



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

FY2025 Emergency Management Performance Grant (EMPG)

Program Guidance and Application Instructions

July 1, 2025 – June 30, 2026

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.

Submission deadline is September 15, 2025.

DHS Terms and Conditions Litigation: FEMA represented to the Court that they are still evaluating whether the immigration conditions will apply to the EMPG and HSGP grant programs. OEM is working with DOJ to determine if the published NOFO contains terms OEM is eligible to accept. Nevertheless, **we strongly encourage jurisdictions to independently review the current terms and conditions to assess implications.**

Criteria for Eligibility:

Eligible applicants for participation in the Oregon EMPG Program include the state's 36 counties, nine (9) federally recognized tribes, and cities with a population of over 85,000. Eligibility requirements for EMPG 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 (CPG) 101 updated in the last two years (June 30, 2023, or newer) and promulgated by agency officials every four years.
- Have a FEMA-approved Hazard Mitigation Plan (HMP) that is updated every five years (June 30, 2020, or newer).
- Have an Emergency Operations/Coordination facility.
- Have an established incident command structure.

Jurisdictions not meeting the criteria for eligibility above may submit a request for exception with their application to participate in FY2025 EMPG.

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 preparation for, response to, and recovery from emergencies and disasters. Their role involves:

- **Disaster Planning:** Designing comprehensive plans to prepare for potential emergencies, including procedures, resources, and roles during a crisis.
- **Training and Education:** Developing and delivering training programs for first responders, volunteers, and the public to ensure effective crisis response.
- **Coordination:** Managing response efforts across different agencies, ensuring effective collaboration and communication.
- **Communication:** Acting as a critical link to disseminate information about the disaster and response efforts to the public, media, and stakeholders.
- **Recovery and Evaluation:** Overseeing recovery efforts, coordinating clean-up, rebuilding, and providing aid, as well as evaluating the response to improve future efforts

NIMS Compliance

Only agencies that are NIMS compliant or working to become NIMS compliant are eligible for EMPG funding. Complete a NIMS assessment between January 1, 2025, and the date you submit your application. Jurisdictions only need to complete the NIMS assessment once for FEMA grants each year. If your jurisdiction has completed the assessment for SHSP this year, 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 OEM’s Preparedness Planner.

Sarah Puls
Preparedness Planner
Oregon Department of Emergency Management
971-345-7255
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Submission Requirements:

1. **EMPG Eligibility Application:** Complete the link provided in the email. Jurisdictions that did not participate in EMPG in 2024 can email oem.empg@oem.oregon.gov to receive an application link.
2. **FY 2025 Work Plan:** Complete and submit [\(link here\)](#).
3. **FY2025 Budget Request Form:** Submit in Basecamp.
4. **Job descriptions for each EMPG-funded employee:** Submit in Basecamp.

5. **Federally approved cost allocation plan:** If claiming Indirect Costs (not required if claiming de minimis). Submit in Basecamp.
6. **Monitoring Assessment Questionnaire or Management Self Certification:** Submit one or the other in Basecamp.
7. **Environmental and Historic Preservation Screening Form:** Required if requesting equipment, submit in Basecamp.
8. **Request for Exception:** Required if you do not meet the criteria for eligibility. Submit in Basecamp.
9. **Short bios and resumes:** Subapplicants/subrecipients must submit short bios and resumes that include the type of entity, organizational leadership, and board members, along with both the names and addresses of the individuals. Resumes are subject to approval. (Note, this is a new requirement for 2025. OEM will provide guidance when received.)

Applicants should work with OEM's EMPG team to complete the documents and receive feedback as developed. Coordination with their 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 formal review letter approving their Work Plan submission once all documents have been received and reviewed by OEM.

Instructions:

EMPG Eligibility Application: EMPG Eligibility Application will be emailed to you. Some of the fields will already be completed. Please verify these are correct and change them if needed.

EMPG Work Plan and Quarterly Monitoring Report: FY 2025 Work Plan [\(link here\)](#).

