



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

FY2026 Emergency Management Performance Grant (EMPG)

Program Guidance and Application Instructions July 1, 2026 – June 30, 2027

The EMPG Program supports the National Preparedness System by helping to build, sustain and deliver core capabilities. These capabilities are essential for carrying out critical tasks across the five mission areas: Prevention, Protection, Mitigation, Response, and Recovery. Allowable EMPG costs may be used to strengthen and maintain these capabilities.

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

Pre-Application (Intent to Apply) is due July 17, 2026.

Jurisdictions that do not respond by July 17, or indicate they do not intend to apply, will not receive an FY26 allocation and you will not be eligible to apply for FY26 EMPG.

The final application deadline is Sept. 15, 2026.

OEM strongly encourages jurisdictions to review the current terms and conditions independently to understand potential implications.

Criteria for Eligibility:

Eligible applicants for the Oregon EMPG Program include the state's 36 counties, nine federally recognized Tribes, and cities with a population that exceed 85,000. Eligibility requirements for are outlined in Oregon Administrative Rule [104-010-0005](#) and summarized below. Eligible applicants must:

- Have an assigned emergency manager (see definition below)
- Be compliant with the National Incident Management System (NIMS)
- Have an Emergency Operations Plan (EOP) consistent with Comprehensive Preparedness Guide 101, updated within the last two years (June 30, 2024, or later) and distributed by agency officials every four years.
- Have a FEMA-approved Hazard Mitigation Plan (HMP) updated every five years (June 30, 2021, or later).
- Have an Emergency Operations or Coordination facility.

- Have an established incident command structure.

Jurisdictions that do not meet these criteria submit a request for an exception with their FY2026 EMPG application.

Only those jurisdictions that submitted an Intent to Apply are eligible for funding.

Emergency Manager Definition

An emergency manager is a professional responsible for coordinating and overseeing the preparedness, response and recovery activities during emergencies and disasters. Their role involves:

- Disaster planning: Designing comprehensive plans that outline procedures, resources and roles during an emergency.
- Training and education: Providing training for first responders, volunteers and the public to support effective crisis response.
- Coordination: Managing response efforts across different agencies to ensure collaboration and clear communication.
- Communication: Sharing information about emergencies and response activities with the public, media and partners.
- Recovery and evaluation: Overseeing recovery efforts, coordinating cleanup and rebuilding, providing aid and evaluating response efforts to improve future performance.

NIMS Compliance

Agencies must be NIMS compliant—or working toward compliance—to be eligible for EMPG funding. Complete a NIMS assessment between Jan. 1, 2026, and the date of application. Jurisdictions only need to complete the NIMS assessment once an application year, regardless of how many FEMA grants they apply for that year. For example, if a jurisdiction has completed the assessment for the State Homeland Security Program grant this year, it does not need to complete it again for this year.

Access the assessment tool here: [OEM NIMS Assessment](#)

For questions about the NIMS form, please contact OEM's Preparedness Planner:

Sarah Puls
Preparedness Planner
Oregon Department of Emergency Management
971-345-7255
sarah.puls@oem.oregon.gov

Submission Requirements:

1. **EMPG Eligibility Application:** Applicants who submit an Intent to Apply will receive an email from OEM Grants with an application link. The Work Plan and Budget must be completed in the OEM Grants system.

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2. Job descriptions for each EMPG-funded employee: Submit in OEM Grants.
3. **Federally approved cost allocation plan:** Required only if claiming indirect costs (not required for de minimis). Submit in OEM Grants.
4. **Risk Assessment:** Submit one per agency, annually, to OEM Grants. A notification is sent each year on July 1.
5. **Environmental and Historic Preservation Screening Form:** Required if requesting equipment. Submit in OEM Grants.
6. **Request for Exception:** Required if your jurisdiction does not meet the eligibility criteria. Submit in OEM Grants.

Applicants should work with OEM's EMPG team to complete the documents and receive feedback as they develop them. Coordination with surrounding cities, counties and Tribes on program activities is encouraged. Documents may be submitted any time after the application period opens. **All documents must be submitted by the application deadline.** Applicants will receive a notification approving their Work Plan once all documents have been received and reviewed by OEM.

Instructions: Required Activities for 2026 Work Plans

Planning Requirements:

- Complete OEM's annual State of the State Capability Assessment.
- Conduct public education and outreach activities.
- Schedule and report on at least one additional planning activity. If your Emergency Operations Plan or Hazards Mitigation Plan is not up to date and you have received an exception, these will be required planning activities in your Work Plan.

Note: Planning costs are allowable only as described in the [Notice of Funding Opportunity \(NOFO\)](#) and the [Preparedness Grants Manual](#). Planning spans all five mission areas and provides a methodical way to engage the whole community in the developing of a strategic, operational, or community-based approaches to preparedness. EMPG funds may be used to develop or enhance emergency management planning activities. Examples are listed on pages 45-46 of the [NOFO](#).

When an activity in a tangible product, such as an Emergency Operations Plan, any kind of plan or an annex, the jurisdiction must provide an electronic copy to OEM upon completion or with the quarterly report. Documents not completed by the end of the period of performance must be submitted in draft—clearly marked “draft”—with the quarter 4 final report.

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 of additional training courses in accordance with the [NIMS Training Program](#) and local training plans for continuing emergency management professional development.

OEM Grants includes an optional section for certifications. The eligible agency must retain copies of required training certificates and may be required to provide them.

Note: Only Training activities identified in the state, regional and/or jurisdictional Integrated Preparedness Plan (IPP), or those considered emergency management professional development, will be eligible for reimbursement in FY 2026.

Oregon State Qualification System (SQS):

All EMPG-funded employees must work toward Oregon SQS implementation. Employees must identify the SQS EOC/Type 3 position credential they are pursuing, and work toward qualification, including completing qualifying activities and documenting progress in the task book. Once credentialed, employees must report qualifying activities completed to maintain currency in their position.

Exercise Requirements:

- Develop and conduct **two** exercises. For additional information and requirements, see “Exercise Reporting” on the [State Exercise Program webpage](#).
- Submit exercise reports through the online Emergency Management Exercise Report (EMER) form on the State Exercise Program page.
- EMPG-funded staff must participate in **three** exercises. These exercises must be reported on the work plan and quarterly reporting forms.

Programmatic Reporting Dates:

- | | |
|---------------------|---------------|
| • July 1 – Sept. 30 | Due: Oct. 15 |
| • Oct. 1 – Dec. 31 | Due: Jan. 15 |
| • Jan. 1 – March 31 | Due: April 15 |
| • April 1 – June 30 | Due: July 15 |

Budget Request Form:

Anyone listed in personnel who is using EMPG funds or serving as required match must meet the minimum training and exercise requirements. Please also submit a current job description for each EMPG-funded employee.

Indirect Costs:

If your agency wishes to request indirect costs 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 request.

2. You must submit a copy of your **approved federally recognized indirect cost rate** negotiated between your agency (the sub-recipient) and the federal government with your EMPG application.
3. If you do not have an approved federally recognized indirect cost rate, you may claim the de minimis rate of 15 percent, up to a total of \$50,000 of your federal award. No documentation is required to use the de minimis rate.

Equipment:

ALL equipment identified on the Authorized Equipment List (AEL), requires screening through the environmental planning and historical preservation (EHP) process. Please, see the FEMA EHP screening video and the EHP screening form, linked on OEM's EMPG webpage.

You must have written approval from OEM and FEMA **BEFORE** the funds can be spent. Your request to OEM must include an electronic version of the EHP screening form. Please, allow adequate time for OEM to process your request and obtain FEMA approval for the purchase, which may take 60 days or more after submission.

Note: OEM cannot submit FY 2026 EHP requests to FEMA Headquarters until we have a signed FY 2026 grant agreement with FEMA, which may occur as late as Sept. 30, 2026.

Any equipment purchased without pre-approval from OEM/FEMA—including 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 include vendor invoices and documentation required by OEM's EMPG Request for Reimbursement Guidance. The equipment must also be recorded in your local government capital or fixed assets reporting system.

Budget Modifications:

You must have written approval from OEM **BEFORE** any budget reallocation occurs. Reallocations require a grant amendment.

Fiscal Reporting Dates:

- | | |
|---------------------|-----------------|
| • July 1 – Sept. 30 | Due: October 30 |
| • Oct. 1 – Dec. 31 | Due: Jan. 30 |
| • Jan. 1 – March 31 | Due: April 30 |
| • April 1 – June 30 | Due: July 30 |

Note: Fiscal reports and requests for reimbursement are due quarterly but may be submitted monthly based on the jurisdiction's needs. See EMPG Request for Reimbursement Guidance.

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

Failure to meet all work plan requirements or to submit fiscal and programmatic reports on time may result in:

- Ineligibility for FY 2027 EMPG funding,

- OEM recouping part or all of awarded FY 2026 funds,
- Suspension from the EMPG Program, or
- Any combination of these actions.

Grant Agreements:

Agreements cannot be issued until OEM has a signed agreement with FEMA, which may occur as late as Sept. 30, 2026. Grant agreements will be issued once OEM receives and approves all required FY 2026 EMPG application documents.

Coordination Calls:

OEM has scheduled training for Wednesday, July 29, 2026, from 9 to 10 a.m. to explain the application and answer questions. The session will be recorded and posted online. Additional virtual question and answer sessions will be held on:

- Thursday, Aug. 13, 2026: 1 to 2 p.m.
- Monday, Aug. 24, 2026: 10 to 11 a.m.
- Wednesday, Sept. 9, 2026: 3 to 4 p.m.

Training and Q&A Call Link

Meeting ID: 297 105 661 903 8

Passcode: uf2ep6Ac

Dial in by phone

+1 503-446-4951,,531514757#

Phone conference ID: 531 514 757#

EMPG Grant Team:

If you have questions at any time during the application process, please reach out to oem.empg@oem.oregon.gov or our staff:

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