

Public reporting burden for this data collection is estimated to average 3 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0126) **NOTE: Do not send your completed form to this address.**

FY 2012 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 2012 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 2012 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, or other Emergency Management 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 2012 (including linkage to the core capabilities identified in the NPG)

- 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 2012 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.

FY 2012 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 the 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 2012 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.

FY 2012 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)

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 2012 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 FY 2012 Priority requirements.

FY 2012 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 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 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						

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 Emergency Operations Plan and NPG Core Capabilities? (Yes/No)
Discussion-Based						
Actions identified						
Functional Exercise						
• AAR complete						
• Corrective Actions identified						
Full-Scale Exercise						
• AAR complete						
• Corrective Actions identified						
<i>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.</i>						
Progress made towards completing Multi-Year TEP						