


Grant Programs Directorate Information Bulletin
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MEMORANDUM FOR: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All Urban Area Security Initiative Points of Contact
All State Homeland Security Advisors
All State Chief Information Security Officers
All State Chief Information Officers
All Urban Area Chief Information Security Officers
All Urban Area Chief Information Officers

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SUBJECT: **Guidance on Distribution Management Plans for the Fiscal Year 2019 Emergency Management Performance Grants Program**

I. Purpose

This Information Bulletin (IB) provides guidance to inform Emergency Management Performance Grants (EMPG) Program recipients about the Distribution Management (DM) Plan requirement that was added to the EMPG Program in Fiscal Year (FY) 2019. This IB outlines deadlines, evaluation criteria, and additional resources available to EMPG Program recipients.

II. Applicability

This information bulletin is applicable to EMPG Program recipients.

III. Guidance

A. EMPG Program recipients are required to complete the following actions:

1. Develop and maintain a DM Plan as an annex to their Emergency Operations Plan with the first DM Plan submission due by December 31, 2019.
2. Review and update their DM Plan by September 30, 2020 and September 30, 2021, and, in cases of period of performance extensions, on an annual basis from September 30 so long as the award is open.

IV. Distribution Management Plan Requirement Details

A. Background:

Starting in FY 2019, all EMPG Program recipients are required to develop and maintain a DM Plan as an annex to their Emergency Operations Plan.

EMPG Program recipients must:

- Establish and maintain an effective DM Plan;
- Submit the plan to their respective Regional Grants Program Analyst who will distribute the DM Plan to their respective FEMA Regional Logistics Branch for review and feedback;
- Review and update their DM Plan annually.

Distribution management means effective and efficient distribution of critical resources to disaster survivors in the community. Distribution management involves managing a comprehensive supply chain. This includes end-to-end commodity and resource management; warehouse and transportation operations to effectively and efficiently distribute supplies to distribution points and staging areas; provision of equipment and services to support incident requirements; and a mechanism for supplies and commodities to be provided to survivors.

B. Submission Requirements:

A state/territory should submit its DM Plan as both a Word document and PDF to its FEMA Regional Grants Division. The maturity level of the plan may vary by state/territory, but the recipient is required to submit a DM Plan that accurately reflects the state or territory's current capabilities and capacity to distribute resources to survivors after a disaster and addresses the following components: Requirements Defining; Resource Ordering; Distribution Methods; Inventory Management; Transportation; Staging ; and Demobilization.

C. Evaluation Criteria:

The FEMA Regional Logistics Branch will review the plan based on a set of evaluation criteria, provide feedback to the EMPG Program recipient, and provide a baseline evaluation rating of either:

Tier 1: Approved and complete.

Tier 2: Approved with comments, action plan required.

Tier 3: Received, technical assistance and action plan required.

These ratings will be based upon these questions:

- 1) Did the recipient submit a state or territory DM Plan as an annex to its Emergency Operations Plan?
- 2) Does the plan address all seven components—Requirement Defining; Resource Ordering; Distribution Methods; Inventory Management; Transportation; Staging; and Demobilization?
- 3) Is the focus on State, Local, Tribal, Territorial (SLTT) distribution capacity with the federal government serving as a supporting role, as necessary?
- 4) Does the plan indicate how private sector, nonprofit, and local and federal partners are integrated?
- 5) Does the plan identify innovative solutions?

- 6) Does the Requirements Defining section refine the requirement based on anticipated demand for meals, water, mass care supplies, transportation of the resources, and include private sector capabilities?
- 7) Does the Resource Ordering section include multiple sourcing mechanisms?
- 8) Does the Distribution Methods section include robust and scalable methods to accommodate any level of disaster?
- 9) Does the Inventory management section describe how the recipient will manage the acquisition, use, distribution, storage, and disposal of commodities and equipment?
- 10) Does the Transportation section describe the transportation architecture (e.g., key routes and nodes) and inbound and outbound flows?
- 11) Does the Staging section predetermine and assess sites for equipment, staff, , and other support needs?
- 12) Does the Demobilization section describe how the recipient will conduct an organized shutdown, to include property reconciliation?
- 13) Is the plan implementable for the state/territory?

The results of the evaluation sheet are intended to provide a baseline assessment of a state/territory's DM Plan. The expectation is for a state/territory to make continued progress from the baseline assessment in subsequent years, working with the FEMA Regional Logistics Branch, as necessary. The FEMA Regional Logistics Branch will provide comments on areas and recommend specific actions for improvement and are also available to provide technical assistance during the development and maintenance of DM Plans.

D. Noncompliance Issues:

In the case of any potential or actual noncompliance with the requirement to develop a DM plan, as outlined in the Notice of Funding Opportunity, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.207 and 200.338, FEMA may place a hold on funds until the matter is corrected, per 2 C.F.R. § 200.338, or it may do both. In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA may take other remedies allowed under 2 C.F.R. § 200.338. These remedies include actions to disallow costs, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available.

V. Resources

FEMA is developing additional resources for EMPG recipients to be released by the end of July 2019 (dates revised from those published in the FAQ).

- A. Distribution Management Plan Guide: The Guide will assist SLTTs in developing and updating their DM Plans.

VI. Questions

For questions regarding the EMPG Program or allowable expenditures, please contact your Regional Grants Program Analyst or consult the EMPG NOFO and/or the Preparedness Grants Manual.

For questions related specifically to distribution management plans, please contact the FEMA Regional Logistics Branch.

VII. Review Date

This IB will be reviewed within two years (2) from date of issuance.