



FY 25 EMPG Yellowstone County

Prepared by Yellowstone County DES
for Montana Disaster and Emergency Services FY25 EMPG Application

Primary Contact: Derek Yeager

Opportunity Details

Opportunity Information

Title

FY25 EMPG Application

Description

Grant Overview

The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide federal funds to states to assist state, local, territorial, and tribal governments in preparing for all hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 et seq.). Title VI of the Stafford Act authorizes DHS/FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, states, and their political subdivisions. The Federal Government, through the EMPG program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all hazards emergency preparedness system.

This year's EMPG will provide federal funds to assist state, local, tribal, and territorial emergency management agencies to obtain the resources required to support the national preparedness goals associated mission areas and core capabilities. The EMPG program supports the quadrennial homeland security review mission to strengthen national preparedness and resilience. The EMPG program supports a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the goal.

Cost Match

A 50% cost match is required under this program.

EMPG guidance requires a dollar for dollar match requirement (50% federal/50% local) by all subrecipients. EMPG cannot be matched with other federal funds, unless otherwise authorized by law. Match contributions must be reasonable, allowable, verifiable, allocable, and necessary under the grant program and must comply with all federal, state and local requirements and regulations.

Local and Tribal Allocation

MT DES determines the dollar amount of the EMPG award pass through available to local and Tribal government emergency management organizations. If submitted funding requests are less than the total funds available for pass through, then an attempt to accommodate all reasonable and allowable requests will be supported. If submitted funding requests exceed the total funds available for pass through, then funds will be distributed based on the MT DES funding formula. Final award amounts will be adjusted once federal funding availability is known. The goal is to not adjust a subrecipients award more than 5% up or down in a given year, but may need to be adjusted based on available funds. Local and Tribal Government requests for EMPG funding take precedence over other State Agency requests. MT DES retains sufficient funds, as allowed by EMPG guidance, for the Organization and Management and Administration (M&A) of the EMPG program.

Title 2 Part 200 of the Code of Federal Regulations

On December 24, 2014, FEMA released the implementation of 2 CFR Part 200, the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (aka the "Super Circular" or "Omni Circular"). Each applicant has non-federal entity administrative roles and responsibilities as outlined in the new 2 CFR part 200. These roles and responsibilities are in effect throughout this years EMPG grant period, effective 1 July, 2025 and beyond. All applicant costs must comply with 2 CFR Part 200 in order to be considered eligible for funding.

Refer to the FY2025 Notice of Funding Opportunity (NOFO), when it becomes available, for additional information and guidance.

Awarding Agency Name

Montana Disaster and Emergency Services

Agency Contact Phone

406-324-4777

Agency Contact Email
mtdesprep@mt.gov

Fund Activity Categories
Disaster Prevention and Relief

Category Explanation

This is a preparedness grant. The intent is to build whole community preparedness in the event of terrorist or catastrophic events through planning, training, and exercising. To build and sustain a DES organization that can work with the community and other first responders to prepare for potential disaster; to identify local gaps and work to close those gaps.

Departments
Montana Disaster and Emergency Services

Subjects
EMPG

Manager
Amanda Avard

Additional Users

Opportunity Posted Date
1/22/2025

Announcement Type
Initial Announcement

Agency Opportunity Number
FY 2025 EMPG

Public Link
<https://mt.amplifund.com/Public/Opportunities/Details/aec968c8-b7dc-4e00-a5b8-d1d13904ece3>

Is Published
Yes

Funding Information

Opportunity Funding
\$0.00

Funding Sources
Federal Or Federal Pass Through

Funding Source Description

This is a preparedness grant. The intent is to build whole community preparedness in the event of terrorist or catastrophic events through planning, training, and exercising. To build and sustain a DES organization that can work with the community and other first responders to prepare for potential disaster; to identify local gaps and work to close those gaps.

Award Information

Award Range
\$130,000.00 Ceiling

Award Period

07/01/2025 - 06/30/2026

Award Type

Non Competitive

Indirect Cost Description**Indirect Cost Rate****Citation Governing Indirect Cost Restriction****Matching Requirement**

Yes

Cash Match Requirement

100.00%

Other Funding Requirement**Submission Information****Submission Window**

01/22/2025 8:00 AM - 03/28/2025 11:55 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

We always recommend starting on your application early to allow time for us to work with you to resolve issues or answer questions. If you have any technical problems, questions or issues submitting the application on time, contact your district grant coordinator as soon as possible.

