remaining \$20,000 using the general fund budget.

100% Matching Funds Example

The County of Ventura is working to upgrade emergency communications equipment. The total project cost is \$40,000 and the County's EMPG grant allocation is \$40,000. Due to the 100% match requirement imposed by the EMPG grant, the County of Ventura will utilize personnel costs accrued from full-time emergency management staff to meet the match requirements in the amount of \$40,000. These costs were accrued within the performance period of July 1, 2020 – May 31, 2021.

Training & Exercise Requirements

The following training courses are required for any personnel whose salary/benefits are directly offset by approved projects, and/or any personnel whose salary/benefits are used for the purpose of matching funds.

Required Courses

- IS 100 (any version), Introduction to Incident Command System (ICS)
- IS 200 (any version), ICS for Single Resources and Initial Action Incident
- IS 700 (any version), National Incident Management System, An Introduction
- IS 800 (any version), National Response Framework, An Introduction
- IS 120.c An Introduction to Exercises (**new version required**)
- IS 230.e Fundamentals of Emergency (**new version required**)
- IS 235.c Emergency Planning
- IS 240.b Leadership and Influence
- IS 241.b Decision Making and Problem Solving
- IS 242.b Effective Communication
- IS 244.b Developing and Managing Volunteers

Exercises

All EMPG-funded personnel, including any staff whose salary/benefits will be used for the match, must participate in no less than **two** exercises between July 1, 2021, and March 1, 2023. *The Great Shakeout* drop, cover, and hold drill is ineligible unless it accompanies a simulated EOC activation or expanded exercise of the like. Exercises associated with *The Great Shakeout* must be pre-approved by CalOES in order to count as a qualified exercise for EMPG awards.

Accrual of Costs

Personnel costs associated with full time/part time employees funded by the FY2021 Emergency Management Grant Program may be accrued beginning July 1, 2021 – March 1, 2023.

Costs for other projects including equipment purchases, planning and or organization costs may not be accrued until an award letter has been issued by the County of Ventura.

Modification of Projects

In the event the scope of a grant project changes and/or requires modification, approval of these changes must be made by CalOES prior to initiating any purchases or work. Projects started before approval will result in de-obligation of grant funds.

Reimbursement Requests

The deadline for reimbursement requests is March 1, 2023. Projects must be complete, and the reimbursement packet must have all of the necessary documentation. Reimbursements for salary offset awards will not be processed until the required training and exercise items are completed.

Grant Application Submission

Grant applications must be submitted using this form. Forms may be submitted online, or printed and emailed to kim.dellacort@ventura.org by Friday, December 3, 2021 @ 5:00PM. Applications not received by the deadline will not be eligible for funding.

For questions pertaining to this grant program, please call Kim Dellacort at 805-947-8051 or kim.dellacort@ventura.org

PROJECT MANAGER / APPLICANT INFORMATION

City Name

City of Camarillo

Project Manager Name

Carmen

First

Nichols

Last

Mailing Address

601 Carmen Drive

Address Line 1

Address Line 2

Camarillo

City

California

State

93010

Zip Code

Project Manager Email**Phone**

FISCAL POINT OF CONTACT

Name

First

Last

Address

Address Line 1

Address Line 2

City

State

Zip Code

Fiscal Email**Phone**

AUTHORIZED GRANT AGENT

Authorized Agent Name

First

Last

Address

Address Line 1

Address Line 2

City

State

Zip Code

Authorized Agent Email

gramirez@cityofcamarillo.org

Phone

(805) 388-5312

Project Summary

Project Title 1

Salary for Emergency Management Program Assistant

Project Amount

\$18,427.00

Solution Area

Organization

Solution Area Sub-Catgory

Staffing

Project Information

Heidi Zahrt provides administrative support for the City's Emergency Management function. She works 30 hours per week and 75% of her time is spent on emergency management tasks.

Detailed duties can be provided upon request.

Project Summary

Project Title 2**Project Amount****Solution Area****Solution Area Sub-Catgory****Project Information**

Project Summary

Project Title 3

Project Amount

Solution Area

Solution Area Sub-Catgory

Project Information

Project Summary

Project Title 4

Project Amount

Solution Area

Solution Area Sub-Catgory

Project Information

Project Summary

Project Title 5

Project Amount

Solution Area

Solution Area Sub-Catgory

Project Information

Budget Summary - Consultants/Contractors/Service

Provide information on all contractors and/or service that is required to complete this project. If an exact amount is unknown, please provide an estimate.

