

FY 2010 EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG) PROGRAM

Sample Grant Activities Outline Template

EMPG Program Work Plan. All EMPG Program applicants must submit a Work Plan that outlines the State's emergency management sustainment and enhancement efforts, including new and ongoing projects, proposed for the FY 2010 EMPG Program period of performance. The Work Plan consists of a Program and Budget Narrative as well as a Grant Activities Outline. FEMA regional offices will work closely with States to monitor Work Plans during the performance period. In addition, FEMA regional offices must concur on 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.

EMPG Program Work Plan Template

A. Program and Budget Narrative

Provide a brief description of the State emergency management priorities and initiatives that will be addressed with FY 2010 EMPG Program funds as they relate to expenditures outlined in the SF 424A. In addition, the narrative must address, if applicable, the following:

- Overview of the State's risk profile (natural, technological, man-made)
- Areas of need identified through assessment processes
- Baseline inventory of where States are now relative to goals and objectives identified in relevant strategic plans
- State emergency management priorities and planning focus for FY 2010

B. EMPG Grant Activities Outline

To facilitate performance measures and focus on outcomes, an EMPG Program Grant Activities Outline must be completed for activities supported with FY 2010 EMPG Program funds (including construction and renovation projects).

Grantees should complete a template as shown on the next page and address the following areas:

- **Emergency Management Functions (EMF):** Identify how the grant activities relate to the Emergency Management Functions identified through the EMAP Standard (e.g., Resource Management, Communications and Warning, etc.)

- **Objective:** Briefly explain the major objective of the grant activities, including how activities will address shortfalls identified through various assessments conducted
- **Performance Measure and Basis of Evaluation:** Indicate the performance measure(s) that will be used to evaluate these activities
- **Challenges/Risks:** Identify any challenges to implementing these activities
- **Quarterly Activity:** For each quarter, briefly identify the expected outcome. This information will provide the foundation for the Quarterly Progress Report

FY 2010 EMPG Program, Sample Grant Activities Outline Template

EMF #:	
Objective:	
Performance Measure and Basis of Evaluation:	
Challenges/Risks:	
Quarterly Activity	
1st Quarter Activity (10/1/09-12/31/09)	Expected Outcome:
2nd Quarter Activity (1/1/10-3/31/10)	Expected Outcome:
3rd Quarter Activity (4/1/10-6/30/10)	Expected Outcome:
4th Quarter Activity (7/1/10-9/30/10)	Expected Outcome:

5th Quarter Activity (10/1/10-12/31/10)	Expected Outcome:
6th Quarter Activity (1/1/11-3/31/11)	Expected Outcome:
7th Quarter Activity (4/1/11-6/30/11)	Expected Outcome:
8th Quarter Activity (7/1/11-9/30/11)	Expected Outcome: