

MICHAEL P. VICTORINO
Mayor

HERMAN ANDAYA
Administrator



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County of Maui
MAUI EMERGENCY MANAGEMENT AGENCY
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
PHONE: (808) 270-7285
FAX: (808) 270-7275
emergency.management@mauicounty.gov

OFFICE OF THE
COUNTY CLERK

Ms. Michele Yoshimura *WJF*
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Michael P. Victorino 6/30/21
Mayor Date

For Transmittal to:

Alice Lee, Council Chair
And Members of Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Lee:

SUBJECT: **GRANT REVENUE - EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM COVID-19 SUPPLEMENTAL (EMPG-S)**

In accordance with Ordinance No. 5099, Bill 94 (2020), Fiscal Year 2021 Budget, we are hereby transmitting to you a copy of the notice of grant award from the State of Hawaii, Hawaii Emergency Management Agency for the program listed above for the period of July 1, 2020, to October 30, 2021, in the amount of \$50,000.00.

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at ext. 7281.

Sincerely,

Herman Andaya
HERMAN ANDAYA
Administrator

Maui Emergency Management Agency

COUNTY COMMUNICATION NO. 21-317



Utilizing Emergency Management Principles, We Protect All Persons Within
The County of Maui to Achieve Whole Community Resilience



DAVID Y. IGE
GOVERNOR



MAJOR GENERAL KENNETH S. HARA
DIRECTOR OF EMERGENCY MANAGEMENT

LUKE P. MEYERS
ADMINISTRATOR OF EMERGENCY MANAGEMENT

PHONE (808) 733-4300
FAX (808) 733-4287

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE DIRECTOR OF EMERGENCY MANAGEMENT
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

January 27, 2021

Herman Andaya
Maui Emergency Management Agency Administrator
200 South High Street
Wailuku, HI 96793

Dear Mr. Andaya:

Maui Emergency Management Agency
Award #: EMF-2020-EP-000020-HIEMA-02
Federal Share: \$50,000.00

We have reviewed and approved your application and workplan for the FFY20 Emergency Management Preparedness Grant Supplement (EMPG-S).

Please find the attached Memorandum of Agreement (MOA) between the Hawaii Emergency Management Agency and Maui Emergency Management Agency. The approved funds of \$50,000.00 will be available for eligible reimbursements upon execution of the attached MOA and after a purchase order number has been assigned.

If you have any questions or need further assistance, please call 808-733-4300.

Sincerely,

A handwritten signature in black ink, appearing to be "L. Meyers".

Luke P. Meyers
Administrator of Emergency Management

STATE OF HAWAII REQUISITION & PURCHASE ORDER

DEPARTMENT OF DEFENSE

HAWAII EMERGENCY
MANAGEMENT AGENCY

ORGANIZATION

FUNCTION AND ACTIVITY

NOTICE TO VENDORS

Conditions of purchase are listed on the back side of this purchase order.
Please read carefully. Payments may be delayed if all steps are not followed.

COUNTY OF MAUI C/O DOD
MAUI EMERGENCY MANAGEMENT AGENCY
200 SOUTH HIGH STREET
WAILUKU HI 96793

The State of Hawaii is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer.
We encourage the participation of women and minorities in all phases of employment.

PURCHASE ORDER NO.	21220002	<i>7/2</i>
Date	4/29/21	
Deliver Before		
DELIVERY ADDRESS		
BILLING ADDRESS		
Civil Defense Division Department of Defense State of Hawaii 3949 Diamond Head Road Honolulu, Hawaii 96816-4495		

QUAN.	UNIT	DESCRIPTION	OBJECT	UNIT PRICE	AMOUNT
1		Reimbursement to the Maui Emergency Management Agency under the Department of Homeland Security, Federal Emergency Management Agency (FEMA), Emergency Management Performance Grant Program COVID-19 Supplemental (EMPG-5) FFY20. Federal Grant ID No. EMF-2020-EP-00020 Subrecipient Award No. EMF-2020-EP-00020-HIEMA-02 Period of Performance: 07/01/2020-10/30/2021 **Voucher Separately** **Route to HI-EMA**	7195	50,000.00	50,000.00
			0	.00	
Subtotal					50,000.00
Ship/Handling					0.00
Tax: <input type="checkbox"/>					0.00
Total:					50,000.00

