



# OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

## FY2024 EMERGENCY MANAGEMENT PERFORMANCE GRANT

### Invitation to Apply

You are invited to apply for FY 2024 (July 1, 2024 - June 30, 2024) financial and technical assistance provided through the Federal Emergency Management Agency's (FEMA) Emergency Management Performance Grant (EMPG). 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 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.

EMPG is a 50% non-federal cost share grant and grant funds are provided on a reimbursement basis.

ODEM is utilizing HB 3059 (2023), Section 1 - OREGON DISASTER RESPONSE ASSISTANCE MATCHING FUND to provide a 15% match allowance to eligible local FY24 sub-recipients. This will allow eligible local sub-recipients to opt into the cost share grant to offset their reduction to bring their overall grant into line with FY 2023 levels.

The deadline for submission is June 14, 2024.

### Criteria for Eligibility:

#### Counties and Tribes must be/have:

- Assigned Emergency Manager
- National Incident Management System (NIMS) compliant  
Only agencies that are NIMS compliant or working to become NIMS compliant are eligible for EMPG funding. You must have completed a NIMS assessment between January 1, 2024 and the date you submit your application. You only need to complete the NIMS assessment once for FEMA grants each year. If you have completed the assessment for SHSP this year already, you do not need to complete it again.

You can access the assessment tool here: [OEM NIMS Assessment](#)



If you have questions on the NIMS form, please contact ODEM's Preparedness Planner.

Sarah Puls  
Preparedness Planner  
Oregon Department of Emergency Management  
971-345-7255  
[sarah.puls@oem.oregon.gov](mailto:sarah.puls@oem.oregon.gov)

- Emergency Operations Plan (EOP) consistent with Comprehensive Preparedness Guide (CPG) 101
  - EOP is updated in the last 2 years or an update will be completed in FY2024.
- Hazard Mitigation Plan (HMP) current and FEMA approved
  - New applicants must complete in FY2024 if one does not exist to be eligible for grant funding
- Identified/Functional Emergency Operations Center
- An established incident command structure

#### **Cities must be/have:**

- Population greater than 85,000
- Same criteria as Counties and Tribes

#### **Submission Requirements:**

The FY2024 program and submission requirements are outlined in this memorandum. **Please read instructions carefully** to prevent late or erroneous submissions which could affect timely program funding support.

Coordination with their surrounding cities, counties, and tribes on program activities is encouraged.

## Application/Work Plan Required Submission:

- EMPG Eligibility Application – you will be sent a link to complete. If you did not participate in EMPG in 2023, please email [oem.empg@oem.oregon.gov](mailto:oem.empg@oem.oregon.gov) to receive an application link. When you complete and submit, you will receive an email copy. Please save as PDF for your records.
- FY 2024 Work Plan (<https://arcg.is/0y8nD8>). When you complete and submit, you will receive an email copy. Please save as PDF for your records. The email you receive will also have a link in it for future quarterly reporting.
- FY2024 Budget Request Form (Excel file - submit in Basecamp)
  - If claiming Indirect Costs, please submit a copy of your federally approved cost allocation plan (submit in Basecamp)
- Environmental and Historic Preservation Screening Form, if applicable (submit in Basecamp)
- Monitoring Assessment Questionnaire-2023 (PDF) or Management Self Certification (Word) – Submit one or the other in Basecamp. The Monitoring Assessment Questionnaire must be completed by each grant recipient once annually. If you already completed it for another ODEM grant, you may submit the Management Self Certification for our records.

Jurisdictions should work with ODEM's EMPG team to develop these documents and to receive feedback on their 2024 work plan as it is developed. **Applicants may submit these documents at any time, they do not have to be submitted as a complete package.** Applicants will receive a formal review letter approving their Work Plan submission once all documents have been received and reviewed by ODEM.

When completion of an activity involves production of a tangible product, i.e., Emergency Operations Plan, any kind of Plan or Annex, etc., the jurisdiction will provide an electronic copy of that product to ODEM with the quarterly report. Emergency Management Exercise Reports (EMERs) will be turned into [oem.exercise@oem.oregon.gov](mailto:oem.exercise@oem.oregon.gov).

### **Potential Fiscal Penalties (as outlined in OAR 104 Division 10):**

A failure to meet all requirements in the Work Plan, or for submitting fiscal and/or programmatic reports late, may result in:

- Ineligibility for EMPG funding for FY 2025;
- ODEM recouping part, or all, of the awarded FY 2024 funds;
- Suspension from the EMPG Program; or
- Any combination thereof.