Other Submission Requirements

New for FY 2025 EMPG: The EMPG Workplan must be reviewed and approved by the District Field Officer prior to submission of the application.

Question Submission Information**Attachments**

- AmpliFund Applicant Portal Guide for EMPG
- FY2025 EMPG Program Guidance 1-21-2025

Eligibility Information**Eligible Applicants**

- County Governments
- Native American tribal governments (Federally recognized)

Additional Information**Additional Information URL**<https://des.mt.gov/Grant-Programs/EMPG-Program>**Additional Information URL Description**

This is the Montana Disaster and Emergency Services website

Award Administration Information

State Award Notices

Official award notices will be sent out following official state award notification from FEMA.

State Awarding Agency Contacts

Amanda Avard
State Authorized Representative

Genny Lighthiser
Genevieve.Lighthiser@mt.gov
(406) 417-8685

Pam Fruh
Pam.Fruh@mt.gov
(406) 439-5917

Emily Schuff
Emily.Schuff@mt.gov
(406) 417-9236

Project Information

Application Information

Application Name

FY 25 EMPG Yellowstone County

Award Requested

\$130,000.00

Cash Match Requirement

\$130,000.00

Cash Match Contributions

\$130,000.00

Total Award Budget

\$260,000.00

Primary Contact Information

Name

Derek Yeager

Email Address

dyeager@yellowstonecountymt.gov

Address

316 North 26th Street
Billings, MT 59107

Phone Number

1 (406) 256-2775

Project Description

1. Organizational Information and Approvals

EMPG Overview Information

The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide federal funds to states to assist state, local, territorial, and tribal governments in preparing for all hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 et seq.). Title VI of the Stafford Act authorizes DHS/FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, states, and their political subdivisions. The Federal Government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all hazards emergency preparedness system. The EMPG Program will provide federal funds to assist state, local, tribal, and territorial emergency management agencies to obtain the resources required to support the National Preparedness Goal's (the Goal's) associated mission areas and core capabilities. The EMPG Program supports the Quadrennial Homeland Security Review Mission to Strengthen National Preparedness and Resilience. The EMPG Program supports a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the Goal. EMPG Award Number: To be determined. Catalog of Federal Domestic Assistance (CFDA) Number: 97.042.

Principle Executive Official (PEO) or Commissioner Information

The PEO or commissioner listed has been informed of the submission of this grant and may receive notices with regard to reports submitted by the authorized representative.

Name of PEO or Commissioner

Mark Morse

Title

Chairman of the Yellowstone County Board of County Commissioners

PEO Street Address

316 N. 26th Street

PEO City

Billings

PEO State

MT

PEO Zip Code

59107

Email address

mmorse@yellowstonecountymt.gov

Fiscal Officer (FO) / Agent Information

Name of FO

Jennifer Jones

Title

Finance Director

Organization

Yellowstone County, MT

FO Telephone Number (xxx-xxx-xxxx)

406-256-2816

FO Email Address

jjones@yellowstonecountymt.gov

Secondary Point of Contact (POC)

If applicable, include additional point of contact information here. Include additional POC's Name, Agency, Title and Contact Information. Additional POC's are any individual who may need access to the grant for any purpose.

Is there a secondary point of contact?

- Yes
 No

Secondary Contact Person Name

Annemarie Overcast

Phone Number (xxx-xxx-xxxx)

406-256-2775

Email Address

aovercast@yellowstonecountymt.gov

Administrative

Organization Type

- County Government
 Tribal Government

How many individuals will be paid with EMPG funds?

2

Please be sure to complete and upload an Annual Time Certification Form for all EMPG funded employees. EMPG funded employee and Supervisor must sign the Time Certification Form

Annual Time Certification Template

Annual Time Certification Form.docx

Attach completed Annual Time Certification Form for the emergency manager coordinator

FY25_Time Certification_Yeager_1.23.25.pdf

If applicable, attach completed Annual Time Certification Form for the emergency manager deputy

FY25_Time Certification_Overcast_1.23.25.pdf

If applicable, attach completed Annual Time Certification Form for other personnel using EMPG funds to pay for their salary

UEI Number

Provide your valid Unique Entity Identification (UEI) number. This is NOT your Employer Identification Number (EIN).