Luke Meyers

733-4300

REQUISITIONER

TELEPHONE

VOUCHER NUMBER

AUTHENTICATED BY:

AUTHORIZED SIGNATURE

GOODS/SERVICES RECEIVED IN GOOD ORDER AND CONDITION BY DATE

REQUISITION NO.	
32999	
4/26/2021 2	
VENDOR	
NUMBER	SFX
XXXXXXXXXX	XX
74725	00

FOR DEPARTMENT USE ONLY	
Remit To:	<i>2</i>
COUNTY OF MAUI	
200 SOUTH HIGH STREET	
WAILUKU HI 96793	

SFX	TC	F	YR	APP	D	OBJECT	CC	PROJ. NO.	PH	ACT	ESTIMATED COST	ACTUAL COST	M	R	OPT DEPT DATA
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXXXX	XX	XXX	XXXXXXXXXXXX	XX	XX	XX	XXXXXXXXXXXX
01	621	5	20	220	G	7195	H520			520	50,000.00				

2

ARTICLE I – KEY PERSONNEL

The individuals listed below shall be considered key personnel for point of contact under this Agreement. Any substitution of key personnel by either party shall be made by written notification to the current key personnel.

SUBRECIPIENT		Hawaii Department of Defense Hawaii Emergency Management Agency	
Name	Herman Andaya	Name	Savanna Holloway-Ledo
Title	Administrator	Title	Grants Manager
E-Mail	Herman.Andaya@mauicounty.gov	E-Mail	Savanna.n.holloway-ledo@hawaii.gov
Phone	808-270-7285	Phone	808-733-4300
Name		Name	Luke Meyers
Title		Title	Administrator
E-Mail		E-Mail	Luke.p.meyers@hawaii.gov
Phone		Phone	808-733-4300
Name		Name	David Lopez
Title		Title	Executive Officer
E-Mail		E-Mail	David.a.lopez@hawaii.gov
Phone		Phone	808-733-4300

ARTICLE II - PROGRAM DESCRIPTION

- The FY 2020 EMPG-S assists states and local governments with their public health and emergency management activities supporting the prevention of, preparation for, and response to the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency. Through this funding opportunity, FEMA will award funding to support planning and operational readiness for COVID-19 preparedness and response, development of tools and strategies for prevention, preparedness, and response, and ongoing communication and coordination among federal, State, and local partners throughout the response.
- Files and information related to the EMPG-S Program can be found at https://www.fema.gov/media-library-data/1586548278007-3bf1e643add0fa132e30e20ff2c96e0c/FY_2020_EMPG-S_NOFO_Final_508ML.pdf
- The Subrecipient is being awarded \$50,000.00 under the FY 2020 EMPG-S funding.

ARTICLE III - AUTHORITIES

- The EMPG-S is supported under the Department of Homeland Security Appropriations Act, 2019 (Pub. L. No. 116-6).
- Both HI-EMA and the Subrecipient shall follow the guidance listed in the FY 2020 EMPG-S NOFO guidance and the CFDA number 97.042.

ARTICLE IV - PERFORMANCE PERIOD

- The FEMA Award Letter, Attachment #1, includes a 2-year performance period from January 27, 2020 to January 26, 2022 for FY 2020 EMPG-S. The performance period for this agreement shall be effective from July 01, 2020 to September 30, 2021.
- The Subrecipient shall not incur costs pertaining to the operations of the program or any related program project or activities beyond September 30, 2021. If the Subrecipient requires additional time to complete the activities, a written request with justification will need to be submitted to the HI-EMA explaining why the additional time is required. The HI-EMA will then determine if the request for additional time will be granted.

ARTICLE V – GRANT ACTIVITIES PRIORITIES

In general, the priorities under this funding opportunity will address the States' response to the COVID-19 public health emergency. In keeping with FEMA Administrator Gaynor's priorities as outlined in his March 27, 2020 letter to emergency managers, FEMA encourages funding to be used for:

1. Mitigation activities (related to slowing the spread of COVID-19);
2. Integration of emergency management and public health operations;
3. Collection and display of public, private, and governmental data of hospital bed and ventilator capacity and usage;
4. Collection and display of PPE inventories and establishment of burn rates to forecast future needs;
5. Planning for alternate care sites;
6. Identifying all sources to surge medical professionals

- The EMPG-S funds can be used to support regular salaries (no overtime) and associated fringe benefits; travel; utilities; and supplies expenses.
- Personnel associated with the execution of the grant programs will be identified under the detailed budget and narrative and outline Management and Administration (M&A) costs. The Subrecipient may use funds to hire program personnel to support specific programs under planning, training, or exercises. Personnel descriptions must be on file with grant records at the HI-EMA.
- The Subrecipient is not permitted to sub grant funds to another agency.

ARTICLE VI - BUDGET AND REIMBURSEMENT

- The Subrecipient FFY 20 EMPG-S Budget Details are documented in Attachment #3 - FY 2020 EMPG-S Budget Details.
- The EMPG-S will be made available to the Subrecipient on a reimbursement basis.
- There will be no payments in advance or in anticipation of goods or services to be provided under this Agreement. The Subrecipient shall not submit an invoice in advance of delivery and invoicing of such goods or services.
- Indirect costs are allowable under this program, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), Subrecipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this subrecipient award. A copy of the approved rate is required at the time of application and must be provided to HI-EMA before indirect costs are charged to the award.
- An original Bill for Collection/Invoice requesting reimbursements with supporting documents will be submitted to HI-EMA quarterly. Reimbursement of funds will be made payable by check to the Subrecipient provided that appropriate documentation for payment is submitted to HI-EMA. Final reimbursement request is due 30 days after the end of the subrecipient award period of performance. Final reimbursement will be based on documentation received. Bill for Collection/Invoice received during the 90-day grant closeout period for will not be accepted.
- The method of payment will be by reimbursement. For reimbursements, the appropriate documentation for payment will include a copy of the purchase order/contract and vendor invoice certified "purchases / services received." The Subrecipient must provide a Certificate of Vendor Compliance with reimbursement documentation. The Subrecipient should also be registered in the System for Award Management or SAM and have a Duns and Bradstreet Number (DUNS). The DUNS number must be on file with the HI-EMA.
- All reimbursement documents will be submitted to the HI-EMA with an original signature on the transmittal reimbursement request. Payment will be made to the Subrecipient unless otherwise identified on the transmittal reimbursement request.
- Reimbursement requests must be submitted no later than the due dates listed within the Timeline (Attachment #2), but not more frequently than monthly. Reimbursement request totals should be commensurate to the time spent processing by the Subrecipient and the HI-EMA. If the reimbursement request is not substantial enough, the Subrecipient should request prior written approval from HI-EMA Key

Personnel to waive the due date in the Timeline (Attachment #2) and instead submit those costs on the next scheduled reimbursement due date contained in the Timeline.

- Receipts and/or backup documentation for any approved items that are authorized under this Agreement must be maintained by the Subrecipient consistent with record retention requirements of this Agreement and be made available upon request by HI-EMA and auditors.
- If the quarterly reports are not filed, reimbursement and/or advancements will be delayed or suspended.
- The Subrecipient shall only use federal award funds under this Agreement to supplement existing funds and will not use them to replace (supplant) non-federal funds that have been budgeted for the same purpose. The Subrecipient may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

ARTICLE VII - REPORTS

Financial Status and Programmatic Report

- The Subrecipient shall submit their financial and performance progress reports to HI-EMA within 10 business days after the end of each quarter. The Subrecipient shall also submit a final financial report and program progress report to HI-EMA 30 days after the close of the grant award.
- With each reimbursement request, the Subrecipient shall report how the expenditures, for which reimbursement is sought, relate to the project activities in the format provided by the HI-EMA.
- The reports will include a summary of how the expenses support identified Emergency Management Functions and objectives. The Subrecipient is required to submit changes into the reports that may have an impact on distribution of funds by program, discipline, and category.
- With the final reimbursement request, the Subrecipient shall submit to a final report describing all completed activities under this Agreement.
- In conjunction with the final report, the Subrecipient shall submit a separate report detailing how the EMPG-S Training and Exercise requirements were met for all personnel funded by federal or matching funds under this Agreement.

ARTICLE VIII - ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Cost Share / Match

- Per FEMA 'Duplication of Benefits FAQ', it's determined that both the Emergency Management Performance Grant (EMPG) and EMPG-Supplemental (EMPG-S) are authorized under the Stafford Act and may entail COVID-19 related costs, Treasury has stated that Coronavirus Relief Fund (CRF) payments can be used to satisfy a CRF recipient's match requirement for either the EMPG or EMPG-S programs. HI-EMA has determined that the CRF will be used to satisfy the subrecipients match requirement for their FY20 EMPG award cost share/ match.

DHS Terms and Conditions

- As a Subrecipient of FY 2020 EMPG-S program funding, the Subrecipient shall comply with all applicable DHS terms and conditions of the FY 2020 EMPG-S Award Letter and its incorporated documents for DHS Grant No. EMF-2020-EP-00020, which are incorporated and made a part of this Agreement as Attachment #1.

Federal Funding Accountability and Transparency Act (FFATA)

- The Subrecipient shall comply with the FFATA and related OMB Guidance consistent with Public Law

109-282 as amended by section 6202(a) of Public Law 110-252 (see 31 U.S.C. 6101 note) and complete and return to the HI-EMA, the FFATA Form is included by reference and made a part of this Agreement, see Attachment #4.

Internal Control

- Each entity receiving Federal Grant funds must establish and maintain effective internal controls over federal awards to provide reasonable assurance that awards are being managed in compliance with laws and regulations.

Monitoring

- HI-EMA will monitor the activities of the Subrecipient from award to closeout. The goal of the HI-EMA's activities will be to ensure that agencies receiving federal pass-through funds are in compliance with this Agreement, federal and state audit requirements, NOFO guidance, and applicable federal and state financial regulations, as well as 2 CFR Part 200 Subpart F.

National Incident Management System (NIMS)

- The Subrecipient is required to implement NIMS. Incident management refers to how incidents are managed across all homeland security activities, including prevention, protection and response, mitigation, and recovery. The Subrecipient must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources.

Planning

- The Subrecipient shall complete an annual maintenance of County Emergency Operations Plan and provide proof of maintenance in the final report.
- The Subrecipient shall participate in the State's annual capabilities assessment for the Stakeholder Preparedness Review.

The Authorized Equipment List (AEL)

- Prior to any procurement of allowable EMPG-S related equipment, each item shall be verified against the FEMA-issued Authorized Equipment List (AEL) and shall comply with the Subrecipient's Property and Inventory Management Procedures (link to AEL List: <https://www.fema.gov/authorized-equipment-list>). The equipment must be necessary, reasonable and applicable to the Emergency Management Program, and be inventoried and available for HI-EMA inspection.
- The Subrecipient shall notify HI-EMA if: (1) the equipment is surplus and (2) any equipment that has a current per unit fair market value over five-thousand dollars (\$5,000), since it must comply with the federal awarding agency's disposition requirements.

Subrecipients are required to include with all equipment invoices, the AEL number with brief clarifying information as to what the purchased equipment is and how it is related to the project or workplan.

Environmental and Historic Preservation (EHP) Review

- FEMA's Environmental and Historic Preservation (EHP) review process is required to ensure compliance and enforcement of applicable laws, acts, regulations, and Executive Orders, in order to protect and enhance the environment, and historic and cultural resources.
- Using federal funding from this subrecipient award, the Subrecipient is required to submit to HI-EMA (for FEMA's EHP review and approval) the following planned purchases prior to the actual purchase(s)

being made (EHP FORM: https://www.fema.gov/media-library-data/1535458471096-7df7148c7c87d04714d4735c0b1ab10d/EHP_Screening_Form.pdf):

- Any equipment, to include items requiring modification/installation of a building, and mounting brackets on a wall or ceiling;
- Construction and renovation that involve any type of exercise which causes any disturbance towards the land, water, or vegetation; and/or building of temporary structures.

Inventory Control and Property Management

- The Subrecipient is required to provide a complete inventory listing for each activity to the HI-EMA prior to the official closeout of the FY 2020 EMPG. Changes in inventory such as fair, wear and tear, disposal, transfers, must be annotated on inventory. Annual inventory listings will be provided to HI-EMA and final inventory listing prior to the closeout of the grant.

