The work plan consists of three parts, the program narrative, the budget narrative and the grant activities outline. The program narrative needs to provide a brief description of your county/tribes emergency management priorities and initiatives that will be addressed with FY2012 EMPG program funds. These priorities and initiatives need to include linkage to the core capabilities identified in the National Preparedness Goal (NPG). The budget narrative includes the salary and benefits for personnel receiving EMPG program funds and percentage of time dedicated to the emergency manager position. Note this information should reflect **only** the emergency manager portion of the job for calendar year (January – December) 2012. The budget narrative can also include budget information for activities related to planning, equipment, training, exercises, management and administrative costs as well as maintenance and sustainment costs if known. A copy of the emergency management portion of your county/tribe approved 2012 budget must be attached. The grant activities outline consists of four sections, the FY2012 Personnel Data Table Template, the FY2012 Training Data Template, the FY2012 Exercise Data Template and the Grant Activities Outline Template.

Instructions for completing these templates: Note these instructions can be used for the initial completion of the templates and your quarterly updates. These templates need to be updated quarterly and included with your Quarterly Emergency Management Performance Grant Program Progress Report.

FY2012 Personnel Data Table Template.

Line 1: This dollar amount should be the same as the total from your approved county budget as it pertains to your emergency management department.

Line 2: This dollar amount should be the amount allocated to local contractors, if any.

Line 3: This dollar amount should be the county's portion allocated to local emergency personnel, it should be approximately half of the salary and benefit amount indicated in the budget narrative.

Line 4: This is the total number of local emergency management full-time equivalent (FTE) personnel (including those supported and not supported by the EMPG program). If not full-time indicate the percentage of time dedicated to emergency management duties.

Line 5: This is the number of local emergency management full-time equivalent (FTE) personnel supported by the EMPG Program. If not full-time indicate the percentage of time dedicated to emergency management duties.

FY2012 Training Data Template.

Column 1: Name of Training. I have listed the courses required by the FY2011/12 DHS/FEMA EMPG Guidance that need to be completed by all personnel that are funded with FY2011/12 Funds. These courses need to be completed no later than September 30, 2012 for all EMPG funded personnel. Personnel hired after October 1, 2011 may request an extention.

Column 2: Number of Personnel Trained. This is the number of personnel in your County/Tribe who have been trained in the courses listed in column 1. Note if there are other courses that personnel have completed you can list them in column 1 & 2.

Column 3: Number of EMPG Program Funded Personnel. This is the number of personnel in your County/Tribe that are funded with FY2012 EMPG Funds.

Column 4: Number of EMPG Program Supported Personnel Trained. This is the number of personnel in your County/Tribe that have completed the training in column 1.

Column 5: Training Aligned to Multi-Year Training and Exercise Plan? This is a yes or no answer. Is the training scheduled on your three year training and exercise plan? Note: If using EMPG funding, training must be reflected in the TEP.

FY2012 Exercise Data Template.

Column 1: Name of Exercise. This column is completed for you and divides the Name of Exercise into two groups: Discussion based, which includes Seminars, Workshops, Tabletop Exercise (TTX) and Games; and Operations-based, which include Drills, Functional Exercise and Full Scale Exercises. The difference is discussion based are usually classroom based and operation-based are hands on.

Column 2: Number of Exercises. This the number of each type of exercise you have scheduled or are going to participate in based on the information in column1. There are three lines that need to be completed for each exercise scheduled, line 1is the number of exercises scheduled whether it's a seminar, workshop, TTX or games; line 2 is AAR complete, the number of AAR's that have been completed on the exercises scheduled on line 1; line 3 is Corrective Actions Identified, this is a yes/no answer, however if an AAR has been completed the most likely answer would be yes. At the bottom of each exercise is a line asking about ***Progress Made towards addressing Corrective Actions Identified.*** This line is where you indicate the percentage of progress made towards addressing the findings and recommendations of the AAR. For example if you had 10 corrective actions identified and you completed 5 the percentage completed would be 50%. If you need to provide details as to why satisfactory project has not been made you can do this on the narrative section of the Quarterly Emergency Management Performance Grant Program Progress Report.

Column 3: Number Counting Towards Multi-Year Training and Exercise Plan (TEP). This is the number of exercises linked to your Multi-Year TEP. Is this exercise identified on your Multi-Year TEP?

Column 4: Number of EMPG Program Funded Personnel. The number of EMPG funded personnel in your County/Tribe.

Column 5: Number of EMPG Program Funded Personnel Participating in Exercise. Self-explanatory.

Column 6: Name or Description. Name of the exercise, for example Exercise Roughrider.

Column 7: Exercise Aligned to Emergency Operations Plan? (Yes/No). Self-explanatory.

Note: Exercises funded with EMPG must be reflected in TEP.

FY2012 Grant Activities Outline Template.

The instructions for completing the FY2012 Grant Activities Outline Template are included at the bottom of the template. If you have any questions concerning these instructions please contact Tim Leingang at 701-328-8251.