

Montana Disaster and Emergency Services Emergency Management Performance Grant FY 2025 Workplan

Instructions:

A requirement for the Emergency Management Performance Grant (EMPG) program is to have a workplan. During the application process applicants need to fill out sections 1 and 2 information of the workplan. Applicants have an opportunity to note up to 4 priorities to work on which may be multi-year goals. Subrecipients are not required to complete the priorities within that first year, but there should be demonstrated progress. Quarterly reporting requires updating sections 1 and 2 and filling out the corresponding reports in sections 3.

It is best practice to first save the workplan document to your computer and then fill out the needed information, save again, and then upload this to AmpliFund. Always keep a backup of the workplan and quarterly reporting. MT DES only has a copy of the most recently submitted version.

Contents

SECTION 1: JURISDICTION DETAILS:	2
Reporting Period.....	2
Primary & Secondary Contact Information	2
Public Information & Warning.....	3
SECTION 2: WORKPLAN PRIORITIES.....	4
SECTION 3: QUARTERLY PERFORMANCE AND REPORTING	5
QUARTERLY PRIORITY NARRATIVES	5-8
EXERCISE ACTIVITIES.....	9
RESPONSE ACTIVITIES.....	10
RECOVERY ACTIVITIES.....	11
MITIGATION ACTIVITIES	12
PLANNING ACTIVITIES.....	13
OTHER ACTIVITIES.....	14
ASSESSMENTS.....	15

SECTION 1: JURISDICTION DETAILS:

What jurisdiction is being reported?

Reporting Period (Select one)

Initial Workplan: Submit with application

Quarter 1: Due October 10, 2025

Quarter 3: Due April 10, 2026

Quarter 2: Due January 10, 2026

Quarter 4: Due July 10, 2026

Primary & Secondary Contact Information

Organization's Name:

Primary Contact Name:

Secondary Contact Name:

Work Phone Number:

Secondary Work Phone Number:

Cell/Other Phone:

Secondary Cell/Other Phone:

Email:

Secondary Email:

Primary EOC Street Addresses

Secondary EOC Street Address

Have all EMPG funded personnel completed the required basic NIMS training (IS100, IS200, IS700, IS800)

Have all EMPG funded personnel completed the required Professional Development Series Training (IS120, IS230, IS235, IS240, IS241, IS242, IS244)?

If "No" please provide a narrative of the plan to accomplish these courses, including which EMPG funded personnel still need to complete the missing courses.

Public Information & Warning

What public information & warning system does your jurisdiction use?

Are EMPG funds used to pay for all or part of your jurisdiction's public information & warning system?

If yes, what testing and/or training have you performed on the system(s)? Briefly explain the testing and training program including frequency of training and testing schedule.

SECTION 2: WORKPLAN PRIORITIES:

Identify the priorities for the EMPG program below. Each priority must be an achievable goal.

Priority 1

Describe the activities you will take to complete Priority 1.

Priority 2

Describe the activities you will take to complete Priority 2.

Priority 3

Describe the activities you will take to complete Priority 3.

Priority 4

Describe the activities you will take to complete Priority 4.

SECTION 3: QUARTERLY REPORT

PRIORITY #1

What was accomplished in Quarter 1:

What was accomplished in Quarter 2:

What was accomplished in Quarter 3:

What was accomplished in Quarter 4:

PRIORITY #2

What was accomplished in Quarter 1:

**What was accomplished in Quarter 2:
1::**

What was accomplished in Quarter 3:

What was accomplished in Quarter 4:

PRIORITY #3

What was accomplished in Quarter 1:

What was accomplished in Quarter 2:

What was accomplished in Quarter 3:

What was accomplished in Quarter 4:

PRIORITY #4

What was accomplished in Quarter 1:

What was accomplished in Quarter 2:

What was accomplished in Quarter 3:

What was accomplished in Quarter 4:

EXERCISE ACTIVITIES

Submit Exercise After Actions Reports (AAR) with Corrective Action Plans to your DFO and to mtdesprep@mt.gov

Was an AAR Submitted to MT DES this quarter?

What exercise activities were accomplished in Quarter 1:

What exercise activities were accomplished in Quarter 2:

What exercise activities were accomplished in Quarter 3:

What exercise activities were accomplished in Quarter 4:

RESPONSE ACTIVITIES

What activities did you respond to in Quarter 1:

What activities did you respond to in Quarter 2:

What activities did you respond to in Quarter 3:

What activities did you respond to in Quarter 4:

RECOVERY ACTIVITIES

What recovery activities did you perform in Quarter 1:

What recovery activities did you perform in Quarter 2:

What recovery activities did you perform in Quarter 3:

What recovery activities did you perform in Quarter 4:

MITIGATION ACTIVITIES

What mitigation activities were accomplished in Quarter 1:

What mitigation activities were accomplished in Quarter 2:

What mitigation activities were accomplished in Quarter 3:

What mitigation activities were accomplished in Quarter 4:

PLANNING ACTIVITIES

EMERGENCY OPERATION PLAN (EOP)

It is a requirement that EMPG sub-recipient Emergency Operation Plans (EOP) have been promulgated (approved) within the last five years and update at least once every two years. Sub-recipients without an approved plan or approval is greater than five years, must identify the EOP approval process as a priority in their EMPG workplan.

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

Has the EOP been updated within the last two years?

If the EOP is in the process of being approved, please include those efforts in the "All Planning Activities" section below.

ALL PLANNING ACTIVITIES

Planning activities provide for the development of a strategic approach to preparedness that spans a wide range of topics. Please list any planning activities undertaken to address the unique needs of your jurisdiction.

What plans were updated or developed during Quarter 1:

What plans were updated or developed during Quarter 2:

What plans were updated or developed during Quarter 3:

What plans were updated or developed during Quarter 4:

OTHER EMERGENCY MANAGEMENT ACTIVITIES

What other emergency management program activities were accomplished in Quarter 1:

What other emergency management program activities were accomplished in Quarter 2:

What other emergency management program activities were accomplished in Quarter 3:

What other emergency management program activities were accomplished in Quarter 4:

ASSESSMENTS

All assessment requirements identified in the EMPG State Guidance must be completed annually. The below assessments are completed in the fall.

- Did you submit the latest National Incident Management System (NIMS) Report?
- Did you submit the latest Threat Hazard Identification Risk Assessment (THIRA)?
- Did you submit the latest Local Emergency Planning Committee (LEPC) Report?

MT DES SPONSORED EVENT

It is a requirement to attend at least one MT DES sponsored event during the grant's period of performance. A MT DES sponsored event should include content that enhances your emergency management program. Some examples include the emergency management forum, regional meetings and district meetings. Although not sponsored by MT DES, MEMA and MACo do meet this requirement. Please note, the Statewide DES Coordinator Call does not meet this requirement. Please reach out to your DFO to verify other qualifying events.

Provide name of one event attended that meets this requirement Date of Event