Record Retention

- The Subrecipient must comply in accordance to 2 CFR §200.333 and agree to maintain all financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award to sufficiently and properly reflect the Subrecipient's contracts, subrecipient awards, grant administration, and payments, including all direct and indirect charges, and expenditures in the performance of this Agreement (the "records").
- The Subrecipient's records related to this Agreement and the projects funded may be inspected and audited by the HI-EMA or its designee, by the Hawaii Office of the Auditor, DHS, FEMA or their designees, by the Comptroller General of the United States or its designees, or by other state or federal officials authorized by law, for the purposes of determining compliance by the Subrecipient with the terms of this Agreement and to determine the appropriate level of funding to be paid under the Agreement.
- The records shall be made available by the Subrecipient for such inspection and audit, together with suitable space for such purpose, at any and all times during the Subrecipient's normal working day.
- The Subrecipient shall retain and allow access to all records related to this Agreement and the funded project(s) for a period of at least six (6) years following final payment and closure of the grant under this Agreement. Despite the minimum federal retention requirement of three (3) years, the more stringent State requirement of six (6) years must be followed.

Standard Financial Requirements

- The Subrecipient shall comply with all applicable laws and regulations. A non-exclusive list of regulations commonly applicable to DHS/FEMA grants are listed below.
 - 2 CFR 200 Uniform Guidance-(https://www.ecfr.gov/cgi-bin/textidx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
 - Cost Principles are identified in 2CFR Part 200, Subpart E

Training and Exercise

- The Subrecipient shall participate in the State of Hawaii annual Training and Exercise Program Workshop.
- The Subrecipient's EMPG-S - funded local personnel, including full- and part-time, shall complete the following training requirements and record proof of completion.
 - Complete and record proof of completion for the NIMS training requirements outlined in the NIMS Training Program located at https://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf (to include ICS 100, ICS 200, IS 700, and IS 800 for most personnel). The Subrecipient will report training course completion by individual personnel along with the final report; and
 - Complete either (1) the FEMA Professional Development Series IS 120, IS 230, IS 235, IS 240,

IS 241, IS 242, and IS 244, or (2) the National Emergency Management Basic Academy. The Subrecipient will report training course completion by individual personnel along with the final report.

- Previous versions of the IS courses meet the NIMS training requirement. A complete list of Independent Study Program Courses may be found at <http://training.fema.gov/is>.
- Further information on the National Emergency Management Basic Academy and the Emergency Management Professional Program can be found at: <https://training.fema.gov/empp/>.
- The Subrecipient of this agreement shall participate in no less than two exercises in the performance period. The Subrecipient shall report exercise participation in the quarterly progress reports and also in the final report;
- The Subrecipient is subject to monitoring for all open grant programs. Monitoring activities may include, but are not limited to:
 - Review of financial and performance reports;
 - Monitoring and documenting the completion of Agreement deliverables;
 - Documentation of phone calls, meetings, e-mails, and correspondence;
 - Review of reimbursement requests and supporting documentation to ensure compliance and consistency with this Agreement, budget, and federal requirements;
 - Observation and documentation of Agreement related activities, such as exercises, training, funded events, and equipment demonstrations; and
 - On-site visits to review equipment records and inventories, to verify source documentation for reimbursement requests and performance reports, and to verify completion of deliverables.
- Compliance will be monitored throughout the performance period to assess risk. Concerns will be addressed through a Corrective Action Plan as warranted.

ARTICLE IX - CLOSEOUT

- Close out of your subrecipient award begins upon receipt of the final invoice or at the end of the EMPG-S period of performance. HI-EMA is required to liquidate encumbrances and submit the grant for closeout within 90 days after the period of performance ends.
- When deemed appropriate and in the best interest to the State, the HI-EMA will request extensions to the grant performance from DHS/FEMA. During the grant period, additional funds may be made available to the Subrecipient specifically as the grant is being closed out and time is critical to encumber funds. Conversely, there may be instances where funds are required to support statewide goals and objectives. If such a situation arises and funds are required, no funds will be withdrawn without coordination with the Subrecipient.
- Additional administrative guidance is provided to the Subrecipient. In addition to the terms stated in this Grant Agreement Articles and Special Conditions, the Subrecipient is obligated to comply with the requirements and procedures detailed in the FY 2020 EMPG-S Funding Opportunity Announcement.

Attachments:

1. FY 2020 EMPG-S Award Letter
2. FY 2020 EMPG-S Schedule and Dates
3. FY 2020 EMPG-S Budget Details
4. FFATA Form and Instructions

U.S. Department of Homeland Security
Washington, D.C. 20472



Luke Meyers
State Civil Defense
3949 Diamond Head Road
Honolulu, HI 96816 - 4495

Re: Grant No.EMF-2020-EP-00020

Dear Luke Meyers:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2020 Emergency Management Performance Grant Program COVID-19 Supplemental (EMPG-S) has been approved in the amount of \$1,006,027.00. As a condition of this award, you are required to contribute a cost match in the amount of \$1,006,027.00 of non-Federal funds, or 50 percent of the total approved project costs of \$2,012,054.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- Fiscal Year (FY) 2020 Emergency Management Performance Grant Program COVID-19 Supplemental (EMPG-S) Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help us to make the necessary updates and avoid any interruptions in the payment process.

A handwritten signature in black ink, appearing to read "Bridget Bean", with a long horizontal flourish extending to the right.

BRIDGET ELLEN BEAN GPD Assistant Administrator



U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES

Fiscal Year (FY) 2020 Emergency Management Performance Grant Program COVID-19 Supplemental (EMPG-S)

GRANTEE: State Civil Defense
PROGRAM: Fiscal Year (FY) 2020 Emergency
Management Performance Grant
Program COVID-19 Supplemental
(EMPG-S)
AGREEMENT NUMBER: EMF-2020-EP-00020-S01

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Article I - Summary of Award

Hawaii State Civil Defense is awarded a total federal allocation in the amount of \$1,006,027.00 under the Fiscal Year 2020 Emergency Management Performance Grant Program COVID-19 Supplemental (EMPG-S) to assist with public health and emergency management activities supporting the prevention of, preparation for, and response to the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency, in accordance with the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Div. B (Pub. L. No. 116-136).

Article II - Activities Conducted Abroad

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article III - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article IV - Trafficking Victims Protection Act of 2000 (TVPA)

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

Article V - Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article VI - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article VII - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article VIII - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article IX - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article X - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XI - Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XII - Best Practices for Collection and Use of Personally Identifiable Information (PII)

Recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article XIII - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services.

For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XIV - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. section 2225.)

Article XV - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article XVI - Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XVII - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years as long as they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.
6. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article XVIII - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.)

The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XIX - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XX - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XXI - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article XXII - Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article XXIII - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov if you have any questions.

Article XXIV - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXV - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXVI - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social

services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXVII - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt 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 any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XXIX - Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XXX - National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXXI - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article XXXII - USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

Article XXXIII - Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXXIV - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

Article XXXV - Universal Identifier and System of Award Management

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article XXXVI - Reporting Subawards and Executive Compensation

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVII - Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XXXVIII - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XXXIX - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XL - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLI - Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XLII - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

BUDGET COST CATEGORIES

Personnel	\$150,000.00
Fringe Benefits	\$45,000.00
Travel	\$0.00
Equipment	\$730,000.00
Supplies	\$81,027.00
Contractual	\$0.00
Construction	\$0.00
Indirect Charges	\$0.00
Other	\$1,006,027.00

Obligating Document for Award/Amendment

1a. AGREEMENT NO. EMF-2020-EP-00020-S01
 2. AMENDMENT NO. ***
 3. RECIPIENT NO. 996000896
 4. TYPE OF ACTION AWARD
 5. CONTROL NO. WX03217N2020T

6. RECIPIENT NAME AND ADDRESS
 State Civil Defense
 3949 Diamond Head Road
 Honolulu, HI, 96816 - 4495
 7. ISSUING FEMA OFFICE AND ADDRESS
 FEMA-GPD
 400 C Street, SW, 3rd floor
 Washington, DC 20472-3645
 POC: 866-927-5646
 8. PAYMENT OFFICE AND ADDRESS
 FEMA Finance Center
 430 Market Street
 Winchester, VA 22603

9. NAME OF RECIPIENT PROJECT OFFICER
 Luke Meyers
 10. NAME OF FEMA PROJECT COORDINATOR
 Central Scheduling and Information Desk
 Phone: 800-368-6498
 Email: Askcsid@dhs.gov

11. EFFECTIVE DATE OF THIS ACTION
 01/27/2020
 12. METHOD OF PAYMENT PARS
 13. ASSISTANCE ARRANGEMENT
 Cost Reimbursement
 14. PERFORMANCE PERIOD
 From: 01/27/2020 To: 01/26/2022
 Budget Period 01/27/2020 01/26/2022