Service

Description	Total Services
I have read and understand the contracts requirements for domestic preference and the prohibition of covered technology.	
☉ Yes ○ No	

Budget Summary - Equipment

Provide information on all equipment required to complete this project. Completion of all fields is required.

If exact price is unknown, please provide a cost estimate. For sales tax, please add a line item and list it separately.

AEL - Authorized Equipment List

For a complete list of equipment authorized by FEMA for purchase, please click [here](#).

Equipment

Qty	Description	AEL	Price Each	Total Equipment
				\$0.00

I have read and understand the contracts requirements for domestic preference and the prohibition of covered technology.

☒ Yes ☐ No

Budget Summary - Salary/Personnel

Provide information on salary and personnel costs.

{if (SolutionArea.Contains("Organization") and SolutionArea.Contains("Training"))}

Salary/Personnel Costs

Employee Name	Hourly Rate	Hours	Total Salary & Benefits
{ each SalaryPersonnelCosts }			
Heidi Zhart	\$19.0833	966	\$18,427.00

{ end each }

{ end if }

Project Cost Summary

Budget Summary - Consultants/Contractors/Service

Budget Summary - Equipment

Budget Summary - Salary/Personnel

Project Total:

\$0.00

Matching Requirement

Please identify the source of the matching funds. and specify whether the project will utilize the 50/50 Cost-Share or 100% Match option. See allowable matching sources in the Application Guidelines.

Matching Type

50/50 Cost Share

Matching Funds Source/Type

Matching City funds will be Heidi Zhart salary/benefits - 966 hours @ \$19.0833 = \$18,427.00..

IMPLEMENTATION MILESTONES

Identify up to 4 milestones that will be achieved throughout the cycle of this project.

For each milestone:

- Provide the projected date for when the milestone will occur. For planning purposes, the anticipated award date is February, **2021**.
- Identify at least two milestones that will indicate the project is progressing towards completion.
- Identify any challenges that may impede the completion of the project.

Project Start - Milestone 1

Project Start

7/1/2021

Date End

6/30/2022

Milestone Title

Supporting Emergency Management Operations and Preparedness

Milestones

Various emergency preparedness training and activities which include the following:

1. Assistance with planning and execution of the City's annual tabletop emergency drill, and assistance with completing the After-Action Report.
2. City of Camarillo representative for Ventura County Voluntary Organizations Active in Disaster, including participation in tabletop emergency exercises.
3. Assistance with coordinating the annual The Great California Shakeout Drop-Cover-Hold Drill.

Anticipated Challenges

None

Milestone 2

Date Start

7/1/2021

Date End

6/30/2022

Milestone Title

Community Emergency Response Team coordination

Milestones

Milestones pertaining to the CERT program includes:

1. Ongoing coordination of the City's CERT program and volunteers, both new recruits and training for CERT graduates.
 2. Inventory for Mass Casualty Incident Supplies Trailer.
 3. Coordinates various community outreach activities and training for CERT volunteers. Past examples include hosting booths at various emergency preparedness fairs, distribution of PPE during Covid-19 emergency, emergency water distribution drills, and Red Cross trainings.
 4. Activation of CERT grads during emergencies such as the Hill Fire in November 2018 (N95 mask distribution, one shelter volunteer).
 5. Responsible for informational content of CERT newsletter and other correspondence sent out to approximately 700 grads.
- Utilizes CERT volunteers to conduct inventory for Mass Casualty Incident Trailer.

Anticipated Challenges

None

Milestone 3

Date Start

7/1/2021

Date End

6/30/2022

Milestone Title

EMPG Compliant Training

Milestones

Heidi will complete the new version of IS 230.e Fundamentals of Emergency Management course in order to be EMPG compliant with required ICS training courses. In addition, she plans to complete a minimum of two EMPG qualified trainings during the performance period.

Anticipated Challenges

None

Project Complete - Final Milestone

Project Completion Date

6/30/2022

Milestone Title

NIMS Training Completed for EOC Staff

Milestones

SEMS/NIMS and DLAN training for City employees and tracking independent study and in person training sessions for EOC staff.

Anticipated Challenges

None

Under Penalty of Perjury I certify that:

I am the duly authorized officer of the claimant herein. This claim is true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances.

Authorized Agent Signature

By digitally signing this application, I certify to the best of my knowledge and belief that the application is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

All equipment and training procured under this grant must be in support of the development or maintenance of an identified team or capability.

Signature

Carmen Nicholas