FY 2011 EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG) PROGRAM

Work Plan Template

All EMPG Program applicants are encouraged to use the following template to submit a required Work Plan that outlines the State's emergency management sustainment and enhancement efforts, including new and ongoing projects, proposed for the FY 2011 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. 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.

I. Program and Budget Narrative

Provide a brief description of the State emergency management priorities and initiatives that will be addressed with FY 2011 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
- 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 2011

II. Personnel Data Table

To facilitate consistent data reporting and performance measures collection, a Personnel Data Table should be completed for personnel supported with FY 2011 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 Progress Report.

FY 2011 Personnel Data Table Template

Personnel Metrics	Data
Funds 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 EMPG Program	

III. Training Data Table

To facilitate consistent data reporting and performance measures collection, a Training Data Table should be completed for training sessions funded with FY 2011 EMPG Program funds. The data requested will be used to assess the strategic allocation of training funds according to long-term target 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 and will have completed the training requirements listed in *Section I*, *Part II.A* and record proof of completion.

FY 2011 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? (Yes/No)

IV. Exercise Data Table

To facilitate consistent data reporting and performance measures collection, an Exercise Data Table should be completed for exercises conducted using FY 2011 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 (EOP). 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. This table should be used to document progress toward requirements listed on pages six and seven.

FY 2011 Exercise Data Table Template

Type of Exercise	Number of Exercises	Number Counting Towards Multi-Year TEP	Number of EMPG Program Funded Personnel	Number of EMPG Program Funded Personnel Participating in Exercise	Name or Description	Exercise Aligned to EOP? (Yes/No)
Discussion-Based						
Seminar						
• AAR complete						
• Corrective Actions identified						
Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Workshop						
• AAR complete						
• Corrective Actions identified						
Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Tabletop Exercise (TTX)						
• AAR complete						
• Corrective Actions identified						
Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						

Type of Exercise	Number of Exercises	Number Counting Towards Multi-Year TEP	Number of EMPG Program Funded Personnel	Number of EMPG Program Funded Personnel Participating in Exercise	Name or Description	Exercise Aligned to EOP? (Yes/No)
Discussion-Based						
Game						
• AAR complete						
• Corrective Actions identified						
Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Operations-Based						
Drill						
• AAR complete						
• Corrective Actions identified						
Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Functional Exercise						
• AAR complete						
• Corrective Actions identified						
Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.						
Full-Scale Exercise						
• AAR complete						
• Corrective Actions identified						
Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress 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						

V. EMPG Program Grant Activities Outline

To facilitate performance measures and focus on outcomes, an EMPG Program Grant Activities Outline should be completed for activities supported with FY 2011 EMPG Program funds (including construction and renovation projects). The data outlined in this template will be used to evaluate the timely completion of planned emergency management activities. Grantees are encouraged to complete a separate Grant Activities Outline for each EMF. Quarterly training activities should be reported against EMF #13, "Training," and quarterly exercise activities should be reported against EMF #14, "Exercises, Evaluations and

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

- **EMF Number.** Identify how the grant activities relate to the EMFs outlined in the September 2007 version of the Emergency Management Accreditation Program (EMAP) Standard (e.g. Resource Management, Communications and Warning, etc.)
- **Name of Planned Project.** Provide a descriptive name of each planned project. Examples include "Development of Emergency Function Annexes", "Development of Earthquake Scenario Loss Estimations", "Implementation of Statewide Interoperability Plan", "NIMS Training for Emergency Management Personnel", "Development of Emergency Preparedness Plan for Individuals with Disabilities", etc.
- **Project Objective.** Briefly explain the major objective of the project, including how the project will address shortfalls identified through various assessments conducted
- **Performance Measure and Basis of Evaluation.** Indicate the performance measure that will be used to evaluate this project
- **Challenges/Risks.** Identify any challenges to implementing this project or any of its activities
- **Quarterly Activity.** Break each project down into quarterly activities. For each quarter, briefly identify the activities that will accomplish the planned project. This information will provide the foundation for the second component of the Quarterly Progress Report.
- **Step.** Provide the status of planned quarterly activities. The main steps and processes of the Project Management Lifecycle are summarized in the below table
- **Comments.** Briefly describe the reason for the project status and provide other comments as needed. Include the number of training sessions funded and the number of personnel trained in this section.

FY 2011 Grant Activities Outline Template

EMF#:			
Name of Planned Project:			
Project Objective:			
Performance Measure and Basis of Evaluation:			
Challenges/Risks:			
1st Quarter Activity (10/1/10-12/31/10)	**Planned Activities:**	**Step:**	**Comments:**
2nd Quarter Activity (1/1/11-3/31/11)	**Planned Activities:**	**Step:**	**Comments:**
3rd Quarter Activity (4/1/11-6/30/11)	**Planned Activities:**	**Step:**	**Comments:**

4th Quarter Activity (7/1/11-9/30/11)	Planned Activities:	Step:	Comments:
5th Quarter Activity (10/1/11-12/31/11)	Planned Activities:	Step:	Comments:
6th Quarter Activity (1/1/12-3/31/12)	Planned Activities:	Step:	Comments:
7th Quarter Activity (4/1/12-6/30/12)	Planned Activities:	Step:	Comments:
8th Quarter Activity (7/1/12-9/30/12)	Planned Activities:	Step:	Comments:

Project Management Lifecycle

Steps	Description	Process
Initiate	The authorization to begin work or resume work on any particular activity	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	Involves working out and extending the theoretical, practical, and/or useful application of an idea, concept, or preliminary design. This also involves a plan for moving a project concept to a viable project.
Execute	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	Involves exercising corrective action as necessary to yield a required outcome consequent upon monitoring performance. Or, the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate correct action as needed.
Close Out	The completion of all work on a project. Can also refer to completion of a phase of the project	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project

For additional information on the Project Management Lifecycle, please visit Project Management Institute's (PMI) *A Guide to the Project Management Body of Knowledge* (PMBOK Guide) at *http://www.pmi.org/PMBOK-Guide-and-Standards.aspx*. Specifically, applicants are encouraged to reference Chapter three of the PMBOK Guide, *The Standard for Project Management of a Project.*