

North Carolina Emergency Management

FY25 Emergency Management Performance Grant (EMPG)

Program Guidance

June 1, 2026

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Program Overview

The Emergency Management Performance Grant (EMPG) is a federally funded program that focuses on all-hazards emergency preparedness, including the evolving threats and risks associated with climate resilience and readiness. The EMPG is a part of a comprehensive set of measures authorized by Congress and implemented by the Department of Homeland Security. The EMPG Program supports the goal to strengthen Preparedness and Resilience at the state, local, and tribal levels of government. The primary objective of the EMPG Program is to provide funds to assist state, local, tribal, and territorial emergency management agencies to implement the National Preparedness System (NPS) and to support the National Preparedness Goal of a secure and resilient nation.

The Emergency Management Performance Grant (EMPG) funding is provided to States. States are not required to pass-through any amount of EMPG funding to subgrantees; however, North Carolina has committed to a goal of passing through a portion of its EMPG funding to eligible county and tribal governments. The State of North Carolina is the grantor of funds and provides funding to grantees (Counties) through an application process. This application process is administered through the North Carolina Emergency Management (NCEM) Division in the State of North Carolina. For this program document, the term Counties will include Eastern Band of Cherokee Indians (EBCI) in North Carolina.

NCEM utilizes a tiered system based on county population data to determine funding amounts for each county. *Funding amounts will be updated annually based on anticipated Federal Awards and are estimates for planning purposes.*

Estimated Annual EMPG Funding – FY25¹

Tier	Population	Federal Amount Received	Required Local Match	Total Impact
1	<75,000	\$ 20,625.00	\$ 20,625.00	\$ 41,250.00
2	<200,000	\$ 35,000.00	\$ 35,000.00	\$ 70,000.00
3	>200,000	\$ 62,500.00	\$ 62,500.00	\$ 125,000.00

Each County determines the mission and vision for their Emergency Management Program, and the Emergency Management Performance Grant (EMPG) is intended to support the implementation and sustainment of the County’s Emergency Management program baseline functions. To be eligible for grant funding, counties are required to complete the baseline program requirements as outlined under *Appendix I* of this document.

Additionally, Counties may choose to enhance their program and close gaps identified through a deliberate planning process and focus all or a portion of their EMPG funding towards this type of Capability Building project. During the application process as outlined below, the County will define what their program

¹ Funding levels are not final as of publication of this document and are subject to change. Actual funding for each county will be reflected in the award and MOA issued to each county by NCEM.

considers program sustainment and capability building and will link corresponding projects and deliverables to those areas. Counties receive no additional EMPG funding if they choose to complete optional capacity building projects.

FY25 Grant Timelines

The FY25 EMPG process began with the North Carolina Local EMPG Grant Application, which opened in *Salesforce* on 10/01/24 and closed on 12/31/24.

FEMA released the FY25 EMPG Notice of Funding Opportunity (NOFO) in July 2025 and released award notifications in September 2025. Implementation of the FY25 program was temporarily delayed due to a federal government shutdown, federal funding holds, and multi-state litigation. The litigation was resolved at the end of December 2025, and FEMA lifted the remaining hold on North Carolina’s FY25 EMPG award in mid-May 2026, allowing program implementation to move forward.

NCEM will notify Counties if their applications need to be modified in *Salesforce* due to any new requirements or changes in grant guidance. A Memorandum of Agreement (MOA) between NCEM and Counties will be created based on FEMA’s release of the NOFO, the NCEM workplan, and budget approval by FEMA. FY25 EMPG awards and MOAs will be sent to the Counties through *Salesforce* and *DocuSign* by the end of July 2026.

The FY25 EMPG period of performance (POP) is retroactive to 7/1/25 and runs through 12/31/26, with final reimbursement requests and grant closeout required to be submitted by 2/28/26.

FY25 EMPG Timeline

Date	Milestone	Notes
October 1, 2024	County Application Period Opened	FY25 EMPG applications opened in <i>Salesforce</i> on 10/01/2024.
December 31, 2024	County Application Period Closed	FY25 EMPG applications closed in <i>Salesforce</i> on 12/31/2024.
July 28, 2025	Federal Notice of Funding Opportunity (NOFO) Announced	NCEM assesses changes to EMPG program and works with programs to modify applications if necessary.
Early July 2026	MOAs sent to Counties for Signatures	
July 1, 2025	County Period of Performance Begins	County POP start date retroactive to 7/1/25.
December 31, 2026	County Period of Performance Ends	County POP end date. All expenditures must be invoiced and paid, <u>and</u> all goods & services must be received, by POP end date. All required actions must be completed.
February 28, 2027	Reimbursement Requests / Closeout Deadline	All documentation is required to be submitted no later than 2/28/2027 to close out the grant. No extensions available.

Application Requirements and Process

All 100 counties and eligible Federally recognized tribes are eligible to apply for EMPG funding. *Agencies covering more than one county will submit a grant application for each of their supported Counties individually.* Counties are required to submit annual applications defining their Emergency Management program to receive EMPG funding. Counties will work with their Area Coordinator to develop and submit their official application and workplan.

The application process for EMPG will be conducted through an online grants management system, *Salesforce*. Through *Salesforce*, Counties will be able to apply for and upload all supporting/required documentation for EMPG grant funding. Counties will start the process through application creation on approximately October 1st of each year and must be completed no later than December 31st of the year prior to the period of performance start date of July 1st.

Counties will determine who signs their application and MOA during the open application process. Once applications are completed and submitted by the counties, Area Coordinators will review and approve the application. Regional Branch Managers will provide quality control reviews as needed. Once approved by the Area Coordinator, and after the Federal NOFO has been released, the Grants Branch will prepare and distribute MOAs for County signature through *Salesforce*. County signatories should include the designated EM Coordinator, Finance Director, and others as required by the County. The approved application will be included as a portion of the MOA with the county.

Workplan Identification

The EMPG Program contributes to the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities. Core capabilities are essential for the execution of critical tasks for each of the five mission areas outlined in the National Preparedness Goal (the Goal). The EMPG Program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas described in the Goal.

The core of the application is the annual workplan which is created by the County based on their local needs and programmatic requirements. The application is based on a narrative, written by the County program that describes how the program intends to fulfill the requirements of the grant through either sustaining existing program capabilities and if elected, building capabilities for the program.

Every application will include a workplan narrative, that at a minimum outlines the sustainment elements of the emergency management program. Counties may choose to include in their narrative both sustainment elements, capability elements, or both. Descriptions and examples of workplan narratives are listed below.

SUSTAINMENT WORKPLAN – Includes identifying personnel, projects, purchases that will sustain the existing program capabilities. Each program must outline their sustainment plans for the EMPG grant.

Below is an example of a baseline sustainment workplan if the program intends to dedicate funds to staffing only and maintain the current program. **Workplans should be tailored to meet the program's needs and what sustainment means to the county.**

Example 1: The County will utilize EMPG grant awarded funding to help sustain its current Emergency Management program through staffing (1.5 FTEs). EMPG funds and the local required match will support salary costs for emergency management personnel.

If sustainment also includes maintaining equipment, paying for damage assessment software or a notification system annual subscription as examples, then the program should tailor the workplan to meet

those needs. The program can create a workplan that incorporates items that they believe are program sustainment such as exercises, annual trainings, attending conferences as either sustainment or capability building projects.

Example 2: The County will utilize EMPG grant awarded funding to help sustain its current Emergency Management program through staffing (1.5 FTEs) and sustaining critical equipment and systems. EMPG funds and the local match will be used to sustain personnel, purchase cots for sheltering and support maintenance costs for light towers. (The program can be as specific or general as needed to meet program needs)

At a minimum, the baseline program requirements as listed in *Appendix 1* are the required deliverables for program sustainment. If a County chooses to add additional deliverables in their workplan, then those deliverables would need to be described in the narrative and validated by their Area Coordinator during the reimbursement phase of the grant.

CAPABILITY BUILDING WORKPLAN – If a County chooses to implement a capability building project, the County must identify the process it will utilize to address increasing capabilities and closing gaps. This includes, identifying personnel, projects and purchases that will address increasing capabilities. The County will focus on capability shortfalls that are identified through the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process or other relevant information sources, such as: i) after-action reports (AARs) following exercises or real-world events; ii) audit and monitoring findings; iii) Hazard Mitigation Plans; and/or iv) other deliberate planning products.