## Required Activities for 2024 Work Plans:

### Planning Requirements:

- Convene Hazards Committee at least twice a year.
- Complete ODEM's annual State of the State Capability Assessment.
- Complete ODEM's annual NIMS Assessment.
- Report Public Education and Outreach activities.
- Schedule and report on at least one other Planning Activity. ***If your Emergency Operations Plan or Hazards Mitigation Plan are not up to date, these will be required Work Plan planning activities.***

*Note: Only Planning activities outlined in the EMPG Planning functional areas are eligible for reimbursement in FY2024. Please see the options in the application.*

### Training Requirements:

All EMPG funded personnel must complete the following NIMS Training:

- Independent Study (IS)-100 (any version)
- IS-200 (any version)
- IS-700 (any version)
- IS-800 (any version)
- Professional Development Series (PDS) **or** the Emergency Management Professionals Program (EMPP) Basic Academy
- Complete a minimum of 20 hours additional training courses in accordance with the [NIMS Training Program](#) and local training plans for continuing emergency management professional development.

The eligible agency must retain copies of the required training certificates and may be required to provide training certificates.

*Note: Only Training activities identified in the State, Regional and/or jurisdictional Integrated Preparedness Plan (IPP) or those which are considered "Emergency Management Professional Development" will be eligible for reimbursement in FY 2024.*

### Exercise Requirements:

- Develop and conduct two exercises, one discussion-based and one operations-based exercise. For additional information and requirements, see "Exercise Reporting" on the State Exercise Program page [here](#).
- Submit exercise reports to State Exercise Program through online form (see link above) or [oem.exercise@oem.oregon.gov](mailto:oem.exercise@oem.oregon.gov).
- EMPG funded staff must participate in three exercises. EMPG funded staff exercises will be reported along with training on work plan and quarterly reporting form.

## Programmatic Reporting Dates:

- July 1<sup>st</sup> – September 30<sup>th</sup> Due: October 15<sup>th</sup>
- October 1<sup>st</sup> – December 31<sup>st</sup> Due: January 15<sup>th</sup>
- January 1<sup>st</sup> – March 31<sup>st</sup> Due: April 15<sup>th</sup>
- April 1<sup>st</sup> – June 30<sup>th</sup> Due: July 15<sup>th</sup>

## Budget Request:

**ALL** capital outlay and/or equipment that is identified on the Authorized Equipment List (AEL), require screening through the environmental planning/historical preservation (EHP) process. Please see copy of Information Bulletin 329 and the EHP screening memo, both attached.

You must have this approval in writing from ODEM and FEMA **BEFORE** the funds can be expended. Your request to ODEM must include an electronic version of the EHP screening memo. Please ensure that you allow adequate time for ODEM to process your request and obtain FEMA approval for the purchase, which could take up to 60+ days once the EHP is submitted.

*Note: ODEM cannot submit FY 2024 EHP requests to FEMA Headquarters until we have a signed FY2024 grant agreement with FEMA, which could occur as late as October 2024.*

Any capital outlay/equipment purchased without pre-approval from ODEM/FEMA (*and this includes issuing a purchase order prior to approval*) will not be reimbursed under the EMPG grant program. Once purchases have been approved, requests for reimbursement must be supported by vendor invoices along with documentation according to ODEM's EMPG – Request for Reimbursement (RFR) Guidance. The equipment must also be maintained on your local government capital/fixed assets reporting system.

You must have approval in writing from ODEM **BEFORE** any budget reallocation occurs. Reallocation of funds may require a grant amendment.

**Indirect Facilities and Administration (F&A) Costs:** If your agency wishes to request indirect costs be included in your EMPG sub-award, please note the following:

1. The amount of your EMPG sub-award allocation will remain the same – it will not increase by the amount of indirect you are requesting.
2. You will need to submit a copy of your **approved federally recognized indirect cost rate** negotiated between you (the sub-recipient) and the Federal government with your EMPG application.

## Fiscal Reporting Dates:

- July 1<sup>st</sup> – September 30<sup>th</sup> Due: October 30<sup>th</sup>
- October 1<sup>st</sup> – December 31<sup>st</sup> Due: January 30<sup>th</sup>
- January 1<sup>st</sup> – March 31<sup>st</sup> Due: April 30<sup>th</sup>
- April 1<sup>st</sup> – June 30<sup>th</sup> Due: July 30<sup>th</sup>

*Note: Fiscal Reports / Requests for Reimbursement (RFR's) are due every quarter but may be submitted monthly based on the needs of the jurisdiction. See EMPG – Request for Reimbursement (RFR) Guidance.*

## Grant Agreements:

Grant agreements will be issued upon receipt of all required FY 2024 EMPG application documents and with the approval of ODEM's EMPG staff. However, the local/tribal agreements cannot be issued until ODEM has a signed agreement with FEMA, which could occur as late as October 2024.

