Alaska Division of Homeland Security and Emergency Management

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| Federal Fiscal Year 2025 Emergency Management Performance Grant (EMPG)  Application |

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| **Application Deadline 11:59 p.m., Sunday, October 5, 2025** |

For reference, the FY 2025 EMPG Notice of Funding Opportunity can be found on the DHS&EM Grant’s website: <https://ready.alaska.gov/Grants/EMPG>.

Please contact [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) or call the Grants Section at 907-428-7000/1-800-478-2337 if you have any questions regarding this application.

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| Jurisdiction: |  | | |
| EMPG Status | Current EMPG Program participant  New EMPG Program applicant | Total Amount Requested | **$** |

1. Briefly explain why these funds are needed to support the Emergency Manager or Coordinator position.

1. Complete the Funded Staff Worksheet and the Program-Funded Staff Budget attached to application.
2. Briefly describe the method used to code or track funded staff time spent on emergency management activities charged to the grant and used to meet local match requirement.

1. Complete the EMPG Annual Work Plan.
2. Complete the EMPG Annual Spend Plan.
3. Complete Signatory Form and attach to application.

**Jurisdiction EMPG Point of Contact**

**Name:**       **Telephone Number:**

**Address:**       **Fax Number:**

**Email Address:**

**Authorization to Submit Application:**

By signature below the undersigned acknowledge they have been duly authorized by the jurisdiction to submit this application and will comply with the assurances, agreements, and special conditions set forth upon receipt of grant award.

**Jurisdiction Financial Officer:**

**Printed Name:**       **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature

**Jurisdiction Signatory Official:**

**Printed Name:**       **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature

Project Applications may be submitted electronically (in PDF format) to:

**Division of Homeland Security and Emergency Management**

**Attn: Homeland Security Grants Administrator**

**Email:** [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov)

**Fax: (907) 428-7009 / Phone: (907) 428-7000 or 1-800-478-2337**

**Federal Fiscal Year 2025**

**Emergency Management Program Funded Staff Worksheet**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Local EMPG Program Funded Staff** | | | **Indicate whether Full-time or Part-time in Emergency Management Duties** | | | **If Part-time, indicate number of hours worked per week on Emergency Management Duties** | |
| **Name:** | | |  | | |  | |
| **Position:** | | |  | | |  | |
| **Required Training** | IS 100 | IS 200 | | IS 700 | IS 800 | | IS 120 |
| IS 230 | IS 235 | IS 240 | | IS 241 | IS 242 | | IS 244 |
| **Name:** | | |  | | |  | |
| **Position:** | | |  | | |  | |
| **Required Training** | IS 100 | IS 200 | | IS 700 | IS 800 | | IS 120 |
| IS 230 | IS 235 | IS 240 | | IS 241 | IS 242 | | IS 244 |
| **Name:** | | |  | | |  | |
| **Position:** | | |  | | |  | |
| **Required Training** | IS 100 | IS 200 | | IS 700 | IS 800 | | IS 120 |
| IS 230 | IS 235 | IS 240 | | IS 241 | IS 242 | | IS 244 |
| **Name:** | | |  | | |  | |
| **Position:** | | |  | | |  | |
| **Required Training** | IS 100 | IS 200 | | IS 700 | IS 800 | | IS 120 |
| IS 230 | IS 235 | IS 240 | | IS 241 | IS 242 | | IS 244 |
| **Name:** | | |  | | |  | |
| **Position:** | | |  | | |  | |
| **Required Training** | IS 100 | IS 200 | | IS 700 | IS 800 | | IS 120 |
| IS 230 | IS 235 | IS 240 | | IS 241 | IS 242 | | IS 244 |
| **Name:** | | |  | | |  | |
| **Position:** | | |  | | |  | |
| **Required Training** | IS 100 | IS 200 | | IS 700 | IS 800 | | IS 120 |
| IS 230 | IS 235 | IS 240 | | IS 241 | IS 242 | | IS 244 |

**Federal Fiscal Year 2025**

**Program-Funded Staff Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name/Position**  **Title** | **Salary and Benefits** | **Percentage of Position Time Spent on Eligible EMPG Activity** | **Amount Paid by Local Jurisdiction** | **EMPG Amount Requested** |
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| **TOTAL** | **$ 0.00** |  | **$ 0.00** | **$ 0.00** |

**Federal Fiscal Year 2025**

**Emergency Management Program Grant Work Plan**

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| Jurisdiction: |  |

***Reminder*:** The Alaska Division of Homeland Security and Emergency Management requires local jurisdictions to pass EMPG funding directly to their Emergency Management (EM) program. These funds can **only** be used to pay the salary and benefits of the EM staff listed in the attached application.

Only the portion of the EM staff’s time spent working on approved emergency management goals and activities can be reimbursed or counted as local match under EMPG.

**A. 2025 EMPG State of Alaska Requirements:**

* Signatory Authority Form kept current and on-file with DHS&EM
* Emergency Management Performance Grant mid-year grant review (review by DHS&EM staff following second quarterly report). Jurisdictions may be required to provide a spending plan to DHS&EM if at least 45% of awarded funds are not expended.
* EMPG personnel (funded and documented for match requirement) must complete IS 100, IS 200, IS 700, IS 800, and the FEMA Independent Study Program (ISP) Professional Development Series (PDS) by September 30, 2026.
* Jurisdictions are required to have met, at a minimum, the National Qualifications System (NQS) Implementation Phase 0 and 1 by December 31, 2025, AND must, at a minimum, plan for implementation of Phases 2 and 3
* Develop a local jurisdiction multi–year Integrated Preparedness Plan (IPP) to be submitted to DHS&EM by March 1, 2026.
* Jurisdictions shall complete the Local Staging Area (LSA) and Commodity Point of Distribution (CPOD) surveys.
* Complete THIRA/SPR/NIMS Implementation survey annually.
* Participate in the state multi–year Integrated Preparedness Planning Workshop (IPPW) to be held in conjunction with DHS&EM's Emergency Management Conference, in its entirety.
* As subrecipients of federal preparedness (non-disaster) grant awards, jurisdictions must achieve, or be actively working to achieve, all of the NIMS Implementation Objectives. <https://www.fema.gov/emergency-managers/nims/implementation-training>

**B. 2025 EMPG Grant Activities**

Check the boxes of the emergency management (EM) goals your jurisdiction’s emergency management program plans to accomplish this grant performance period. Your jurisdiction will be required to report quarterly on your progress for each identified activity.

***Emergency Management and Operation Plans***

Maintain a current EOP that is aligned with guidelines set out in [Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plan](https://www.fema.gov/sites/default/files/documents/fema_npd_developing-and-maintaining-emergency_052125.pdf)

Modify existing incident management and emergency operations plans

Develop or enhance large-scale and catastrophic event incident plans

Develop or enhance comprehensive emergency management plans

***Continuity and Administrative Plans***

Develop or enhance Continuity of Operation (COOP) and Continuity of Government (COG) plans

Develop or enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program

Public and private sector outreach and messaging regarding continuity resilience strategies

**Federal Fiscal Year 2025**

**EMPG Work Plan (continued)**

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| Jurisdiction: |  |

***Whole Community Engagement and Planning***

Develop or enhance emergency management and operations plans to integrate citizen, volunteer, and other non-governmental organization resources and participation

Provide training and other support as necessary to assist local jurisdictions to further develop preparedness through community, school, private sector, and business outreach

Build new partnerships to expand planning and citizen capabilities

Community-based plans to advance “whole community” security and emergency management

Public education and awareness on emergency management and preparedness

Plans to foster public-private sector partnerships

Brief civic groups and senior citizens on local hazards and family preparedness plans

Conduct awareness, individual response training, and evacuation drills in schools

Integrate program design and delivery practices that ensure representation and services for disaster vulnerable, at-risk populations that may be more impacted by disasters, including children, seniors, individuals with disabilities or other access and functional needs, non-English speaking individuals, individuals with lower economic capacity, and other at-risk populations

Planning for transitioning from congregate sheltering to non-congregate sheltering options for families unable to return to their pre-disaster homes

Conduct workshops on the local Emergency Operations Plan (EOP) or Emergency Response Plan (ERP)

Arrange for disaster preparedness and response information to be included in utility bills, or as inserts in the local newspaper

Publish emergency preparedness information in the local telephone directory

Prepare an emergency preparedness calendar for distribution throughout the community

Work with and provide training opportunities to Local Emergency Planning Committee (LEPC) (where LEPC exists)

Public education and awareness

Develop or formalize agreements through letters or memorandums of understanding (MOU) to clarify mutual expectations, if existing, with local agencies or private organizations that can assist with emergency planning preparation, response, or recovery

Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, tribal organizations, non-governmental organizations, and private entities in neighboring jurisdictions

Program evaluations

Development of Standard Operating Procedures that address continuity and recovery of emergency communication systems

Planning for transitioning from congregate sheltering to non-congregate sheltering options for families unable to return to their pre-disaster homes

Cyber incident, Cyber risk to critical Infrastructure, Cyber event consequence management plans

***Resource Management Planning***

Develop or enhance logistics and resource management plans

Develop or enhance volunteer and donations management plans

Planning to mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors

***Mitigation Plans***

Conduct a hazard analysis and risk assessment before mitigation plan development

Developing or enhancing all–hazards mitigation plans

**Federal Fiscal Year 2025**

**EMPG Work Plan (continued)**

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| Jurisdiction: |  |

***Shelter and Evacuation Planning***

Develop or enhance evacuation plans, including plans for: alerts and warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry

Identify planning gaps and capability shortfalls

Identify access and functional needs considerations

Identify animal evacuation considerations

Identify embarkation/debarkation sites

Development of phased-zone evacuation approach

Develop of evacuation plans in accordance with exacerbated risk (e.g., mass evacuation during catastrophic fast-moving events, like wildfires)

***Pre-Disaster Recovery Planning***

Disaster housing plans; such as create or support a local disaster housing task force and develop or enhance local disaster housing plans

Pre-event response, recovery, and mitigation plans in coordination with State, local, and tribal governments

Develop and enhance other response and recovery plans

Develop recovery plans and preparedness programs consistent with the principles and guidance in the National Disaster Recovery Framework (NDRF) that will provide the foundation for recovery programs and whole community partnerships. Preparedness and pre-disaster planning were given special attention within the NDRF with specific guidance: *Planning for a Successful Disaster Recovery* (pages 63-70). For more information on the NDRF see [National Disaster Recovery Framework](https://www.fema.gov/emergency-managers/national-preparedness/frameworks/recovery). [National Disaster Recovery Framework | FEMA.gov](https://www.fema.gov/emergency-managers/national-preparedness/frameworks/recovery)

***Recovery Planning***

Develop or enhance long-term recovery plans

***Training and Exercise***

Develop, update, enhance, or conduct exercise activities

Develop, update, enhance, or conduct training activities

***Additional EMPG Program Related Activity***

Additional EMPG program eligible activity described within the 2025 EMPG work plan

**Applications are due no later than 11:59 p.m., Sunday, October 5, 2025**