

EMPG Work Plan Template Cover Page

Region:	
State/Territory:	
Grant Number:	
Agency/Organization:	
Page	Description
Definitions and Guidance	<p>This page contains supplemental guidance and instructions for completing the Grant Investment Strategy, Grant Activities Outline, Project Activities Outline, and Personnel Data Table.</p> <p>This sheet cannot be edited.</p>
Grant Investment Strategy	<p>This worksheet requires the applicant to provide an overview of the state/territory's preparedness investment strategy. It should serve as the foundation for completing the remainder of the Work Plan.</p>
Grant Activities Outline	<p>This worksheet is used to capture the proposed EMPG-funded projects and link them to the agreed-upon/RA approved priorities.</p>
Project Activities Outline	<p>This worksheet requires outlining key project activities associated with each project identified in the Grant Activities Outline along with temporal details associated with planning and managing each project.</p>
Personnel Data Table	<p>Complete the tables for the personnel associated with the EMPG program.</p>
Training Data Table	<p>Complete the table for the training associated with the EMPG program.</p>
Exercise Data Table	<p>Complete the table for the exercises associated with the EMPG program.</p>
Detailed Budget	<p>Fill in this sheet to account for each expenditure on the grant in columns A - G and I - J. Assign each line item to its relevant project. Associating the line item with the project will allow the information in mission areas, core capabilities, priorities, and POETE categories to populate accordingly.</p> <p>NOTE: Project numbers listed in the detailed budget must exactly match those listed in the Project Activity Outlines to allow the sheet to populate data correctly.</p>

Grant Investment Strategy

Purpose: The intent of this worksheet is to provide an overview of the state/territory's preparedness investment strategy. It includes separate sections to explain the most recent THIRA/SPR results; significant risks and capability gaps that currently exist based on THIRA/SPR outputs and other information sources; resulting preparedness priorities; the goals associated with each priority area; and, the anticipated impact of the proposed EMPG-funded investments relative to the priorities, performance goals, and/or core capabilities supported.

Instructions: For the Priorities and Goals section, identify the 3-5 priorities that were mutually agreed to and approved by the Regional Administrator.

At least one performance goal should be identified for each priority area. Each goal must be: specific; measurable; achievable within the period of performance; relevant to the priority area; and have a target date for completion (i.e. SMART goal). It should describe how achieving each goal or objective will impact the priority area it supports by the end of the period of performance.

Grant Activities Outline

Purpose: The Grant Activities Outline is used to capture the proposed EMPG-funded projects and link them to the identified priorities, performance goals, and gaps or needs. Coupled with the Project Activities Outline, the Grant Activities Outline supports identification and tracking of EMPG-funded project outcomes, which will enable better understanding of the impacts of those investments relative to the performance goals and the associated core capabilities.

The worksheet includes sections that allow the applicant to identify the performance goals that are supported by each project and the milestones that are critical to accomplishing each goal. Additional guidance on performance goals and milestones, including specific examples of each, are provided below.

The worksheet also requires the applicant to explain the objective and anticipated impact of each project relative to the associated priorities, goals, and related core capabilities. The "Project Objective" should explain what the project will accomplish; specifically, how the project will address the identified gap or need and how it supports one or more of the identified Performance Goals. The "Anticipated Project Impact" should explain the expected project outcome relative to the associated priorities and performance goals. The impact statement should include a quantitative estimate of the degree to which the project will contribute to achieving the identified performance goal (see hierarchy example below).

Effective completion of the Grant Activities Outline requires an understanding of the established planning hierarchy. Priorities are at the top of the hierarchy, followed by performance goals that define a clear outcome or end-state and provide the basis for addressing each priority. Based on the identified performance goals, project proposals are identified. High-priority capability gaps or needs identified through the THIRA/SPR process and other assessments are also used to inform project selection and to identify specific project objectives. Project objectives, and accompanying impact statements, should complement the performance goals by including similar outcome-focused metrics, as explained above. Lastly, project activities are identified. Project activities are key components and/or milestones that are critical to successful completion of the project. An example of this hierarchy is provided below:

- ❖ **Priority:** Logistics and Supply Chain Management
 - **Performance Goal:** Within three years, the (state/territory) will have the capability to identify and mobilize life-sustaining commodities, resources, and services to 10,000 people requiring shelter and 100,000 people requiring food and water, within 24-hours of an incident, and to maintain the distribution system for at least 30 days.
 - **Project:** Update State Logistics and Distribution Management Plan, and qualify 40 additional personnel for logistics operations in NQS.
 - **Project Objective/Impact:** Increase capacity to identify and mobilize life-sustaining commodities, resources, and services to people requiring shelter, food, and water by 50%, allowing the state to do so for 7,500 people requiring shelter and 75,000 requiring food and water within 24 hours of an incident and maintain that distribution system for at least 30 days.
 - **Activity/Milestone:** Convene cross-discipline working group meeting on May 30, 2021 to review current State Logistics and Distribution Management Plan.

All EMPG-funded investments must be accounted for in the Grant Activities Outline. However, recognizing that some sustainment activities, such as funding of emergency manager salaries, may not align to a specific priority or performance goal, applicants are not required to identify priorities and performance goals for such investments. However, all other portions of the Grant Activities Outline must be completed as a means to justify the applicable sustainment costs.

Instructions: The template allows entering up to ten projects. Ensure that the number assigned to the project title is entered consistently throughout the Template to enable the "auto-populate" features used throughout this spreadsheet. Enter the requested information or select a choice from the drop-down menu as applicable to your award.

Performance Goals

Term	Definition/Guidance
Performance Goal	From 2 C.F.R.: Performance goal means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).
	Each goal must be: specific; measurable; achievable within the period of performance; relevant to the priority area; and have a target date for completion (i.e. SMART goals). Each goal must include an estimate quantifying the extent to which the supporting investments will close capability gaps.
	The standardized targets included in the Core Capability Development Sheets should be used for developing performance goals, as these standardized targets meet all of the SMART goal requirements. The standardized targets also serve as the basis for setting preparedness goals, identifying capability gaps and approaches for closing those gaps, and tracking efforts to build and sustain capability gaps each year in the state/territory's THIRA/SPR. By using the same goals as those identified in the THIRA/SPR, this enables better understanding and tracking of how EMPG-funded investments contribute to building and sustaining capabilities each year, thus yielding a better understanding of investment outcomes and impacts.
Milestones	Milestones will identify key project activities and other deliverables or outputs that are critical to accomplishing the identified performance goal and can be tracked to demonstrate progress toward achieving the goal.

Core Capability Development Sheets

Performance Goal	Examples	
	Milestones	
Increase the number of people who can find and secure long-term housing within 1 year of an incident by 10%.	*Update State Housing Strategy Template by June 30, 2021 *Conduct two Housing tabletop exercises; one by Sept 30, 2021, the other by Sept 30, 2022 *Prepare AAR and update State Disaster Housing Plan within 60 days of exercise completion based on lessons-learned identified in the AAR	
	*Conduct tabletop exercise focusing on Logistics and Supply Chain Management by June 30, 2021 *Prepare AAR and update Distribution Management Plan within 60 days of exercise completion based on lessons-learned identified in the AAR *Procure inventory management system by Sept 30, 2021	
Within 24 hours of an incident, identify and mobilize life-sustaining commodities, resources, and services to 10,000 people requiring shelter and 100,000 people requiring food and water. Maintain distribution system for at least 30 days.		

Project Activities Outline		
<p>Purpose: This worksheet is used to capture key project activities to include BOTH the EMPG-funded activities that are critical to accomplishing the project objectives as identified in the Grant Activities Outline, as well as activities that are essential to effective project management. Thus, this product can be used as a basic project management tool -- to plan and track the progress of key project activities. Key project activities should generally correlate with the "Milestones" identified for each project included in the Grant Activities Outline.</p> <p>The basic details for each project included in the Grant Activities Outline will auto-populate into the corresponding tables/fields included in the Project Activities Outline. This includes: the Project Number; Project Name; Gap or Need Addressed; Project Objective; and Build or Sustain fields. A separate "Planned Activities" table should be completed for each project.</p> <p>Instructions: In the planned activity table, identify each key activity and its associated information in the appropriate line based on year and quarter. The Activity Steps identified below should be used to help identify and guide the project management-related activities associated with each project.</p>		
Activity Steps		
Step	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,
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 specific 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 corrective 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.

Personnel Data Table	
Data Requested	Definitions
EMPG funds (federal AND match) allocated towards state/territory emergency management personnel	The total of all EMPG funds (federal and match) allocated for state/territory emergency management personnel. This should exclude local and tribal personnel.
EMPG funds (federal AND match) allocated towards NON-STATE/TERRITORY emergency management personnel	All EMPG funds (federal and match) allocated towards non-state/territory emergency management personnel (i.e. local, tribal personnel). This excludes state/territory personnel.
Total number of all emergency management full time equivalent (FTE) personnel.	Total number of state emergency management FTE personnel (including those supported and not supported by the EMPG). This should include only funded positions. Vacant positions should be excluded.
Number of state/territory emergency management FTE personnel supported (fully or partially) by EMPG	Number of state/territory emergency management FTE personnel supported by the EMPG. This excludes local and tribal personnel.
Total number of SLTT emergency management personnel supported (fully or partially) by EMPG	Total number of state/territory, local, and tribal emergency management personnel funded (fully or partially) by the EMPG. This number provides the "Universe" number for the training and exercise templates.

Grant Investment Strategy
Provide a narrative overview of the state/territory's preparedness investment strategy by addressing each of the sections below.
Provide an overview of your state or territory's Risk Profile based on the most recent THIRA/SPR results.
Describe the gaps or areas of need as identified through the THIRA/SPR process and other relevant assessments.
Identify the 3-5 priority areas that serve as the focus for EMPG-funded investments and the performance goals associated with each priority.
Provide a BRIEF overview of the state or territory's investment strategy by identifying proposed EMPG-funded investments; briefly explaining how they support the identified priorities and performance goals, along with the state/territory's risks, gaps, and needs identified above; and providing the anticipated impact of the investments relative to the priorities, performance goals, and/or core capabilities supported.
Provide a description of the cost share for EMPG and matching funds.

Grant Activities Outline

Project Count			
Project Number			
Project Name			
Brief Project Description			
Gap or Need Addressed		Reference for Identified Gap or Need	
Project Objective			
Anticipated Project Impact			
Build or Sustain?			

RA Agreed Upon Priority Area			
POETE Category			
Primary			
Secondary			
Tertiary			
Emergency Management Functions			
Function 1			
Function 2			
Function 3			

Mission Area			
Primary			
Secondary			
Tertiary			
Core Capabilities			
1			
2			
3			
4			
5			

Performance Goals		
Goals should be based on the capability targets identified in the Core Capability Development Sheets .		
For additional guidance on Performance Goals and Measures, please click here .		
Performance Goals	Current Capability Metrics	Milestones
<p>Example:</p> <p>Within three years, the (state/territory) will have the capability to identify and mobilize life-sustaining commodities, resources, and services to 10,000 people requiring shelter and 100,000 people requiring food and water, within 24-hours of an incident, and to maintain the distribution system for at least 30 days.</p>	<p>Example:</p> <ul style="list-style-type: none"> - Sheltering for 6,000 people - Food & water for 60,000 people 	<p>Example:</p> <ul style="list-style-type: none"> - Coordinate with key stakeholders to update the State Distribution Management Plan annually by September 30th. - Conduct a tabletop exercise with state and local emergency management officials and other key stakeholders to test logistics and supply chain management capabilities during a major disaster by May 31, 2022. - Identify and procure critical emergency supplies needed to support a major disaster and develop a five-year viable inventory management plan by June 30, 2021. - Procure an inventory management system by June 30, 2021. - Identify suitable and available facilities for stockpiling of critical emergency supplies and enter into lease agreements by June 30, 2022.

Project Activities Outline

Project Number	
Project Name	
Gap or Need Addressed	
Project Objective	
Build or Sustain?	

Planned Activities								
Year	Quarter	Key Activity	Step	Estimated Start Date	Actual Start Date	Estimated Completion Date	Actual Completion Date	Challenges/Risks
1	1							
	2							
	3							
2	5							
	6							
	7							
3	9							
	10							
	11							
3	12							

[illegible]

[illegible]

Detailed Budget Table									
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Total Award Amount	
Federal Amount	
Non-Federal Amount	

[illegible]