## Coordination Calls:

ODEM has scheduled May 15, 10-11 as a training to explain the application and answer questions. This will be recorded and posted online. In addition, the following dates will be online Question and Answer sessions. There is a Teams link below for these meetings.

- May 23, 2024 (Thursday) – 1:00-2:00 p.m
- May 29, 2024 (Wednesday) - 11:00-12:00 p.m
- June 10, 2024 (Monday) – 3:00-4:00 p.m.

You may contact the EMPG staff directly at any time with questions and do not need to wait for the above scheduled times.

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## Microsoft Teams [Need help?](#)

### [Join the meeting now](#)

Meeting ID: 235 826 998 984

Passcode: bbse7G

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### Dial-in by phone

[+1 503-446-4951,,878128076#](#) United States, Portland

[Find a local number](#)

Phone conference ID: 878 128 076#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

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### EMPG Grant Team:

Alaina Mayfield	Preparedness Manager	<a href="mailto:Alaina.mayfield@oem.oregon.gov">Alaina.mayfield@oem.oregon.gov</a>	971-719-0783
Carole Sebens	Grant Coordinator	<a href="mailto:Carole.l.sebens@oem.oregon.gov">Carole.l.sebens@oem.oregon.gov</a>	971-798-1938
Stacey Todd	Cascades Region	<a href="mailto:stacey.todd@oem.oregon.gov">stacey.todd@oem.oregon.gov</a>	971-719-0650
Amanda Mathis	Regional Manager (Willamette Valley Region)	<a href="mailto:Amanda.mathis@oem.oregon.gov">Amanda.mathis@oem.oregon.gov</a>	971-719-0991
Tabetha Daugherty	Eastern Region	<a href="mailto:tabetha.daugherty@oem.oregon.gov">tabetha.daugherty@oem.oregon.gov</a>	503-508-2404
Tom Jenkins	Northwest Region	<a href="mailto:Tom.jenkins@oem.oregon.gov">Tom.jenkins@oem.oregon.gov</a>	971-600-5918
Morgan West	Portland Metro Region	<a href="mailto:morgan.west@oem.oregon.gov">morgan.west@oem.oregon.gov</a>	503-580-6874
GT Auch	Southwest Region	<a href="mailto:Gt.auch@oem.oregon.gov">Gt.auch@oem.oregon.gov</a>	971-718-2070
Rick Bruno	Controller	<a href="mailto:Rick.bruno@oem.oregon.gov">Rick.bruno@oem.oregon.gov</a>	503-983-4413

## Deadline for Submission: June 14, 2024

### Instructions

You should have a Basecamp folder through ODEM (please email [oem.empg@oem.oregon.gov](mailto:oem.empg@oem.oregon.gov) to request access if you cannot find yours). If yours is not available at the time you are ready to submit your application documents, you may email them to [oem.empg@oem.oregon.gov](mailto:oem.empg@oem.oregon.gov). Please always include "EMPG 2024 Submittal" and the name of your jurisdiction in the subject line. This will ensure your materials are saved to the correct folder in our email system.

### EMPG Eligibility Application

#### EMPG Work Plan and Quarterly Monitoring Report

- EMPG Eligibility Application will be emailed to you.
- FY 2024 Work Plan <https://arcg.is/0y8nD8>

### **How to Save and Submit the Application and Work Plan Forms.**

To save your work, you must hit the last “Submit” button on the forms. When you do this, a summary of what you submitted as well as a link to get back into your specific form will be emailed to you. There is a question that asks if it is a final submittal. Until that question is answered, “Yes, Submit Now,” your changes and information will only be emailed to you. (If you don’t know an answer but have a required question, put a dummy entry in so you can save the rest of your work.)

You will be able to go back into these documents through the emailed link and modify as needed.

Once you do your ODEM submittal, both the EMPG Eligibility Application and the FY 2024 Work Plan will be sent directly to ODEM, but you should also save a copy of the email sent to you for your records.

### **Budget Request Form**

Complete the budget excel form titled “EMPG 2024 Budget Request for Jurisdiction.” Instructions are included in the form. You will be submitting your entire EMPG eligible budget as well as the portion you will be using specifically for EMPG funds.

Anyone listed in Personnel who is using EMPG funds or is being used as required match funds must meet the minimum training and exercise requirements.

When you save the file, please replace “Jurisdiction” in the file name with the name of your entity and add the date you completed the form.

If Basecamp is set up for your agency, you may submit it there. You may also email it to [oem.empg@oem.oregon.gov](mailto:oem.empg@oem.oregon.gov). Be sure to include “EMPG 2024 Submittal” and the name of your jurisdiction in the Subject line.