15. DESCRIPTION OF ACTION
 a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
Emergency Management Performance Grants	97.042	2020-FC-GA01-P410- -4101-D	\$0.00	\$1,006,027.00	\$1,006,027.00	See Totals
			\$0.00	\$1,006,027.00	\$1,006,027.00	\$1,006,027.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
 N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Emergency Management Performance Grants recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)

DATE

18. FEMA SIGNATORY OFFICIAL (Name and Title)

DATE



Wed Apr 29 17:32:26 GMT 2020

SHENAUZ SUBRINA WONG , Assistance Officer

Attachment #2 - FY 2020 EMPG-S Schedule and Dates

FY 2020 EMPG-S - EMF-2020-EP-00020 - Schedule and Significant Dates	
DATE	TASK
July 1, 2020	Subrecipient award Start Date
April 15, 2021	Submit Financial and Progress Report
April 30, 2021	Submit reimbursement request
July 15, 2021	Submit Financial and Progress Report
July 30, 2021	Submit reimbursement request
October 15, 2021	Submit final reimbursement request
October 30, 2021	Grant Agreement End Date

Attachment #3 - FY 2020 EMPG-S Budget Details

FY 20 EMPG-S GRANT SUBAWARD AMOUNT- \$50,000			
SOLUTION AREA	CATEGORY	Award AMOUNT	Match AMOUNT
PLANNING	Salaries & Benefits	\$	\$
	Goods & Services	\$	\$
	Travel/Per Diem	\$	\$
	Subtotal	\$	\$
ORGANIZATION	Salaries & Benefits	\$	\$
	Goods & Services	\$	\$
	Travel/Per Diem	\$	\$
	Subtotal	\$	\$
EQUIPMENT	Equipment	\$ 50,000.00	\$
	Subtotal	\$	\$
TRAINING	Salaries & Benefits	\$	\$
	Goods & Services (Supplies)	\$	\$
	Travel/Per Diem	\$	\$
	Subtotal	\$	\$
EXERCISE	Salaries & Benefits	\$	\$
	Goods & Services (Supplies)	\$	\$
	Travel/Per Diem	\$	\$
	Subtotal	\$	\$
TOTAL AMOUNT:		\$ 50,000.00	\$ 50,000.00 **

- Cumulative transfers to budget categories in excess of 10% of the grant agreement amount will not be reimbursed without prior written authorization from the HI-EMA.

** HI-EMA has determined that the CRF will be used to satisfy the subrecipients match requirement for their FY20 EMPG-S award cost share/ match.

HI-EMA FFATA Data Collection Form

All entities which receive federal funding are required to provide the following information per the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA).

Entity's Legal Name: _____

Grant and Fiscal Year: _____

Agreement #: _____

DUNS Number of Entity: _____

DUNS Number of Entity's Parent (if applicable): _____

Location of Entity (Primary)
 Street Address: _____
 City/State: _____
 Zip code +4: _____

Location of Performance (if different from primary)
 Street Address: _____
 City/State: _____
 Zip code +4: _____

	YES		NO
1. Is your grant agreement less than \$25,000?	<input type="checkbox"/>	<input checked="" type="radio"/> Stop, skip to completed by.	<input type="checkbox"/>
2. In your preceding fiscal year, did your organization receive 80% or more of its annual gross revenues from federal funding?	<input type="checkbox"/>	▼ Go to Question 3	<input type="checkbox"/>
3. In your preceding fiscal year, did your organization receive \$25,000,000 or more in federal funding?	<input type="checkbox"/>	▼ Go to Question 4	<input type="checkbox"/>
4. Does the public have access to information about the total compensation or senior executives in your organization?	<input type="checkbox"/>	<input checked="" type="radio"/> Stop, skip to completed by.	<input type="checkbox"/>

Executive Compensations	
Executive #1	Name: _____ Total Compensation Amount: _____
Executive #2	Name: _____ Total Compensation Amount: _____
Executive #3	Name: _____ Total Compensation Amount: _____
Executive #4	Name: _____ Total Compensation Amount: _____
Executive #5	Name: _____ Total Compensation Amount: _____
Completed by: _____	

Name (Print) Title Telephone

Signature Date Email