



**Disaster and Emergency Services**

Brittney Willis  
515 Broadway - Townsend, MT 59644  
406-266-9250 office  
bwillis@co.broadwater.mt.us

**EMPG Annual Phone Justification Form**

To: Montana State Disaster and Emergency Services

Subject: Annual Phone Justification

Name of County or Tribe:

Date:

Answer the below questions if your County/Tribe intends to claim reimbursement for phone services under the current application for the Emergency Management Performance Grant (EMPG). Other documentation may be requested from MT DES if costs are not easily identified as eligible.

LAND-LINE PHONES

1. I intend to submit reimbursement for county or tribe owned land-line office phones.

If yes, continue answering questions 1b through 1c.

1b. How many land-line phones for each of the below locations will you seek reimbursement for?

Emergency Operations Center (EOC)

DES Office

Other Location, Please Specify

1c. Provide detailed justification describing the purpose and use for each land-line you are seeking

reimbursement for: CELL PHONES

2. I intend to submit reimbursement for cell phone(s).

If yes, continue answering questions 2b through 2e.

2b. How many cell phones for the below individuals are you seeking reimbursement for?

DES Coordinator

Deputy DES Coordinator

2c. Are these personal cell phones? Meaning owned by the DES Coordinator or Deputy.

2d. Does your County/Tribe have a cell phone reimbursement policy?

If yes, please attach the policy to this justification.


2e. Provide detailed justification describing the purpose and use for each cell phone you are seeking

reimbur  
sement  
for:

I verify by my signature that during the grant period of performance, July 1 through June 30 that only phone services outlined in this justification will be claimed for reimbursement under the current EMPG.

**Name of Employee: Brittney Willis**

**Position Title: Broadwater County DES**

**Signature Employee:** 



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**EMPG Annual Time Certification Form**

To: Montana State Disaster and Emergency Services  
Subject: Annual Certification

**County or Tribe: Broadwater County**

**Date: 02/15/2022**


I am a (Full/half/quarter)  time Emergency Manager, I work  hours per week as verify by my signature for the current grant cycle (July 1 to June 30).

**Select one of the below options:**

- I intend to spend  % of my time on allowable Emergency Management Performance Grant Program Projects
- I intend to spend  % of my time on EMPG and  % of my time on other federally funded duties (i.e PHEP). If yes, specify the additional federal source
- I intend to spend  % of my time on EMPG and  % of my time on other local duties

**Name of Employee: Brittney Willis**

**Position Title: Broadwater County Disaster and Emergency Services**

**Signature Employee:** 

**I Concur**

**Authorizing Official's Name:**

**Authorizing Official's Title:**

**Authorizing Official's Signature:**





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**EMPG Annual Utilities Justification Form**

To: Montana State Disaster and Emergency Services  
Subject: Annual Utilities Justification

**Name of County or Tribe:**

**Date:**

Answer the below questions if your County/Tribe intends to claim reimbursement for utility services under the current application for the Emergency Management Performance Grant (EMPG). Other documentation may be requested from MT DES if costs are not easily identified as eligible.

Type of Utility

1. I intend to submit reimbursement for utilities.

If yes, continue answering questions 1a through 1c.

1a. List the types of utilities you will be requesting reimbursement for in each of the below locations.

Emergency Operations Center (EOC)

DES Office

Other Location

Please Specify

1b. Provide detailed justification describing the purpose and use for each type of utility you are seeking reimbursement for:

1c. Does the Utility cover a shared location?

I keep a cell phone that I can be contacted on 24/7 by the public. I keep a phone line and different internet at the EOC just in case something was to happen to the courthouse internet and phones.

If the utility covers a shared location how are the split costs determined:

Different companies. Blackfoot at the courthouse, Verizon 24/7 and Century link at the EOC.

I verify by my signature that during the grant period of performance, July 1 through June 30 that only utility services outlined in this justification will be claimed for reimbursement under the current EMPG.

**Name of Employee: Brittney Willis**

**Position Title: Broadwater County Disaster and Emergency Services**

**Signature Employee:**

A handwritten signature in black ink, appearing to read 'B. Willis', written over the 'Signature Employee:' label.



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**Disaster and Emergency Services**

**Brittney Willis**

515 Broadway • Townsend, MT 59644

406-266-9250 office

[bwillis@co.broadwater.mt.us](mailto:bwillis@co.broadwater.mt.us)

Date: 2/15/2022

Burke Honzel, Preparedness Branch Bureau Chief  
Montana Disaster and Emergency Services (DES)  
P.O. Box 4789  
Fort Harrison, MT 59636-4789

RE: Emergency Management Performance Grant (EMPG) Applicant Agent Designation Letter

Mr. Honzel:

This letter is to confirm that Broadwater County is authorizing the identified person below to apply for FFY 2022-23 EMPG on behalf of Broadwater County.

Name of authorized individual: Brittney Willis

It is understood that Broadwater County is prepared to satisfy their joint match by either cash or well-documented, fully eligible "in kind" contributions. The value of local contributions may exceed the minimum (50%) match amount requirement but may not be less than 50% of total costs at any time during the grant performance period. We understand that we may be reimbursed only up to 50% of total costs incurred.

Broadwater County will collect, retain and provide, as requested, detailed documentation to verify cash, "in kind" and/other applicable match expenditures associated with this project.

Sincerely,

Authorizing Official's Signature

Type Name: Darrel Folkvord

Authorizing Official's Title: Chairman, Board of County Commissioners

*\*Please note Commissioner or Tribal Chairman must sign*



**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles 11 and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-1 33, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE Chairman, Board of County Commissioners	
APPLICANT ORGANIZATION Broadwater County	DATE SUBMITTED 2/15/2022	