Example 1: The County will utilize EMPG funding to increase the response capabilities of for increased animal sheltering during emergencies when county residents are utilizing sheltering resources. Adding animal sheltering to the existing sheltering program will provide county residents with animals to have sheltering options for all members of their families.

Example 2: The County has the capacity to only shelter 10% of their population and wishes to increase their capacity to 20% of population. As a result, the County will install transfer switches on existing facilities to increase shelter capacity.

If a County chooses to add a capability project, the workplan must define the project deliverable to validate the completion of the activity. That deliverable will be required to be validated by the Area Coordinator during the reimbursement phase of the grant.

Baseline deliverables as identified in *Appendix 1*, and within the workplan narratives are required to be completed prior to cost report approval and grant closeout.

Budget Requirements

Building the budget for the EMPG grant is a primary part of the application process and is directly correlated with the proposed workplan. Counties develop their EMPG baseline budget to support their proposed workplan in these following categories:

- Planning
- Operations
- Equipment
- Training
- Exercises

In the application process, the County program will describe how it plans on spending both the grant award and local match for allowable costs. Budget development may include personnel (fringes/benefits), operational costs (equipment, supplies) travel and equipment.

All budgets containing equipment costs must comply with the Code of Federal Regulations ([2CFR200 Subpart D](#)). Equipment purchases must also include item name, quantity and verified AEL numbers.

Counties requesting to purchase communications equipment should review the requirements outlined in Appendix 2: Communications Requirements.

When utilizing vendors or contractors to provide goods or services, Counties must ensure they review the Suspension of Funding List ([SOFL](#)) for North Carolina and federal Suspension and debarment guidelines in [2CFR200.214](#), and ensure that the vendor/contractor is not included in this list. In addition, the program should ensure procurement methods for items and contractors follow the Code of Federal Regulations and North Carolina laws and regulations. Evidence of proper procurement may be requested during cost reporting and auditing.

Match Requirements

DHS/FEMA administers cost-matching requirements in accordance with 2 C.F.R. § 200.306. To meet matching requirements, the grantees contributions must be verifiable, reasonable, allowable, allocable, necessary under the grant program, and in compliance with all applicable federal requirements and regulations. The EMPG Program has a cost-share match requirement. The grantee contribution can be cash (hard match) or third-party in-kind (soft match). Eligible EMPG Program applicants shall agree to make available non-federal funds to carry out an EMPG Program award in an amount not less than 50% of the total project cost. The federal share applied toward the EMPG Program budget shall not exceed 50% of the total budget as submitted in the application and approved in the award. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds. The grantees contribution should be specifically identified. These non-federal contributions have the same eligibility requirements as the federal share.

Counties will indicate in the application process their cost-share (match) to meet this requirement. The match should be listed in the budget detail to show hard and soft match.

Example A. The total approved budget cost is \$100,000; the 50/50 federal funding and local funding cost shares are as follows:

- Federal share is 50% of \$100,000 = \$50,000
- Grantees share is 50% of \$100,000 = \$50,000

Example B: The total approved budget cost is \$120,000; the 50/50 federal funding and local funding cost shares are as follows:

- Federal cost share is 50% of \$120,000 = \$60,000
- Grantee cost share of 50% of \$120,000 = \$60,000

Example C: The total approved budget cost is \$80,000; the 50/50 federal funding and local funding cost share are as follows:

- Federal cost share is 50% of \$80,000 = \$40,000
- Grantee/Local cost share is 50% of \$80,000 = \$40,000

Counties will indicate in the application process their planned cost-share match to meet this requirement. The match should be listed in the budget detail to show hard and soft match. During the reimbursement request process, Counties will provide adequate proof of compliance documentation showing that they have expended their local match requirement in Salesforce. Documentation requirements for the award and match are outlined in *Appendix 5: Proof of Payment Examples*.

Purchasing Requirements

All purchasing with EMPG funds must adhere to the guidelines of 2CFR.200. Counties must follow procurement procedures and policies as outlined in the applicable EMPG NOFO, [Appendix II of 2 CFR Part 200-Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#), and the [2023 FEMA Preparedness Grants Manual](#).

A. Contracting/Subcontracting

If the County contracts/subcontracts any or all purchases or services they agree to include in the contract/subcontract that the contractor/subcontractor is bound by the terms and conditions of this MOA. The County and any contractor/subcontractor agree to include in the contract/subcontract that the contractor/subcontractor shall hold NCEM harmless against all claims of whatever nature arising out of the contractors/subcontractor's performance of work to be paid with EMPG funding.

If the County contracts/subcontracts any or all purchases or services, a copy of the executed contract/subcontract agreement must be submitted to NCEM along with the reimbursement request. A contractual arrangement shall in no way relieve the County of its responsibilities to ensure that all funds issued pursuant to this grant be administered in accordance with all state and federal requirements. The County is bound by all special conditions of the EMPG grant award as set out in the grant application and the grant award letter Subaward Agreement incorporated by reference herein, as well as all terms, conditions and restrictions of the EMPG NOFO.

B. Equipment Purchases

The County shall have sole responsibility for the maintenance, insurance, upkeep, and replacement of any equipment with EMPG funding. Only allowable equipment listed in the Authorized Equipment List ([AEL](#)) for EMPG are eligible for purchases from this grant.

Property and equipment purchased with EMPG funds shall be titled to the County. The County is responsible for the custody and care of any property and equipment purchased. The County must utilize all property and equipment as intended in their project application to NCEM. Any variation from this intended use must be requested in writing and approved by NCEM.

Equipment Purchases must include AEL numbers. AEL items allowed are only items that do not require additional higher-level authorizations. If additional restrictions exist, the County will need to ensure compliance.

C. Communications Equipment

To align communications technologies with current statewide communications plans, systems, networks, strategies and emerging technologies, the NCEM Communications Branch requires that purchases made with grant funds meet the standards identified in Appendix 2.

D. Satellite Communications Charges

Effective FY25 all Satellite Communications charges will be through the local procurement process and not included in EMPG funding. Counties may list charges as an allowable purchase within the EMPG grant, however procurement and billing will be handled on a reimbursement basis.

E. Disposition of Equipment

Unless otherwise directed by NCEM, DHS/FEMA, Counties may dispose of the equipment when the original or replacement equipment acquired under the grant award is no longer needed for the original project or program, or for other activities currently or previously supported by a federal awarding agency. However, Counties must notify NCEM Grants Management Branch prior to disposing of any equipment purchased with grant funds. Unless otherwise directed by NCEM, DHS and/or FEMA, items with a current per unit standard federal or fair market value more than \$5,000 may be retained, transferred or otherwise disposed of with prior NCEM approval in accordance with disposition requirements in 2CFR 200.313. Subgrantees must provide documentation that includes the method used to determine current fair market value.

Environmental Planning and Historic Preservation (EHP) Compliance Requirements

Counties proposing projects that could impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA to determine whether the proposed project has the potential to impact environmental resources or historic properties. This broad EHP review considers a wide variety of natural and cultural resources including floodplains, wetlands, archeological sites, historic structures, protected coastal areas, endangered and threatened species, critical wildlife habitats, soils, clean air and water and children, minority and low-income populations. DHS and FEMA EHP policy is found in directives and instructions available on the FEMA.gov EHP page, the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

MOA Scope of Work Changes

Counties can submit requests to change or add to their project scope of work during the Period of Performance. If a County decides to modify their existing sustainment project or add/modify/delete a capability project, they will submit a project modification request via *Salesforce*.

Scope modifications will not require a MOA amendment, the official notification of approval by the Area Coordinator will be included in *Salesforce*.

Reimbursement Request & Documentation Guidelines

EMPG is a reimbursable grant, and funds will be disbursed (according to the approved or modified project budget) upon receipt of completed deliverables, evidence that funds have been invoiced, products or services received (i.e., invoices, contracts, itemized expenses, etc.), and proof of payment is provided along

with a summary of invoices submitted for reimbursement. These documents must be submitted no later than 90 days after the end of the period of performance (POP).

Upon execution of the MOA Counties, Counties may submit a reimbursement request through *Salesforce* for processing with all supporting documentation. Counties are required to submit at least one reimbursement request within 60 days of the close of the period of performance for the grant. Counties may submit a reimbursement request at any time after the execution of the MOA, but no later than 60 days after the close of the period of performance.

Documented costs must be linked to a project (sustainment or capability). Costs will be documented for both the grant award and matching requirement. Reimbursement requests will be approved in *Salesforce* by the Area Coordinator and then processed for payment through the Department of Public Safety.

Acceptable forms of documentation required to show expenditures are outlined in Appendix 5.

Closeout Requirements

In accordance with [2 CFR 200.344](#), Counties must submit to NCEM, no later than 90 calendar days after the end date of the POP, all financial, performance, and other reports and deliverables as required by the terms and conditions of the federal award, the MOA and [DHS Standard Terms and Conditions](#).

The Counties will be able to complete the closeout certification in *Salesforce* which includes:

- The County certifies they have submitted all financial, performance and other reports as required by the terms and conditions of the grant award and MOA.
- The County certifies that all grant funds were used for the purpose appropriated.
- The County certifies that the approved scope of work for this grant award as specified in the corresponding MOA and *Salesforce* is complete.
- The County certifies that the County has submitted all other closeout documentation (if any) requested by NCEM.
- The County agrees that all program activity results, and information reported shall be subject to review and authentication, and grantee will provide access to all work papers, receipts, invoices and reporting records, if/when requested by NCEM.

Once the closeout certification been received and evaluated by NCEM, the County will receive official notification of MOA close-out from North Carolina Emergency Management. The notification will inform the County that the MOA is officially closed and NCEM will retain all MOA files and related material for a period of five (5) years or until all audit exceptions have been resolved, whichever is longer.

Appendix 1: Programmatic Baseline Requirements

To ensure Counties meet Federal and State EMPG requirements, the following list of baseline deliverables is required for each program requesting funding through the EMPG program. The items listed below are the minimum baseline required deliverables that must be met to receive funding through North Carolina’s EMPG program. NCEM Area Coordinators will work with County Coordinators to validate the completion of the below deliverables within the period of performance. The Area Coordinator will certify in writing completion of baseline requirements. This certification will be documented in [Salesforce](#).

BASELINE PROGRAM REQUIRED DELIVERABLES

Requirement	Deliverable
1) Program identifies an Emergency Management Coordinator and meets minimum EMPG training requirements from FEMA	The program will provide an organization chart identifying the staff members supporting the Emergency Management Program to include the designated “Emergency Management Coordinator” at a minimum, FEMA requires the following courses for the designated Emergency Management Coordinator and any staff paid for by EMPG funds. The courses include: IS120, IS230, IS235, IS240, IS241, IS 242 and IS244 (only required to complete once, not annually). Additionally, the following NIMS courses are required by any staff member supported by the EMPG grant: ICS 100, 200, 700, and 800. (Per NIMS). The NCEM TERMS Transcript and/or a FEMA transcript is required as documentation. See appendix 3 for details.
2) Program has reviewed Emergency Operations Plan (yearly).	Annual certification by the Area Coordinator that the program has reviewed and updated (if necessary) the EOP. Every three years the program is required to update their Emergency Operations Plan and submit it to their NCEM Multi-Hazard Field Planner (MHFP) for Crosswalk (CPG-101) review.
3) Program participates in the Statewide Mutual Aid Agreement	Documented by DocuSign and maintained in the county as well as NCEM. Once the County signs the MOA, only contact updates are required annually.
4) NIMS Reporting Tool Participation required by FEMA once a year.	Submission to NCEM via email when requested based on FEMA’s timelines
5) Updated Profiles in NC SPARTA	Annual update of County profiles in SPARTA to include the Organizational Profile, County Capability Board, and Resource Inventory.
6) Annual Continuing Education	The Emergency Management Program (as defined by the organizational chart submitted) is required to obtain a total of 24 hours of Emergency Management or General Management training each year during the Period of Performance. This may include training classes, online training, and relevant conference attendance if hours of participation are tracked.

Requirement	Deliverable
	<p>TERMS transcript or other official documentation is required to validate a total of 24 hours of annual continuing education for the program.</p>
<p>7) Annual Exercise Requirement</p>	<p>The County will facilitate or participate in an annual exercise as defined in the HSEEP program each year that supports elements of their programs plans. Documentation required includes an After-Action Report (AAR) and a Corrective Action Plan (CAP). If a County participates in a regional or virtual exercise, the County must have an AAR and CAP written specifically for their County based on their evaluated plans.</p> <p>This requirement can be substituted by a multi-day activation of the Emergency Operations Plan based on an unplanned incident with corresponding IAP's, After Action Report, and Corrective Action Plan. A pre-planned activation can be approved in advance by a Regional Branch Manager.</p>

Appendix 2: Communications Requirements

To align communications technologies with current statewide communications plans, systems, networks, strategies and emerging technologies, the North Carolina State Interoperability Executive Committee (SIEC) requires that purchases made with U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) federal financial assistance meet baseline requirements to align with federal and state guidance. These sources of funding include the Emergency Management Performance Grant (EMPG), Emergency Management Performance Supplemental Grant (EMPG-S), Emergency Management Performance American Rescue Plan Act Grant (EMPG-ARPA) and the Homeland Security Grant (HSGP). The below requirements must also be met for those purchases made with NCEM Capacity Building Competitive Grant (CBCG) and State and Local Cybersecurity Grant Program (SLCGP) funds.

Included are the equipment identifiers as listed on the FEMA Authorized Equipment List (AEL) that are allowable, where applicable.

700/800 MHz Radio purchases (06CP-01-BASE, 06CP-01-MOBL, 06CP-01-PORT)

Radio purchases can be classified into three parts: portable (handheld), mobile (vehicular/desktop) or console/consolette (software/infrastructure). These radios must appear on the current VIPER Approved Radio List, and have the following capabilities, i.e., the feature must be purchased and present in the radio:

- Capable of operating on a P25 radio system/network
- Capable of operating in a P25 Phase II (TDMA) environment
- Capable of passing and receiving AES/256-bit encryption
- Capable of utilizing more than one encryption key

Further information is available at:

<https://www.dhs.gov/science-and-technology/approved-grant-eligible-equipment>

All radios purchased using the above noted grant sources shall have the VIPER statewide required template in them.

If a grantee chooses to operate in an encrypted environment, all radios purchased using the above noted grant sources shall follow the SIEC Interoperable Radio Encryption Standard Operating Guideline approved on May 28th, 2020.

Non 700/800 MHz Radio purchases (06CP-01-BASE, 06CP-01-MOBL, 06CP-01-PORT)

Non 700/800 MHz radios (VHF/UHF) are allowable provided they are included on the below list of grant eligible equipment.

<https://www.dhs.gov/science-and-technology/approved-grant-eligible-equipment>

If a radio purchase is requested for other, non-P25 networks the following are **NOT** eligible:

- Wouxun handheld or mobile radios (multiband)

- Baofeng handheld or mobile radios (multiband)
- Any other wireless device outlined in the Federal Communication Commission’s (FCC) “List of equipment and services covered in section 2 of the Secure Networks Act” This list is a result of the passage of *H.R.5515 - John S. McCain National Defense Authorization Act in 2019*. Further information can be found at <https://www.fcc.gov/supplychain/coveredlist> .

Public Alerting Software Platforms (04AP-09-ALRT)

Public alerting software platforms are a means of alerting citizens of emergencies. There are two distinct functions that a software platform provides. There is a citizen sign up option for notifications and a wireless emergency alerting (WEA) function. The WEA function alerts smartphones and devices based on geographic location through the Integrated Public Alert and Warning System (IPAWS). Please make sure the purchasing agency is a North Carolina/FEMA approved public alerting authority (PAA) or is in the process of obtaining the PAA status. **If purchasing or subscribing to software, it must be identified on the attached “*List of Alert Software Providers (AOSP) That Have Successfully Demonstrated Their IPAWS Capabilities.*”**

Voice Gateway Devices (06CP-02-BRDG)

Gateway devices are used to bridge disparate voice sources together to create a single line of communications. This can include radio, voice over IP, smart device application, etc. These devices are **NOT** allowed to be permanently mounted at Public Safety Answering Points (PSAP), tower sites or network rooms to permanently patch disparate radio systems. Written permission **must** be obtained from all system administrators authorizing the intended use of the gateway device on the system.

Items not included or referenced in this document must be clearly identified to ensure that interoperability, physical security, and cybersecurity priorities are followed. Examples include, but are not limited to:

- Smart device applications that integrate into first responder communications networks
- Infrastructure equipment that allows for the integration of smart device applications
- Equipment that uses shared radio frequency (RF) spectrum to create mesh networks

Appendix 3: EMPG Training Requirements

Training for EMPG funded positions on the County level are a requirement for receiving funding. The goal of training is to foster the development of a community-oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience. The NDEMU/EMI Basic Academy provides a foundational education in emergency management as a way for emergency managers to begin or advance their career. The goal of the Basic Academy is to support the early careers of emergency managers through a training experience combining knowledge of all fundamental systems, concepts, and practices of cutting-edge emergency management. Emergency management personnel play a critical role in building and sustaining core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas of emergency management.

EMPG Program funds used for training should support the nationwide implementation of NIMS. The NIMS Training Program establishes a national curriculum for NIMS and provides information on NIMS courses. Grantees are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. NIMS is also included in the curriculum of the EMI Basic Academy. The NIMS Training Program can be found at [NIMS Implementation and Training](#). *All EMPG Program-funded personnel are expected to be trained emergency managers.*

All EMPG Program-funded personnel must complete *either* the Independent Study courses identified in the Professional Development Series, *or* the National Emergency Management Basic Academy delivered either by EMI or at a sponsored state, local, tribal, territorial, regional, or other designated locations. In addition to training activities aligned to and addressed in the IPP, all EMPG Program-funded personnel (including full- and part-time grantees and subgrantees) must complete the following training requirements and record proof of completion:

1. NIMS Training, Independent Study (IS)-100 (any version), IS-200 (any version), IS-700 (any version), and IS-800 (any version), **and**.
2. Professional Development Series (PDS) **or** the Emergency Management Professionals Program (EMPP) Basic Academy listed in the chart below.

Table: PDS or EMPP Basic Academy Courses (Reference 2025 FEMA Preparedness Grants Manual, p. 104)

PDS - Professional Development Series	OR	Basic Academy Pre-requisites and Courses
IS-120: An Introduction to Exercises	OR	IS-100: Introduction to the Incident Command System
IS-230: Fundamentals of Emergency Management	OR	IS-700: National Incident Management System (NIMS), An Introduction
IS-235: Emergency Planning	OR	IS-800: National Response Framework, An Introduction
IS-240: Leadership and Influence	OR	IS-230: Fundamentals of Emergency Management
IS-241: Decision Making & Problem Solving	OR	E/L101: Foundations of Emergency Management
IS-242: Effective Communication	OR	E/L102: Science of Disasters
IS-244: Developing and Managing Volunteers	OR	E/L103: Planning Emergency Operations
	OR	E/L 104: Exercise Design
	OR	E/L 105: Public Information & Warning

Appendix 4: EMPG Federal & State Requirements

Continued EMPG funding is contingent upon completion of all EMPG funding requirements. The following eligibility criteria must be adhered to during the entire duration of the grant program.

Grantees must:

1. Be established as a state agency, tribal, or local government entity as defined by appropriate resolution/ordinance.
2. Have a Unique Identity ID (UEID) prior to any funds being released. UEID may be obtained from [Home | SAM.gov](#).
3. Ensure their organization is registered with the System for Award Management (SAM) and that their organization maintains an active SAM registration, i.e. renewed annually. Every applicant is required to have their name, address, and UEID up to date in SAM, and the UEID used in SAM must be the same one used to apply for all FEMA awards. SAM information can be found at [Home | SAM.gov](#). Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct, and that an active SAM registration is properly maintained.
4. Complete any procurement(s) and expenditures by the end of the Period of Performance (POP).
5. Submit requests for reimbursement with all required documentation attached.

The designated Emergency Management Director, County Finance Director, and any others required by the county must sign the Memorandum of Agreement (MOA) to be eligible for reimbursement.

REQUIRED DOCUMENTS/FORMS*

*(Resubmit forms only when changes to the form are necessary – change in roles/responsibility/contacts. NCEM maintains forms on file for the Counties).

GRANT FORMS

The following five forms are required for all [EMPG](#), [HSGP](#), [NSGP](#), [SLCGP](#), [NGWSGP](#), [EOCGP](#), [HMEP](#), [Tier II](#), & [CBCG](#) grantees in North Carolina.

Visit the State Controller website to select & complete the following two (2) forms for processing.

- [State of North Carolina Substitute W-9 Form](#): Select and download Substitute W-9. Email the completed form to NCEMGrants1@ncdps.gov and CC your grants manager, and upload and maintain your most recent form in your [Salesforce](#) account for your organization.
- [Supplier Electronic Payment Form](#): Select and download Supplier Electronic Payment Form. Follow the instructions on the form for submittal to Office of State Controller (OSC), and upload and maintain your most recent form in your [Salesforce](#) account for your organization. For the question on the Supplier Electronic Payment form where it asks for contact information for the state agency with which you are doing business, please list NCDPS Controller's Office as follows: Agency Name: NCDPS, Agency Contact Name: NCDPS Controller's Office, Agency Contact Email: DOC.Controller@ncdps.gov, Agency Contact Phone Number: 919-716-3300.

Visit the NCDPS Controller’s Office website to select & complete the following form.

- **Certification of No Overdue Tax Debt:** Download & complete Certification of No Overdue Tax Debt by inserting the information highlighted in yellow on the form, then sign & notarize the form, and then upload the notarized form in your [Salesforce](#) account for your organization. Always maintain the most recent form for your organization in your [Salesforce](#) account. Organizations are ineligible for grant payments or reimbursements if they have outstanding overdue tax debt as defined in [G.S.§105-243.1](#).

Submit the following two (2) documents for your organization.

- **Conflict of Interest Policy:** Every grantee is required to file a copy of their policy addressing conflicts of interest that may arise involving the grantee's management employees and the members of its board of directors or other governing body. Upload & maintain your most recent conflict of interest policy in your [Salesforce](#) account for your organization.
- **Procurement Policy:** Upload & maintain your most recent procurement policy in your [Salesforce](#) account for your organization. See [UNC School of Government procurement policy resources for local governments in NC](#), and [North Carolina Center for Nonprofits Purchasing & Procurement Policy Samples](#) for guidance on procurement policies. Make sure your procurement policy for your organization adequately addresses purchasing under federal awards. See [FEMA Resource Library: Purchasing Under a FEMA Award](#) for guidance.

Memorandum of Agreement (MOA) is authorized under the provisions of:

- A. Section 662 of the Post-Katrina Emergency Management Reform Act of 2006(PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.); the Earthquake Hazards Reduction Act of 1977, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the National Flood Insurance Act of 1968, as amended (Pub. L. No. 90448) (42 U.S.C. §§ 4001 et seq.)
- B. *Consolidated Appropriations Act, 2023* (Pub. L. No. 117-328); *Compact of Free Association Amendments Act of 2003* (Pub. L. No. 108-188 (2003))
- C. Applicable FEMA Grant Programs Directorate Information Bulletins (see <https://www.fema.gov/grants/preparedness/about/informational-bulletins>), and
- D. *NC Emergency Management Act*, North Carolina General Statutes (N.C.G.S.) Chapter 166A. The funds awarded under this grant must be used in compliance with all applicable federal, state, local and tribal laws and regulations, including N.C.G.S. §§ 143C-6-21, 143C-6-22, 143C-6-23 and 09 NCAC 03M. By accepting this award, SUBGRANTEES agrees to use these funds in a manner consistent with all applicable laws and regulations.

Appendix 5: Proof of Payment Examples

The EMPG program requires documentation that funds were expended (grant award and match) for the intended purpose as aligned with the program's grant application. Below are examples of acceptable documentation to be submitted to validate expenses.

Documentation of the County expenditure to vendor/contractor providing goods or services.

- Receipts, including POS (point of sale),
- Invoices,
- Purchasing contracts,
- Billing Statements.

Proof that the County has paid the vendor/contractor/employee for providing the good or service.

- Cancelled Checks,
- Credit Card Statements,
- Bank Statement,
- Ledger Statement/Report from the accounting system of record.

Documentation and Proof of County expenditure on salary and benefits.

- Listing of personnel supported by EMPG grant or match funding
- Ledger Statement /Report from the accounting system of record showing salary and benefits from within the period of performance

RECEIPTS AND INVOICES MUST CONTAIN THE FOLLOWING INFORMATION:

- Name and address of the vendor or establishment providing the product or service.
- Vendor/Payee invoice number, account number, and any other unique meaningful identifying number.
- Date the product or service was provided.
- Itemized description of all products or services.
- Unit price of products or services (if applicable).
- Total amount charged.
- Proof of payment expenses associated with the project