



**FEMA**

**Grant Programs Directorate Information Bulletin  
No. 307  
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**TO:** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All State Homeland Security Directors  
All State Emergency Management Agency Directors

**FROM:** W. Ross Ashley, III  
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**SUBJECT:** Update on Fiscal Year (FY) 2009 Emergency Management Performance  
Grants (EMPG) Work Plan

The Federal Emergency Management Agency's (FEMA) Grant Programs Directorate (GPD) released the FY 2009 EMPG Guidance and Application Kit on November 5, 2008. As identified in Information Bulletin #303, FEMA delayed submission of the EMPG Work Plan pending decisions related to compliance with the *Paperwork Reduction Act of 1980*, Public Law 96-511, 94 Stat. 2812 (December 11, 1980). This Information Bulletin updates IB #303 regarding the requirement for submission of the EMPG Work Plan.

As outlined in the FY 2009 EMPG Guidance and Application Kit, State Administrative Agencies (SAA) should submit their EMPG Work Plans directly to their respective Regional EMPG Program Analyst for review no later than Friday, January 30, 2009.

As a reminder, the EMPG Work Plan consists of a program narrative, budget narrative, and project outline. Applicants are to provide a program narrative briefly describing the State emergency management priorities and initiatives that will be addressed with FY 2009 funds. Applicants are also to provide a budget narrative/budget detail worksheet outlining allowable cost categories and description breakdowns of projected expenditures within each category for all FY 2009 funds; including management and administration costs. In addition, States must outline in their budget narrative how the cash or in-kind match requirement will be met. Lastly, applicants are to complete a project outline for each project supported with FY 2009 EMPG funds, including construction and renovation projects. Please reference pages 10 through 20 of the FY 2009 EMPG Guidance and Application Kit for complete instructions on completing the three parts of the Work Plan.

Recognizing the importance of issuing EMPG awards as expediently as possible, FEMA has begun the award process. SAAs will receive their EMPG awards for 50% of their award amount. A special condition of the award will withhold the remaining 50% of funds until both the Work Plan is approved by the Regional Program Analyst and the budget review is completed by Grants Management Division.

Additional questions may be directed to your FEMA Regional EMPG Program Analyst or the Centralized Scheduling and Information Desk at [askcsid@dhs.gov](mailto:askcsid@dhs.gov) or (800) 368-6498.