

APPENDIX A. EMPG WORK PLANS

The EMPG Work Plan must provide a detailed description of the State's planned use for FY 2008 EMPG funds, including sustaining or enhancing emergency management capabilities through personnel and activities. The EMPG Work Plan must include a Narrative and Budget. In addition, EMPG projects **must be outlined using the Project Outline template** (refer to page A-4). FEMA regional offices will work closely with States to assist in the development of EMPG Work Plans, as needed, to ensure regional coordination and collaboration. In addition, FEMA regional offices must concur on final Work Plans before States may draw down EMPG funds.

Narrative

Provide a brief description of the State emergency management priorities and initiatives that will be addressed with FY 2008 EMPG funds. In addition, the narrative must address, if applicable, the following:

- Overview of the State's risk profile (natural, technological, man-made)
- State emergency management priorities and planning focus for FY 2008
- Relationship of those priorities to the state's Homeland Security Strategy
- Relationship of those priorities to the four accepted Homeland Security mission areas
- Relationship of those priorities to targeted capabilities found within the target capabilities list (TCL)
- Areas of need identified through the FEMA Gap Analysis Program, Nationwide Plan Review, EMAP process, Statewide Communications Interoperability Plan, Tactical Interoperable Communications Plan¹, or other emergency management assessment process
- Number of State and/or local emergency management personnel in total and the number of State and/or local emergency management personnel either fully or partially supported by EMPG funds
- State and/or local equipment acquisition
- Type and number of State and/or local training sessions to be conducted or developed, including the estimated number of emergency responders to be trained in each training
- Type and number of State and/or local exercises, including the number of emergency responders to participate in each exercise

Consistent with the emergency management function chosen, the State may propose activities at a local level, as well as activities that have statewide application. For example, a State's program objective for exercises may include those conducted by counties or municipalities, as well as those conducted by the State.

¹ All EMPG projects associated with interoperable communications capabilities must be referenced in existing Tactical Interoperable Communications Plans or emerging Statewide Interoperable Communications Plans.

Budget

Provide a budget by project and by allowable cost category and description breakdown of projected expenditures within each category for all FY 2008 funds. In addition, the State must outline how it intends to meet the cash or in-kind match requirement.

EMPG Project Outline

To facilitate performance measures and focus on outcomes, a Project Outline (see template on A-4) **must** be completed for each project supported with FY 2008 EMPG funds. “Project” is defined here, for example, as developing or updating a plan, implementing an interoperable communications network, or launching a training initiative. Although a Project Outline can be completed for describing staffing for day-to-day operations, it is not necessary.

For each project, complete a template as shown on the next page and address the following areas:

- **EMF:** Identify how the project relates to the Emergency Management Functions identified through the EMAP Standard (e.g., Resource Management, Communications and Warning, etc.).
- **EMPG Objective:** Briefly explain the major objective of the project.
- **Preparedness Strategy Objective:** Please identify the objective in the State Homeland Security Strategy and/or the State’s all-hazard strategic plan that this project will support.
- **National Priority/Target Capability:** Identify the National Priority this project supports (if applicable) and the Target Capability (as published September 2006) this project supports (if applicable).
- **Area of Need Addressed:** Identify the emergency management shortfall that this project will address and whether this shortfall was identified through the FEMA Gap Analysis Program, Nationwide Plan Review, EMAP process, or other relevant emergency management assessment; or, whether this project addresses the NRF or NIMS implementation.
- **Performance Measure and Basis of Evaluation:** Indicate the performance measure(s) that will be used to evaluate this project and the basis for developing the measure(s).
- **Challenges/Risks:** Identify any challenges to implementing this project.
- **Budget:** This section must outline: (1) explain how the costs were estimated; (2) justify the need for the costs; and, (3) outline how the cash or in-kind match requirement of the grant program will be met. For clarification purposes, the narrative must include tables describing cost and expense elements (e.g. equipment list with unit costs/quantity).

- **Quarterly Activity:** For each quarter, briefly identify the expected outcome. *Note: The results section should not be filled out for the EMPG application, but instead should be set aside for recording progress and monitoring purposes during the period of performance.*

FY 2008 EMPG, Project #[x]

EMF #:	
EMPG Objective:	
Preparedness Strategy Objective:	
National Priority/Target Capability:	
Area of Need Addressed:	
Performance Measure(s) and Basis of Evaluation:	
Challenges/risks:	
Budget:	
1st Quarter Activity	Expected Outcome:
	Results:
2nd Quarter Activity	Expected Outcome:
	Results:
3rd Quarter Activity	Expected Outcome:
	Results:
4th Quarter Activity	Expected Outcome:
	Results: