

# Emergency Management Performance Grant (EMPG)

FY 2025 Application Workshop

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# EMPG Objective

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- The primary objective of the EMPG Program is to provide funds to assist state, local, tribal and territorial emergency management agencies to implement the National Preparedness System (NPS) and to support the National Preparedness Goal of a secure and resilient nation.



# Program Objectives

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- Building or sustaining those capabilities that are identified as high priority through the Threat and Hazard Identification and Risk Assessment (THIRA/SPR) process and other relevant sources.
- Closing capability gaps that are identified in the state or territory's most recent SPR.

# EMPG Program Updates

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- Anticipated FY 2025 Local Awards
- Administered by the State Emergency Management Agency



# EMPG Working Group

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- Provides recommendations for priorities and parameters of the grant
- It is made up of:
  - 9 Regional EMD Representatives
  - 9 Regional MOEMA Representatives
  - Facilitated by SEMA



# Unique Entity ID (UEI)

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- Effective April 4, 2022, all organizations applying for federal funds must have an UEI
  - UEI's are found at [SAM.gov](https://sam.gov)
  - Agency must be listed as "Active"



# Key Dates

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- August 4, 2025: Application Workshop and Funding Opportunity available at:  
<https://dpsgrants.dps.mo.gov/>
- August 29, 2025: Funding Opportunity Closes  
Applications due in WebGrants by 4:00 pm CST  
**\*\*WebGrants will not accept any applications after this time\*\***
- July 1, 2025: Project Start Date
- June 30, 2026: Project End Date
- July 31, 2026: Final Claim and Status Report due

# Missouri EMPG Baseline Requirements

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- Designate a 24/7 Emergency Operations Center (EOC)
- Maintain a Local Emergency Operations Plan (LEOP)
- Implement the National Incident Management System (NIMS)
- Complete FEMA/SEMA training requirements
- Participate in at least two (2) annual exercises
- Conduct or participate in an annual Integrated Preparedness Planning Workshop (IPPW)
- Utilize WebEOC during incidents, events and trainings
- Participate in Threat and Hazard Identification and Risk Assessment (THIRA) updates



# New Baseline Requirement

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- FEMA is encouraging state and local recipients to incorporate IPAWS into trainings and exercises.

# Statement of Work

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- Project Narrative Justification:
  - Core Capability
  - Mission Area
  - POETE categories being addressed with federal funding
  - Reference used to determine need for federal funding to support project (THIRA, IPP, AAR/IP, etc.)



# New for FY25

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- Mission Statement
  - You will need to include your Agency's Mission Statement
  - Purpose of the Agency
- Inclusion Questionnaire
  - Does your work or mission involve (monetarily) supporting aliens, regardless of whether FEMA funds support such activities?
  - Does this grant request include an activity involving support to aliens?
  - Does your agency have any diversity, equity, and inclusion practices?

# National Qualification System

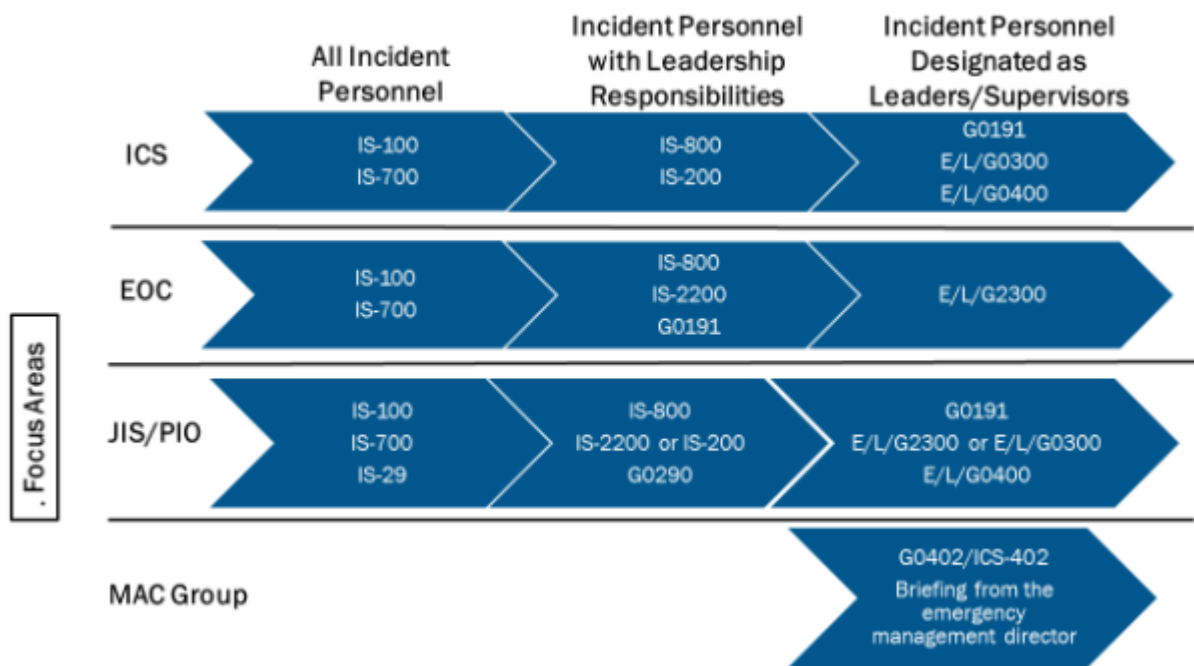
## FY25 Objectives

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- Ensure that frequently deployed incident workforce personnel qualifying for a position meet the minimum training requirements from the Job Title/Position Qualification for that position.



# National Qualification System



# Funding Priorities for FY25

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- Essential Emergency Management Personnel



# Essential Emergency Management Personnel

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- Examples of Essential Emergency Management Personnel funded positions:
  - Emergency Management Director
  - Assistant Emergency Management Director
  - Emergency Management Administrative Assistant
  - Existing positions that fall outside of the EMD, Deputy EMD and Admin Assistant will be phased out over 3 years.

# Essential Emergency Management Personnel

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- Salary (full-time & part-time)
- Contracted EMA Personnel (must provide contracts with application stating correct salary)



# Emergency Management Conference

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- October 8 – 10, 2025
- Holiday Inn Executive Center- Columbia, MO
- Register at:

[Missouri Emergency Management Conference](https://mo.gov)  
[mo.gov](https://mo.gov)



# Non-allowable Item examples

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- Entertainment/Food costs
- Outside period of performance
- Clothing
- Weapons
- Maintenance for items paid with other federal funds
- Activities unrelated to EMPG
- Supplies
- Equipment



# Tips when building your budget

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- Don't make the budget too detailed: use the justification section to lump costs.
- Use the drop-down selection of categories to build your budget.
- Plan ahead

# Budget/Reimbursement Timeline

August/September: Letter of Anticipated Funding Level Issued  
WebGrants Budget Setup



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graph TD; A[August/September: Letter of Anticipated Funding Level Issued<br/>WebGrants Budget Setup] --> B[1st Quarter Status Reports, Claims, & other necessary documentation<br/>due in WebGrants by October 15, 2025.]; B --> C[2nd Quarter Status Reports, Claims, & other necessary documentation<br/>due in WebGrants by January 15, 2026.]; C --> D[3rd Quarter Status Reports, Claims, & other necessary documentation<br/>due in WebGrants by April 15, 2026.]; D --> E[4th Quarter Status Reports, Claims and other necessary documentation<br/>due in WebGrants by July 31, 2026.];
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1<sup>st</sup> Quarter Status Reports, Claims, & other necessary documentation  
due in WebGrants by October 15, 2025.

2<sup>nd</sup> Quarter Status Reports, Claims, & other necessary documentation  
due in WebGrants by January 15, 2026.

3<sup>rd</sup> Quarter Status Reports, Claims, & other necessary documentation  
due in WebGrants by April 15, 2026.

4<sup>th</sup> Quarter Status Reports, Claims and other necessary documentation  
due in WebGrants by July 31, 2026.



# Things to Consider:

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- Project timelines
- Training and Exercise Requirements
- Documentation to start collecting now
- Status Reports
- Subaward Adjustments

