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FY 2013 EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG) PROGRAM

Work Plan Template

All EMPG Program applicants are encouraged to use the template to submit a required Work Plan that outlines the State's emergency management sustainment and enhancement efforts, including new and ongoing activities and projects, proposed for the EMPG Program period of performance. The Work Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline. FEMA regional offices will work closely with States to monitor Work Plans during the performance period and may request further documentation from the grantee to clarify the projected work plan. In addition, FEMA regional offices must approve final Work Plans before States may draw down EMPG Program funds. Grant funds will be released on a rolling basis upon approval of the State's final Work Plan.

Program and Budget Narrative

Provide a brief description of the State emergency management priorities and initiatives that will be addressed with EMPG Program funds. In addition, the narrative should address, if applicable, the following:

- Overview of the State's risk profile such as resulting from a THIRA
- Areas of need identified through assessment processes such as the State Preparedness Report, Emergency Management Accreditation Program Assessment Process, National Emergency Communications Plan Goal Assessments, or other Emergency Management assessment processes
- Baseline inventory of where States are now relative to goals and objectives identified in relevant strategic plans per CPG 101 v.2 Plan Analysis Support Tool (PAST)
- State emergency management priorities and planning focus for current budget year (including linkage to the core capabilities identified in the NPG)

Personnel Data Table

To facilitate consistent data reporting and performance measures collection, a Personnel Data Table should be completed for personnel supported with EMPG Program funds. The data requested will assist in documenting the extent to which EMPG Program funding contributes to enhancing or sustaining emergency management capacity in terms of personnel support at the State level. This template will serve as the first component of the Quarterly Performance Progress Report.

Personnel Data Table Template

Personnel Metrics	Data
All EMPG Program funds (Federal and match) allocated towards State emergency management personnel	
Funds allocated towards State contractors	
Non-EMPG Program funds allocated towards State emergency management personnel	
Total Number of State emergency management full-time equivalent (FTE) personnel (including those supported and not supported by the EMPG Program)	
Number of State emergency management full-time equivalent (FTE) personnel supported by the EMPG Program	

Training Data Table

To facilitate consistent data reporting and performance measures collection, a Training Data Table should be completed for training sessions funded with EMPG Program funds. The data requested will be used to assess the strategic allocation of training funds according to long-term core capability development. Grantees are encouraged to list the name of the training course, total the number of personnel trained, number of EMPG Program supported personnel trained and whether the funded training is aligned to the State’s Multi-Year TEP. Grantees should report quarterly completion of planned training activities in the Grant Activities Outline using EMF #13 (“Training”), and the number of personnel trained should be included in the “Comments” section. All EMPG Program funded personnel shall participate in no less than three exercises, have completed the listed training requirements, and record proof of completion.

Training Data Table Template

Name of Training	Number of Personnel Trained	Number of EMPG Program funded personnel	Number of EMPG Program supported Personnel Trained	Training Aligned to Multi-Year Training and Exercise Plan and NPG Core Capabilities? (Yes/No)

Exercise Data Table

To facilitate consistent data reporting and performance measures collection, an Exercise Data Table should be completed for exercises conducted using EMPG Program funds. The data requested will be used to assess the extent to which funded exercises test jurisdiction-specific capability requirements. Grantees are encouraged to list the number of discussion-based exercises funded by type, the number of operations-based exercises funded by type, the name or description of each exercise, and whether the exercise tests the Emergency Operations Plan. Grantees should report quarterly completion of planned exercise activities in the Grant Activities Outline using EMF #14 (“Exercises, Evaluations and Corrective Actions”), and the number of exercises completed should be included in the “Comments” section. The table on the following page should be used to document progress toward EMPG Program Priority requirements.

Exercise Data Table Template

	Number of Exercises - No less than four quarterly exercises (i.e., one exercise per quarter) of any type	Number Counting Towards Multi-Year TEP	Number of EMPG Program Funded Personnel	Number of EMPG Program Funded Personnel Participating in Exercise	Name or Description of Exercise	Exercise Aligned to Emergency Operations Plan and NPG Core Capabilities? (Yes/No)
Discussion-Based						
Seminar						
• AAR complete						
• Corrective Actions identified						
Workshop						
• AAR complete						
• Corrective Actions identified						
Tabletop Exercise (TTX)						
• AAR complete						
• Corrective Actions identified						
Game						
• AAR complete						
• Corrective Actions identified						
<i>Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress (i.e. 25% AAR/IP in process—50% AAR/IP awaiting final approval to submit—75% AAR/IP Final submitted—100% AAR/IP actions implemented) made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.</i>						
Operations-Based						
Drill						
• AAR complete						
• Corrective						

Number of Exercises - No less than four quarterly exercises (i.e., one exercise per quarter) of any type	Number Counting Towards Multi-Year TEP	Number of EMPG Program Funded Personnel	Number of EMPG Program Funded Personnel Participating in Exercise	Name or Description of Exercise	Exercise Aligned to Emergency Operations Plan and NPG Core Capabilities? (Yes/No)
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Discussion-Based

Actions identified						
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Functional Exercise						
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|---|--|--|--|--|--|--|
| <ul style="list-style-type: none"> • AAR complete | | | | | | |
| <ul style="list-style-type: none"> • Corrective Actions identified | | | | | | |

Full-Scale Exercise						
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|---|--|--|--|--|--|--|
| <ul style="list-style-type: none"> • AAR complete | | | | | | |
| <ul style="list-style-type: none"> • Corrective Actions identified | | | | | | |

Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress (i.e. **25% AAR/IP in process—50% AAR/IP awaiting final approval to submit—75% AAR/IP Final submitted—100% AAR/IP actions implemented**) made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.

Progress made towards completing Multi-Year TEP	
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