To save your work, you must hit the last "Submit" button on the EMPG Eligibility Application and EMPG Work Plan and Quarterly Monitoring Report forms. Once you submit, a summary of what you submitted and a link to get back into your specific form will be sent to your provided email. Use the "No, I'm saving this copy for myself" until your EMPG Eligibility Application or Work Plan is finalized. You will be able to go back into these documents through the link provided and modify as needed.

Choose the "Yes, Submit Now" button when your forms are complete. You will receive an emailed copy, and the original will go to OEM. Save a copy of the emails sent to you for your records and for quarterly report submittals.

For materials not submitted automatically online, use the Basecamp folder through OEM (if unavailable, please email oem.empg@oem.oregon.gov to request access). Applicants may email documents to oem.empg@oem.oregon.gov if Basecamp is not available. Always include "EMPG 2025 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.

Required Activities for 2025 Work Plans

Planning Requirements:

- Complete OEM's annual State of the State Capability Assessment.
- Public Education and Outreach activities.
- Schedule and report on at least one other Planning Activity. ***If your Emergency Operations Plan or Hazards Mitigation Plan is not up to date and you have received an exception for your application, these will be required Work Plan planning activities.***

Note: Only Planning activities outlined in the EMPG Planning functional areas are eligible for reimbursement in FY2025. Please see the options in the application.

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 OEM upon completion or when submitting the quarterly 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.

The eligible agency must retain copies of the 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 which are considered "Emergency Management Professional Development" will be eligible for reimbursement in FY 2025.

Exercise Requirements:

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

Programmatic Reporting Dates:

- | | |
|---|-------------------------------|
| • July 1 st – September 30 th | Due: October 15 th |
| • October 1 st – December 31 st | Due: January 15 th |
| • January 1 st – March 31 st | Due: April 15 th |
| • April 1 st – June 30 th | Due: July 15 th |

Budget Request Form:

Complete the budget excel form titled “EMPG 2025 Budget Request for _____ submitted _____.” Instructions are included in the form. Applicants will submit their entire EMPG-eligible budget as well as the portion being used 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. Please also submit a current job description for each EMPG-funded employee.

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

Indirect 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.
3. If you do not have a current approved federally recognized indirect cost rate, you may claim the de minimis, which is up to 15%. No documentation is required to use the de minimis rate.

Equipment:

ALL equipment that is identified on the Authorized Equipment List (AEL), requires screening through the environmental planning/historical preservation (EHP) process. Please see the video (FEMA explains EHP screening) and the EHP screening form, links provided on OEM’s EMPG webpage.

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

Note: OEM cannot submit FY 2025 EHP requests to FEMA Headquarters until we have a signed FY2025 grant agreement with FEMA, which could occur as late as October 2025.

Any equipment purchased without pre-approval from OEM/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 OEM's EMPG – Request for Reimbursement (RFR) Guidance. The equipment must also be maintained on your local government capital/fixed assets reporting system.

Budget Modifications:

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

Fiscal Reporting Dates:

- | | |
|---|-------------------------------|
| • July 1 st – September 30 th | Due: October 30 th |
| • October 1 st – December 31 st | Due: January 30 th |
| • January 1 st – March 31 st | Due: April 30 th |
| • April 1 st – June 30 th | Due: July 30 th |

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.

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 2026,
- OEM recouping part, or all, of the awarded FY 2025 funds,
- Suspension from the EMPG Program or
- Any combination thereof.

Grant Agreements:

Agreements cannot be issued until OEM has a signed agreement with FEMA, which could occur as late as October 2025. Grant agreements will be issued upon receipt of all required FY 2025 EMPG application documents and with the approval of OEM's EMPG staff.

Coordination Calls:

OEM has scheduled training for Tuesday, August 19, 2025, from 1:00 – 2:00 P.M. 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.

- Wednesday, August 27, 2025: 9:00 – 10:00 A.M.
- Thursday, September 4, 2025: 1:00 – 2:00 P.M.
- Friday, September 12, 2025: 10:00 – 11:00 A.M.

Coordination 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:

Alaina Mayfield	Preparedness Manager	Alaina.mayfield@oem.oregon.gov	971-719-0783
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Brittany Longanecker	Grants Assistant	Brittany.longanecker@oem.oregon.gov	971-719-0994
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