

# Preparedness Grants

---

NEW COORDINATOR TRAINING

A solid orange horizontal bar at the bottom of the slide.

# Discussion Topics

- Resources
- Emergency Management Performance Grant (EMPG)
- Monitoring
- State Homeland Security Program (SHSP)
- Questions

# Resources

## **Grant Coordinators:**

Pam Fruh – 406-439-5917 [Pam.Fruh@mt.gov](mailto:Pam.Fruh@mt.gov)

Sarah Harmon – 406-417-9354 [sarahharmon@mt.gov](mailto:sarahharmon@mt.gov)

Emily Schuff – 406-417-9236 [Emily.Schuff@mt.gov](mailto:Emily.Schuff@mt.gov)

## **Preparedness Program Manager**

Amanda Avard - 406-202-4195 [Amanda.Avard@mt.gov](mailto:Amanda.Avard@mt.gov)

## **Preparedness Bureau Chief**

Burke Honzel – [bhonzel@mt.gov](mailto:bhonzel@mt.gov)

# Resources

- District Field Officers (DFO)
- MT DES Website [des.mt.gov](https://des.mt.gov)
- State Guidance Documents
- Key Dates Document
- FAQ Document
- Monitoring Form
- AmpliFund Step by Step Guides
- Payment Request Documentation Cheat Sheet



Istockphoto.com

Follow-up Email from Preparedness Team

# EMPG Overview

- Supplemental funding to assist communities in preparing for all hazards
- Support Emergency Management Program
- Address capability targets and gaps
- 1 Year period of performance (July 1 – June 30)
- 50% Match: 50% federal / 50% local

# EMPG Requirements – FY24

- EMPG Workplan
  - Identify Priorities for EM Program
  - Develop in Coordination with your DFO
  - Used for Quarterly Status Reports
  - Update Throughout the Year
- Status Reports
  - Due 10 Days After End of Each Quarter
  - Report on EM Related Activities & Progress
  - Must be Approved Prior to Payment Request!

# EMPG Requirements – FY24

## **Training Requirements:**

- Complete Within 1 Year of Hire Date:
  - NIMS Training, Independent Study
  - IS Courses 100, 200, 700, & 800
- Complete Within 3 Years of Hire Date:
  - National Emergency Management Basic Academy Training
  - OR
  - Professional Development Series
  - IS Courses 120, 230, 235, 240, 241, 242, 244

# EMPG Requirements – FY24

## **Required Plans:**

- Emergency Operations Plan (EOP)
  - Update at least once every 2 years
- Hazardous Material Response Plan
  - Supported by:
    - Local Emergency Planning Committees (LEPC)
    - Tribal Emergency Planning Committees (TERC)
- Distribution Management Plan



# EMPG Requirements – FY24

- Attend 1 MT DES Sponsored Event (Virtual Option)  
EM Forum, Regional Meetings, MEMA
- Complete at Minimum One Exercise  
Link to Priority in EMPG Workplan  
May Host or Attend Based on Capability:
  1. Discussion Based (Tabletop)
  2. Operations Based (Drill, Functional, or Full Scale)Real World Events DON'T Count  
Submit to DFO within 90 Days of Exercise:
  1. After Action Review (AAR)
  2. Improvement Plan (IP)

# Eligible Expenses

- Salary & Fringe
  - DES Coordinator or Deputy
- Operational Utilities
  - DES Office or EOC
- Public Information Warning System
- Supplies
- Travel
- Soft Match
  - Limited to Time Volunteered
  - Use Current IRS Rates

# Not Eligible Expenses

- Construction & Renovation
- Promotional Items & Apparel
- Standalone Working Meals
- Parking & Traffic Tickets
- Fuel for Vehicles
- Vehicle Maintenance
- Commuting to/from Home to Worksite

# Reimbursement Documents

- General Ledger / Financial Report
  - Name of Individual Getting Paid
  - Expense Description
  - \$ Amount
  - Date Expense Incurred
  - Vendor/Payee
- Travel Mileage logs
- Training/Meeting Agendas
- Soft Match
  - Event Agenda or Minutes
  - Sign in Sheet
  - Soft Match Tracker

Other Supporting  
Documents as  
Needed!

# AmpliFund

- Grant Management Platform
- Use Google Chrome Internet Browser
- Use the Following Web Address to Login:  
<https://mt.amplifund.com/account/Login.aspx>
- Follow Step by Step Guides
- Call Grant Coordinators for Help



# Monitoring and Documentation

---

- Monitoring Visit
- Monitoring is NOT an Audit

## Record-keeping:

- Keep ALL Grant Documents
- Organize for Ease of Locating
- Save for 7 Years



# Accruals

# SHSP – Homeland Security

- Link to Terrorism
- Competitive!
- LEPC Support Required
- No Match – 100% Federal Funding
- 1 Year POP – Extension Requests as Needed
- Assess Existing Gaps & Vulnerabilities
- Consider National Priority Areas
- Environmental & Historic Preservation (EHP)
- Nationwide Cybersecurity Review (NCSR)



Let's Hear From You!