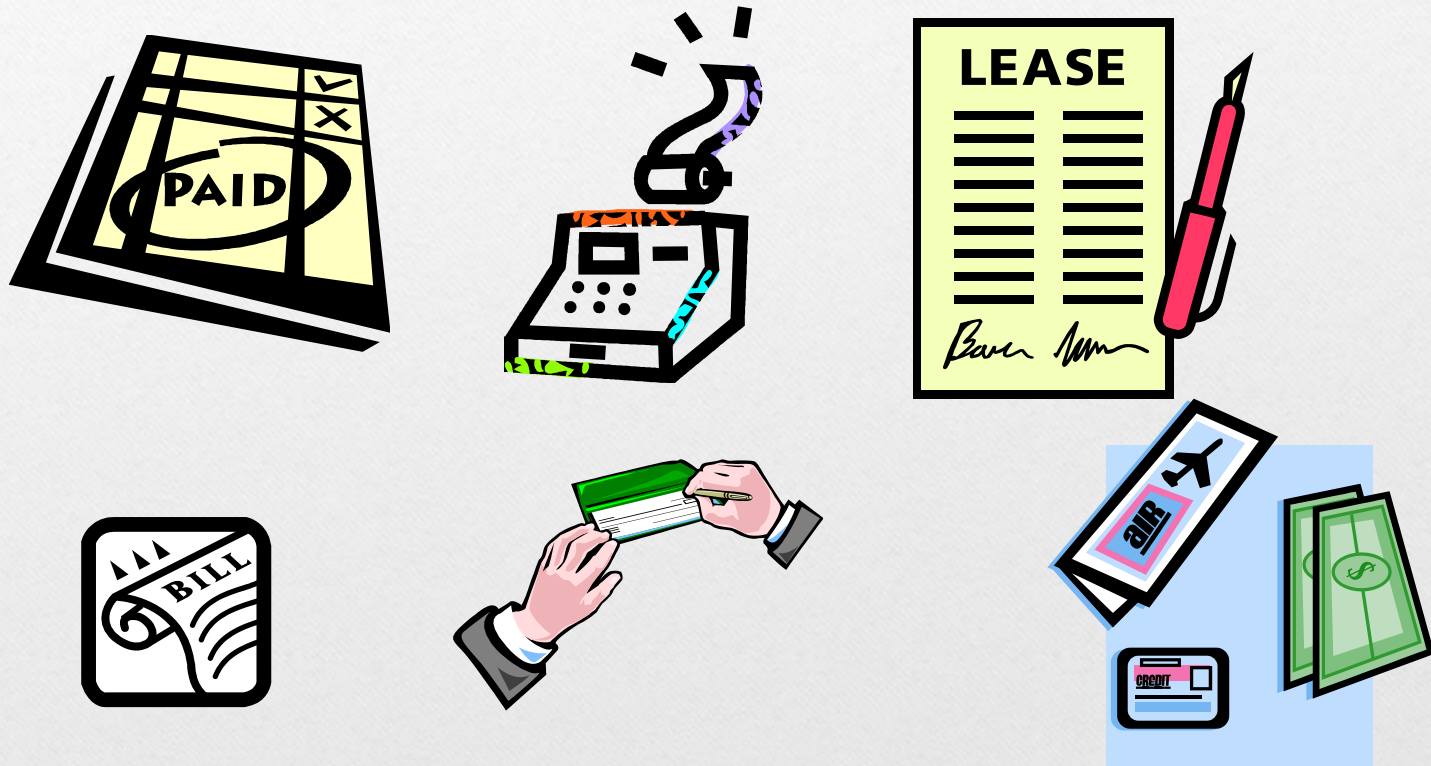
# Training and Exercise Requirements

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- Required of all EMPG funded personnel
  - Participate in 2 exercises per grant year, of which one must be operations based
  - The severe weather drill and the Great Shakeout will no longer count towards EMPG credit.
  - Complete 11 FEMA Professional Development Series Courses plus training from Information Bulletin.
  - Abide by the Training Matrix for EOC Personnel



# Claim Documentation



# Reimbursement for Personnel

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- Invoice (example: temporary clerical support/invoice)
- Proof of Payment (i.e., copy of check or payroll journal)
- Timesheets: all personnel paid with federal funds must certify Time and Effort.
- Wage cost(s)



# Reimbursement for Contracts

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- Proof of payment (i.e., copy of check)
- Contract must be uploaded into WebGrants when requesting your first reimbursement
- Any other documents required by contract (i.e., Milestone Reports, Time and Effort)

# Employee vs. Contractual

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- Employees receive a W-4 for employment and have withholdings- these employees complete a Time and Effort Report.
- Contractors receive a 1099 for self-employed tax Reporting. These contractors provide their contract at time of application.



# Status Reports

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- For each quarter Claim submitted, you must submit a quarterly Status Report.
- The value of a Status Report: track and verify compliance with grant requirements, Report to FEMA/DHS accomplishments.
- Provide date, place, and summary
- A close-out Status Report to gauge the effectiveness and efficiency of the federal funding.

# Subaward Adjustments

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- It is the responsibility of each agency to track their expenditures and align it with the approved budget.
- Subaward adjustments must be done by May 1<sup>st</sup>.
- Subaward adjustments do not increase funding.



# Do Not Be Late!

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- Application is due by August 29<sup>th</sup>, 2025, at 4:00pm
- WebGrants will lock at this time and no late applications will be accepted.

# Important Information

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- While these details will not be part of the application itself, it's crucial to be aware that FEMA may request this information before we can issue an award.
  - “Sub-applicants should not have foreign nationals or noncitizens included. If a sub-applicant has foreign nationals, they must be properly vetted and must adhere to all government statutes, policies, and procedures including "staff American, stay in America" and security requirements. Sub-applicants/subrecipients must submit short bios and resumes. This should 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.”



# Ready to Apply?

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- Go to WebGrants and register your agency.
  - <https://dpsgrants.dps.mo.gov>
- Search for Funding Opportunities and complete your application
  - Emergency Management Performance Grant
- Complete the application and submit for review

# Question and Answer

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# EMPG Contact Information

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