

# FY 2020 EMPG-S Work Plan

## **EMPG-S Work Plan Instructions**

All EMPG-S recipients must develop and submit a Work Plan as described below. All Work Plans will require final approval by the Regional Administrator. Prior to submission, the recipient must work with the Regional Administrator or designated FEMA Regional Program Manager to ensure that the Work Plan aligns with both State and regional priorities relating to the COVID-19 public health emergency and that individual expenditures will not be charged to multiple Federal awards, including FEMA's Public Assistance Program.

All EMPG-S applicants are encouraged to use the FY 2020 Work Plan template. The Work Plan outlines the state's emergency management sustainment and enhancement efforts, including new and ongoing activities and projects, proposed for the EMPG-S period of performance. The Work Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, and Grant Activities Outline. EMPG-S Regional Program Managers will work closely with states to monitor Work Plans during the performance period and may request further documentation from the recipients to clarify the projected work plan.

## **Program and Budget Narrative**

Provide a brief description of the state emergency management priorities and initiatives relating to the COVID-19 public health emergency that will be addressed with EMPG-S funds. In addition, the narrative should address the following:

- Overview of the state's current risk profile as it relates to the COVID-19 emergency based on available risk assessment products such as epidemiological analyses, models, and forecasts; assessments of public health emergency capabilities and future needs, and the state's current Threat and Hazard Identification and Risk Analysis (THIRA) and State Preparedness Report (SPR).
- Specific areas of need identified through risk assessment processes, clearly identifying current (baseline) resources/capabilities and future resource/capability needs based on assessment results.
- Description of urgent resource/capability needs that require immediate investments.
- Detailed Budget and Budget Narrative justifying the requested funding for the identified Work Plan activities
- Detailed description of how projects and programmatic activities support risk assessment results relating to the COVID-19 public health emergency.
- Detailed description of how the recipient will work with the FEMA region and other Federal agencies to ensure that individual expenditures will not be charged to multiple Federal awards, including FEMA's Public Assistance Program.

### Personnel Data Table

To facilitate consistent data reporting and performance reporting, a Personnel Data Table should be completed for state, local, tribal, and territory personnel supported with EMPG-S funds. This will assist in documenting the extent to which EMPG-S funding supports personnel at the state level. Submit this template with the EMPG-S Work Plan and a roster of EMPG-S-funded personnel. The roster of EMPG-S-funded personnel should be updated only if numbers change more than 10 percent during the award period of performance.

### Personnel Data Table Template

Personnel Metrics	Data
EMPG-S funds (Federal and match) allocated towards state emergency management personnel	
EMPG-S funds (Federal and match) allocated towards non-state emergency management personnel (local, tribal, territories)	
Total Number of state emergency management full-time equivalent (FTE) personnel (including those supported and not supported by the EMPG-S)	
Number of state emergency management full-time equivalent (FTE) personnel supported (fully or partially) by EMPG-S	
Total Number of State, local, tribal and territory emergency management personnel supported (fully or partially) by the EMPG-S	

### Personnel Data Table Definitions

- Line 1 – All EMPG-S funds (Federal and match) allocated for state emergency management personnel
- Line 2 – All EMPG-S funds (Federal and match) allocated towards non-state emergency management personnel (local, tribal, territories)
- Line 3 – Total Number of state emergency management full-time equivalent (FTE) personnel (including those supported and not supported by the EMPG-S)
- Line 4 – Number of state emergency management full-time equivalent (FTE) personnel supported by the EMPG-S
- Line 5 – Total Number of state and local emergency management personnel funded (fully or partially) by the EMPG-S. This number provides the "Universe" number for the training and exercise templates

## Grant Activities Outline

To facilitate performance measures and focus on outcomes, an EMPG-S Grant Activities Outline should be completed for activities supported with EMPG-S 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. Recipients are encouraged to complete a separate Grant Activities Outline for each of the main funding categories: Planning, Organization, Equipment, Training.

- **Name of Planned Project:** Provide a descriptive name of each planned project. Examples include “Development of COVID-19 Emergency Operations Plan”, “Development of Resource Allocation Plan for Emergency Supplies”, “State EOC Supplemental Staffing”, etc.
- **Project Objective:** Briefly explain the major objective of the project, including how the project will address gaps identified through various assessments conducted.
- **Core Capability Addressed:** Briefly describe which of the 32 core capabilities (multiple can be selected) the project addresses.
- **Performance Measure and Basis of Evaluation:** Indicate the performance measure that will be used to evaluate this project.
- **Number of Direct Beneficiaries or Participants:** Provide the total number of persons who will directly benefit from EMPG-S funded activities.
- **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 Performance Progress Report.
- **Step:** Provide the status of planned quarterly activities (Initiate, Plan, Execute, Control, and Closeout).
- **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.

### Grant Activities Outline - Template

Name of Planned Project:			
Project Objective:			
Core Capabilities Addressed:			
Performance Measure and Basis of Evaluation:			
Challenges/Risks:			
1 <sup>st</sup> Quarter Activity	Planned Activities:	Step:	Comments:
2 <sup>nd</sup> Quarter Activity	Planned Activities:	Step:	Comments:
3 <sup>rd</sup> Quarter Activity	Planned Activities:	Step:	Comments:
4 <sup>th</sup> Quarter Activity	Planned Activities:	Step:	Comments:
5 <sup>th</sup> Quarter Activity	Planned Activities:	Step:	Comments:
6 <sup>th</sup> Quarter Activity	Planned Activities:	Step:	Comments:
7 <sup>th</sup> Quarter Activity	Planned Activities:	Step:	Comments:
8 <sup>th</sup> Quarter Activity	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 that 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.