

RESOLUTION NO. 2018-428

A RESOLUTION APPROVING THE ACCEPTANCE OF FEDERAL FUNDS AND PARTICIPATION IN THE FY18 EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM, EMERGENCY MANAGEMENT AGENCY ASSISTANCE ADMINISTERED BY THE STATE OF NEW JERSEY, DEPARTMENT OF LAW AND PUBLIC SAFETY, FOR USE IN SUPPORT OF THE COMPLETION OF ITEMS LISTED IN THE OEM MUNICIPAL WORK PLAN.

WHEREAS, the City of Vineland Office of Emergency Management has been determined to be eligible to apply for the FY18 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance (EMAA) for the grant period July 1, 2018 through June 30, 2019 under Sub-award number FY18-EMPG-EMAA-0614. The Sub-grant, consisting of a total amount of \$21,000.00 including \$10,000.00 Federal Award and \$11,000.00 Local Matching Funds, is for the purpose of supporting the completion of items listed in the Municipal Work Plan, copy attached; and

WHEREAS, the City of Vineland Office of Emergency Management, designated by the State of New Jersey State Police, Office of Emergency Management, has submitted an Application for Sub-grant Award that has been required by the said New Jersey State Police Office of Emergency Management; and

WHEREAS, the Application for Sub-grant Award calls for a match in the amount of \$11,000.00 which the City of Vineland Office of Emergency Management will satisfy through the C.Y. 2018 City of Vineland approved budget for salaries and wages and fringe benefits.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Vineland here with endorses the submission of the FY18 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance (EMAA) Sub-grant in the amount of \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management; and

BE IT FURTHER RESOLVED, that the City Council of the City of Vineland is hereby accepts the award of the said Sub-grant Funds, in the amount of \$10,000.00; and

BE IT FURTHER RESOLVED, that copies of this Resolution shall be forwarded to the New Jersey State Police, Office of Emergency Management; the Director of the Division of Local Government Services; the City of Vineland Business Administrator; the City of Vineland Chief Financial Officer; the City of Vineland Emergency Management Coordinator and the Office of the Treasury.

Adopted:

President of Council

ATTEST:

City Clerk

New Jersey State Police
Emergency Management Section
Emergency Management Agency Assistance - Emergency Management Performance Grant

_____**CITY of VINELAND**_____ **Municipal Work Plan - FFY2018**

1. Provide to the County Office of Emergency Management (via NJEMGrants) detailed quarterly performance reports outlining the activities that your municipal organization has completed to satisfy all of the requirements below, providing supporting documentation as proof of the activity. The quarterly reports are due no later than October 20, 2018, January 20, 2019, April 20, 2019, and July 20, 2019 respectively (or within 14 days of your subaward, whichever is sooner). Additionally, provide to NJOEM a final year-end financial report, including the Detailed Cost Statement, as part of your reimbursement package.
2. Submit to NJOEM proof that all Municipal OEM personnel receiving a portion of the EMAA grant participated in four (4) exercises during the 2018 EMAA Performance Period (to include actual occurrences). Additionally, the same personnel must have completed the following courses prior to June 30, 2019: IS-100, IS-200, IS-700, IS-800, IS-120, IS-230, IS-235, IS-240, IS-241, IS-242, and IS-244. Exercise participation will be entered in the quarterly reporting function of NJEMGrants. Certificates indicating course completion will be uploaded to NJEMGrants.
3. Complete a review of the Municipal Emergency Operations Plan (EOP) as per NJOEM Directive 101. The EOP must emphasize the all-hazards approach. Based upon changes in the Municipalities hazard analysis, OEM staffing, or resources; make revisions to the EOP as necessary. The Municipal EOP requires an annual review. This should be accomplished at one of the Municipal LEPC meetings and documented in a quarterly performance report. The Municipal EOP needs to be submitted, through the County OEM, to the NJOEM Regional Office, for re-certification every four years.
4. The Municipal OEM will exercise their EOP in conformance with NJOEM's Exercise Program Guidelines and submit the exercise to NJOEM for exercise credit via E-Team.
5. Provide a list of training courses attended by Municipal OEM staff. The Municipal Coordinator must identify twenty four hours of continuing emergency management education. Training must be Emergency Management related. See the following link for a sample listing of courses which are acceptable. <https://dem.utah.gov/wp-content/uploads/sites/18/2015/12/USA-Training-Allocation-Table-Dec2015-USA.pdf>
6. The Municipality shall conduct a minimum of two meetings of the Municipal LEPC. These meetings should include municipal chief executives, department heads and volunteer agencies to thoroughly review the Municipal EOP. The review should include a discussion about the roles and responsibilities of municipal departments and agencies during emergencies.
7. A representative from the municipal OEM will attend the municipal coordinator meetings conducted by the County OEM.
8. The Municipality's Emergency Operations Center (EOC) shall participate four (4) EOC Communication exercises hosted by their respective County EOC. The exercises will focus on the Municipal EOCs ability to communicate with the County EOC, primarily using the County's EOC Management Tool (e.g. E-Team, WebEOC, etc.).
9. Submit all Municipal reports, supporting documentation, communications, and paperwork associated with this subaward, through the County OEM, to the NJOEM Regional Office via NJEMGrants, or as directed by NJOEM.

WORK PLAN ACCEPTED BY: _____ Luigi Tramontana Jr _____
Coordinator Name (please print)

Coordinator Signature

6-4-2018
Date

FFY18 EMPG EMAA Proposed Subaward Budget
Detail Worksheet

The FFY18 EMPG EMAA Proposed Subaward Budget Detail Worksheet is for the preparation of the budget requested in support of the proposed project. All required information must be provided.

A. Salaries – List each position by title and name of employee, if available. Show the annual salary rate or overtime rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Annual Salary	% of Time on Project (Minimum)	Federal Amount	Non-Federal Amount
Paul Shropshire Deputy OEM Cordinator	\$18,500.00	100%	\$9,250.00	\$9,250.00
Luigi Tramontana Jr OEM Coordinator	\$120,934	2.067%	\$750.00	\$1750.00
Subtotals:			\$10,000.00	\$11,000.00

Personnel Subtotal: \$21,000.00

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for personnel listed in Category A and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA Workman’s Compensation, and Unemployment Compensation. **If applicable, please ensure that your Budget Narrative contains your fringe rate along with an explanation of the fringe-rate formula breakdown. If you do not have an applicable fringe rate, then you need to state that in your Budget Narrative as well.**

Name/Position	Annual Salary	% of Time on Project (Minimum)	Fringe Applicable Total Salary	Fringe Benefit Percentage	Federal Amount	Non-Federal Amount
Luigi Tramontana Jr OEM Coordinator	\$120,934.00	2.067%	\$2500.00	40.24%	\$301.80	\$704.20
Paul Shropshire Deputy Coordinator	\$18,500.00	100%	\$18,500.00	7.65%	\$707.62	\$707.62

Subtotals:						

Fringe Benefits Subtotal: \$2124.24

- C. Training –NOT ALLOWABLE**
- D. Equipment –NOT ALLOWABLE**
- E. Exercise(s) –NOT ALLOWABLE**
- F. Construction –NOT ALLOWABLE**
- G. Consultants/Contracts –NOT ALLOWABLE**

H. Indirect Costs –See attached Indirect Costs Rate Fact Sheet for additional guidance.

Total Modified Direct Costs	Indirect Cost Rate (%)	Federal Amount	Non-Federal Amount

Indirect Costs Subtotal: \$0.00

FFY18 EMPG EMAA Subaward Budget Summary

When the budget worksheet is completed, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds, if applicable.

Budget Category	Federal Amount	Non-Federal Amount	Total
A. Salaries	\$10,000.00	\$11,000.00	\$21,000.00
B. Fringe Benefits	\$1009.42	\$1411.89	\$2421.31
C. Training	N/A	N/A	N/A
D. Equipment	N/A	N/A	N/A
E. Exercises	N/A	N/A	N/A
F. Construction	N/A	N/A	N/A
G. Consultants/Contractors	N/A	N/A	N/A
Direct Costs Subtotal:	\$11,109.42	\$12,411.89	\$23,421.31
H. Indirect Costs	N/A	N/A	N/A
Indirect Costs Subtotal:	N/A	N/A	N/A
TOTAL PROJECT COSTS:	\$1109.42	\$12,411.89	\$23,421.31

FFY18 EMPG EMAA Proposed Subaward Budget Narrative

The City of Vineland will provide an in-kind match for the non-federal amount required to compensate the Office of Emergency Management staff, as per the EMPG EMAA Subaward Budget Detail Worksheet, to complete the tasks listed on the FY17 Workplan.

No other benefits are afforded to the OEM Coordinator of City of Vineland.

The City of Vineland chooses not to take Indirect Costs for this Subaward.

The breakdown of the fringe-rate is as follows:

Luigi Tramontana, Jr.			
Salary	120,934.00		
Medicare		1.45%	
*Healthcare	16,060.60	13.28%	
PFRS		25.51%	
		40.24%	Fringe Percentage
*Healthcare			
Aetna	19,199.04		
Delta Prem	617.28		
Prescrip	4,892.40		
	24,708.72		
RL	(8,648.12)		
	16,060.60		
Paul Shropshire			
Salary	18,500.00		
SS		6.20%	}
Medicare		1.45%	
*Healthcare	-	0.00%	
PFRS		0.00%	
		7.65%	Fringe Percentage
*Healthcare			
Aetna			
Delta Prem			
Prescrip	-		
	-		
RL	-		
	-		