If you are registered in SAM.gov, you've already been assigned a UEI. It's viewable in your [SAM.gov](https://sam.gov) entity registration record. If you do not know your UEI number, ask your local clerk and recorder or finance person, they will typically have that information. Refer to the link provided for more information regarding how to obtain a UEI number. [Click Here for Unique Entity Identifier Information](#)

Applicant's Unique Entity Identification (UEI) Number - UEI is a 12 digit number with a combination of letters and numbers
FNVKTJD3B7C1

Signed EMPG Assurances

Please attach a signed Assurances Form, required for EMPG subrecipients. An authorized representative must sign.

424b Assurances Template
sf424b.pdf

Signed Assurances Form
Signed Assurances FY25_1.23.25.pdf

Applicant Agent Designation Letter

Please attach a signed Authorized Representative Designation Letter, required for EMPG subrecipients. Letter must be signed by your county principle executive official or tribal council executive.

Authorized Representative Designation Letter Template
Applicant Agent Designation Letter.docx

Applicant Agent Designation Letter
Agent Designation FY25_1.23.25.pdf

Annual Phone and Utility Justification Forms

If you intend to use EMPG funds for phones and utilities please complete and upload the justification form for each.

Phone Justification Template
Annual Phone Justification Form.docx

Upload the completed Phone Justification Form
Annual Phone Justification Form FY25_1.23.25.pdf

Utility Justification Template
Annual Utilities Justification Form.docx

Upload the completed Utility Justification Form

Annual Utilities Justification FY25_1.23.25.pdf

2. Applicant Assessment

Has applicant organization acquired new personnel within the last 12 months (i.e. coordinator, grant manager, fiscal officer)?

- Yes
 No

Please list the name and title of new personnel within the last 12 months (i.e. coordinator, grant manager, fiscal officer).

New DES Director - Derek Yeager, hired 8/1/2024

Has applicant organization substantially changed their financial management and/or grant administration systems within the last 12 months?

- Yes
 No

Does applicant organization's fiscal officer maintain written policies and procedures regarding the operation of all financial management systems?

- Yes
 No

Has applicant organization received federal awards directly from a federal awarding agency (i.e. FEMA) over the last 24 months?

- Yes
 No

List the 5 most recent grant names, year(s) received and awarding agency name.

We received PA for DR4655

Has applicant organization received federal awards from another state agency other than MT DES in the past 24 months?

- Yes
 No

Have there been any audit/financial findings for the applicants organization within the last 24 months?

- Yes
 No

Can applicant verify that timesheets/reports are maintained and break out all federal and nonfederal activities to account for 100% of time used towards EMPG activities?

- Yes
 No

Does applicant's organization have in place job/position descriptions for EMPG funded personnel?

- Yes
 No

Please attach job/position description(s).

DES Director and DES Coordinator combined job descriptions.pdf

Indirect Cost Rate Documents - Only fill this section out if applicable to your Jurisdiction

Indirect Cost Rate Proposal

Indirect Cost Allocation Plan

Indirect Cost Certification

3. EMPG Baseline Requirements

BY ACCEPTING THIS AWARD THE APPLICANT AGREES TO COMPLETE, MAINTAIN, AND REPORT ON THE FOLLOWING EMPG REQUIRED OBJECTIVES OR INFORMATION.

Applicant shall verify and maintain contact information for Emergency Management staff, including work phone, after hours phone, and e-mail.

Applicant shall participate in the Local Emergency Planning Committee (LEPC) / Tribal Emergency Planning Committee (TERC) and complete the annual LEPC survey. This survey is sent to the LEPC Chair typically by the end of the first quarter each year.

Applicant will complete a THIRA/SPR by the advertised due date each year. Applicant shall request LEPC/TERC and all elected officials to participate.

Applicant shall develop, maintain, and make available upon request, a resource list of people and equipment from both the public and private sectors for use in the event of an emergency or disaster.

Applicant shall identify facilities or locations that are designated for emergency use, including a primary and an alternate EOC.

An EOP is considered current if it has been approved within the last 5 years. Applicants must review their EOP every 2 years or when there is a change of elected officials.

Applicant shall review, update, and submit a Distribution Management Plan to MT DES by June 30th to be included in the state's annual Distribution Plan update submitted to FEMA.

Applicant will develop a workplan that identifies the priorities for which EMPG funds will be used. The applicant will make every effort to follow and accomplish the goals identified in their submitted workplan. See the "EMPG Workplan" form in this application for guidance and submission of your EMPG workplan.

Applicant shall meet the exercise requirement outlined within the EMPG State Guidance and agrees to complete and submit an After-Action Report/Improvement Plan (AAR/IP) to your District Field Officer (DFO) within 90 days of Exercise completion.

Applicant shall complete all requisite National Incident Management System (NIMS) courses as determined by FEMA. The following NIMS/Professional Development Series (PDS) courses must be completed within three years of hire: FEMA IS100, IS200, IS700 and IS800. FEMA PDS: FEMA IS120, IS/G230, IS/G235, IS240, IS241, IS242, and IS244.

It is a requirement to attend at least one MT DES sponsored event during the grant's Period of Performance.

Applicant shall have and use a locally written procurement policy that follows 2 CFR 200.317-326 (Procurement Standards).

Agreement

I acknowledge that the applicant jurisdiction agrees to complete the above EMPG requirements during this applications grant year?

Yes

Signature

Derek Yeager

Date

1/23/2025

4. EMPG Workplan

Applicants shall have an emergency management workplan that identifies the needs of their jurisdiction. The EMPG workplan is designed to identify the top four priorities. This will provide a clear path for activities being worked on throughout the grant period of performance and reflect a progressive approach to maintaining and/or enhancing emergency management programs.

Applicants must use the updated FY 2025 EMPG workplan form supplied below. Please work with your District Field Officer (DFO) on the development of this workplan prior to submitting this application. (New for FY25: as a part of the application review process, the EMPG workplan must be approved by the DFO.) Applicants shall submit the workplan with their EMPG application on or before the application close date of March 28, 2025, at 11:55PM.

A change of scope request will be submitted to MT DES if significant changes to the workplan need to be made.

EMPG Workplan Template

FY 2025 EMPG Workplan Template - Updated 2.12.2025.pdf

In the development of the workplan you may consider updating or creating the following plans.

Recommended Plans.pdf

Please upload your jurisdictions completed FY 2025 EMPG workplan.

FY 2025 EMPG Workplan Template - Updated 2.12.2025.pdf

Emergency Operation Plan

Date your jurisdictions most current Emergency Operation Plan (EOP) was approved by the elected officials?

10/1/2019

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
A. Organization: Personnel Salary			
Salaries	\$78,201.90	\$78,201.90	\$156,403.80
Subtotal	\$78,201.90	\$78,201.90	\$156,403.80
B. Organization: Fringe Benefits			
Benefits	\$25,000.00	\$25,000.00	\$50,000.00
Subtotal	\$25,000.00	\$25,000.00	\$50,000.00
C. Operational Utilities			
Operational Utilities	\$9,500.00	\$9,500.00	\$19,000.00
Subtotal	\$9,500.00	\$9,500.00	\$19,000.00
D. Travel for EMPG			
Travel & Training for EMPG	\$1,000.00	\$1,000.00	\$2,000.00
Subtotal	\$1,000.00	\$1,000.00	\$2,000.00
E. Supplies / Accountable Supplies			
Operating Supplies	\$4,000.00	\$4,000.00	\$8,000.00
Subtotal	\$4,000.00	\$4,000.00	\$8,000.00
F. Public Information and Warning System			
Public Information & Warning	\$7,298.10	\$7,298.10	\$14,596.20
Subtotal	\$7,298.10	\$7,298.10	\$14,596.20
G. Consultants / Contractual			
Contracts	\$5,000.00	\$5,000.00	\$10,000.00
Subtotal	\$5,000.00	\$5,000.00	\$10,000.00
Total Proposed Cost	\$130,000.00	\$130,000.00	\$260,000.00

