

**CITY OF FEDERAL WAY
EMERGENCY MANAGEMENT
PREPAREDNESS ASSISTANCE GRANT
(EMPAG)**

GRANT APPLICATION PACKET

GENERAL INFORMATION

The City of Federal Way has created a one time Emergency Management Preparedness Assistance Grant (EMPAG) to assist local businesses, faith based, and non-profit organizations increase their emergency preparedness efforts. One time funds will be awarded on a competitive basis. The minimum amount awarded to any one organization will be \$2,000 with a maximum award of \$40,000. The applying organizations are expected to provide a certain percentage of matching funds or in-kind services for the preparedness project.

PERFORMANCE PERIOD

March 01, 2009 through May 31, 2010

ELIGIBLE PROJECTS AND ACTIVITIES

The following activities are eligible as projects for consideration. The intent of this process is to allow grant funds to be used by local community organizations for a variety of identified emergency preparedness needs.

- Facility enhancement such as installing or increasing generator capacity, installing a transfer switch, or increasing fuel storage capacity to protect vulnerable populations or to serve as an emergency shelter/warming center for the Greater Federal Way community.
- Developing or increasing emergency communications capabilities between the organization and the City of Federal Way's Emergency Operations Center.
- Conducting other preparedness activities such as obtaining emergency kits, equipment and supplies or holding or producing emergency preparedness awareness fairs and materials.

GRANT AWARD CRITERIA

Applicants should explain how their proposed project will enhance emergency preparedness in their organization as well as the community as a whole. Proposed projects will be competitively evaluated according to the following selection criteria:

- Priority will be given to facilities of vulnerable populations or organizations willing to be an emergency shelter/warming center to develop or enhance applicant's facility capability to shelter in place or provide shelter. \$60,000 of the grant is allocated for this type of project.
- The ability to contribute to improving community's over all preparedness efforts. Such as obtaining emergency supplies and equipment. Conducting a preparedness fair or producing emergency preparedness materials. \$25,000 of the grant is allocated for this type of project.
- Improvement of applicant's emergency communications or notification systems. Such as amateur radio, National Weather Service all-hazards radios etc. \$15,000 of the grant is allocated for this type of project.

BUDGETARY CRITERIA

The following budgetary rules apply to all applications.

Allowable expenses for activities eligible under EMPAG grant:

- Salaries and benefits.
- Printing and reproduction costs.
- Mail and postage costs.
- Equipment purchase and/or rental.
- Supplies and training materials.
- Hiring contractors or consultants to perform work eligible under the grant.

Non-allowable expenses:

- No funds awarded may be used to pay overtime.
- No funds may be used to replace or supplant local government funding of existing projects.

MATCH COMPUTATION:

- Applicants must be able to demonstrate their contribution of at least a five percent matching funds or in-kind contribution match.
- In-kind contributions may consist of, salaries of staff, printing and reproduction cost, supplies purchased for the project etc.
- Applicants must be able to demonstrate a community wide use/enhancement provided by the proposed project.

APPLICATION REVIEW

Proposed project applications will be subjected to a competitive review process. A review panel will meet to evaluate all applications and rank them based on the grant award criteria. The review panel shall consist of selected representatives from Greater Federal Way Emergency Management Program. The Greater Federal Way Emergency Management Program is made up of members from the City of Federal Way, Federal Way Public Schools, Lakehaven Utility District, and South King Fire & Rescue.

The panel will review all applications. An effort will be made to achieve the broadest possible distribution of these awards.

MEATHOD OF PROJECT FUNDING

Projects that have been selected to be funded will require the applying agency to enter into an agreement with the City of Federal Way. Funding of the project will be conducted in three stages based on total project estimated cost minus the 5% matching funds or in-kind contributions. Upon signing of the agreement the City of Federal Way will fund up front 25% of the estimated project cost. The agency will need to demonstrate proof of action or commitment on the project, such as bid awards, invoices etc. Once work on the project is fully underway as determined in the project timeline, the City of Federal Way will release 50% more of the allotted funds for the project to the agency. The agency will then need to demonstrate proof of project completion such an exit survey for a preparedness fair or an onsite inspection. Upon satisfaction by the City of Federal Way that the project is complete according to the statement of work, the remaining 25% of projects funds will be released.

MONITORING AND FOLLOW-UP REQUIREMENTS

Applicants should provide a project summary on a monthly basis to the Grant Administrator, Ray Gross, to ensure that the project deliverables are being met, and that each grant contract is operating within budget. In the event that the project deliverables are not able to be met during the initial project timeline the grantee should meet with the Grant Administrator to discuss project options, which may include the City of Federal Way requesting remaining project grant funding be returned to the City of Federal Way. An invoice and final performance report is required no later than one month after completion of the project.

APPLICATION PROCESS

1. Complete the attached Planning Project Application Form.
2. Submit a separate set of applications for each proposed project.
3. Establish the priority, if multiple projects are requested.
4. Submit project proposal electronically via e-mail attachment to the Grant Administrator, ray.gross@cityoffederalway.com

5. If submitting hard copy, please provide one original project proposal and two copies to the Grant Administrator:

Ray Gross, Emergency Management Coordinator
City of Federal Way
33325 8th Avenue South
P.O. Box 9718
Federal Way, WA 98063-9718

Phone: (253) 835-2712
Facsimile: (253) 835-2709
Email: ray.gross@cityoffederalway.com

6. **Applications must be post marked by April 30, 2009.**
7. Notification of awarded applications will be made by May 15, 2009. Project grant funding will be provided in stages and not on a reimbursable basis.

PLANNING PROJECT APPLICATION FORM

INSTRUCTIONS

Provide the information requested in items A through H. Use the application format; however, you may generate this format on a word processor or similar method. Please type or print all responses clearly.

Limit your response to the space allocated whenever possible. If this is not possible, please indicate on the form when additional pages are attached. Clear, complete, and concise information is required for the panel to make fair and equitable decisions.

A. Name of Organization: _____

B. Mailing Address: _____

C. Contact Person's Name: _____

Title: _____

Telephone: _____

Facsimile: _____

E-mail: _____

D. Title of Project: _____

E. Contract Information: _____

Taxpayer Identification #: _____

Name and Title of Person _____

Authorized to Sign contract: _____

H. Budget:
 (Please provide a line item of all of your projected costs.)

ITEM DESCRIPTION	COST
SALARIES & BENEFITS (Not for payment of overtime).	
TOTAL PROJECT COST	
LESS FIVE PERCENT MATCH	
GRANT AMOUNT	

- Match is that portion of the total (cash or in-kind services) contributed by the grant recipient.
- Final signed invoice voucher to be submitted with final performance report – voucher not to exceed total amount of contract award.