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	\$130,000.00		\$130,000.00
Subtotal	\$130,000.00		\$130,000.00
Non-Grant Funding			

	Grant Funded	Non-Grant Funded	Total Budgeted
Cash Match		\$130,000.00	\$130,000.00
Subtotal		\$130,000.00	\$130,000.00
Total Proposed Revenue	\$130,000.00	\$130,000.00	\$260,000.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

A. Organization: Personnel Salary

Please identify in the Name field below how many full time employees (FTE) and part time employees (PTE) are being funded with this grant. You MUST have an Annual Time Certificate (ATC) for each person being funded at the time of the application in order to utilize organization personnel salary. Please upload the ATC in the "forms" section. *** The Direct Cost is going to equal the federal amount plus the match amount. You must select "Yes" to Non-Grant Funded and then enter in 0.50 percent for the Cash Match. *** Applicants must detail out in the Narrative field what expenses are being requested under this line item.

Salaries

Salaries for both Director and Deputy for DES

B. Organization: Fringe Benefits

Please identify in the Name field below how many full time employees (FTE) and part time employees (PTE) are being funded with this grant? You MUST have an Annual Time Certificate (ATC) for each person being funded at the time of the application in order to utilize organization fringe benefits. Please upload the ATC in the "forms" section. *** The Direct Cost is going to equal the federal amount plus the match amount. You must select "Yes" to Non-Grant Funded and then enter in 0.50 percent for the Cash Match. *** Applicants must detail out in the Narrative field what expenses are being requested under this line item.

Benefits

Fringe benefits for Director and Deputy for DES

C. Operational Utilities

Operational Utilities is only for DES and EOC phones and utilities paid with EMPG funds. A phone and utilities justification form MUST be completed each year and included with the application to justify the costs. Please identify in the Name field below what phone and utilities are being funded with this grant (i.e. electric, internet, gas, rent, etc.) *** The Direct Cost is going to equal the federal amount plus the match amount. You must select "Yes" to Non-Grant Funded and then enter in 0.50 percent for the Cash Match. *** Applicants must detail out in the Narrative field what expenses are being requested under this line item.

Operational Utilities

Phones, electricity, repeater site electric and propane, 911 fees

D. Travel for EMPG

Please note "Travel" in the name field below if you will be using EMPG funds for EMPG related travel. Then in the Narrative field below you MUST list any mileage, hotel, transportation and per diem costs associated with the travel. *** The Direct Cost is going to equal the federal amount plus the match amount. You must select "Yes" to Non-Grant Funded and then enter in 0.50 percent for the Cash Match. *** Applicants must detail out in the Narrative field what expenses are being requested under this line item.

Travel & Training for EMPG

EMPG related travel and training expenses

E. Supplies / Accountable Supplies

Please identify in the Name field below basic office and EOC supplies and any other accountable supplies to include DES and EOC computers and printers purchased for less than \$5,000 that will be funded with this grant. Enter the total supply amount on one line. *** The Direct Cost is going to equal the federal amount plus the match amount. You must select "Yes" to Non-Grant Funded and then enter in 0.50 percent for the Cash Match. *** Applicants must detail out in the Narrative field what expenses are being requested under this line item.

Operating Supplies

Office and operating supplies

F. Public Information and Warning System

Please identify in the Name field below what Public Information System is being funded with this grant (i.e. CodeRED). Then in the Narrative field below identify if DES is responsible for the total cost or if it is being shared with another county department. *** The Direct Cost is going to equal the federal amount plus the match amount. You must select "Yes" to Non-Grant Funded and then enter in 0.50 percent for the Cash Match. *** Applicants must detail out in the Narrative field what expenses are being requested under this line item.

Public Information & Warning

50% of EverBridge System

G. Consultants / Contractual

Please include in the Name field below yearly contracts, maintenance contracts, etc. (other than public information and warning system) being funded with this grant. DO NOT put regular operational utilities or phone costs in this line. *** The Direct Cost is going to equal the federal amount plus the match amount. You must select "Yes" to Non-Grant Funded and then enter in 0.50 percent for the Cash Match. *** Applicants must detail out in the Narrative field what expenses are being requested under this line item.

Contracts

GIS, Cummins, Tracer Technologies