

FY2014 EMPG Program Work Plan Instructions

The Work Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline. The program narrative needs to provide a brief description of your County/City/Tribes emergency management priorities and initiatives that will be addressed with FY2014 EMPG program funds. 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) 2014. 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/City/Tribe approved 2014 budget must be attached. The Work Plan includes the FY2014 Personnel Data Table Template, the FY2014 Training Data Template, the FY2014 Exercise Data Template and the FY2014 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 unless noted otherwise and included with your Quarterly Emergency Management Performance Grant Program Progress Report.

FY2014 Personnel Data Table Template

This template is completed and submitted with the EMPG Program Work Plan and only re- submitted if the data changes more than 10% in any category.

Line 1 - All EMPG Program funds (Fed & match) allocated for local emergency management personnel. 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 - Number of County emergency management full-time equivalent (FTE) personnel supported by the EMPG Program. This is the total number of local emergency management full-time equivalent (FTE) personnel. If not full-time indicate the percentage of time dedicated to emergency management duties.

FY2014 Training Data Template

This template is completed and submitted with the EMPG Program Work Plan. All sub-grantees should report quarterly completion of planned training activities in the Grant Activities Outline using EMF #13 ("Training"), and the number of personnel trained should be included in the "Comments" section. All EMPG Program funded personnel must complete the listed training requirements, and record proof of completion.

Column 1: Name of Training. I have listed the courses required by the FY2014 Funding Opportunity Announcement (FOA) that need to be completed by all personnel funded with EMPG program funds. These courses need to be completed no later than September 30, 2014 for all EMPG funded personnel. Personnel hired after October 1, 2012 may request an extension. In addition, local jurisdictions are encouraged to add courses to the training template identified in their Three Year Training and Exercise Plan.

Column 2: EMPG required? (Y/N). This is a yes/no answer. Is the course required of EMPG funded personnel?

Column 3: Number of personnel trained. This is the number of personnel in your County/City/Tribe that are trained in the courses listed.

Column 4: Total # of EMPG Program funded personnel. This is the number of personnel in your County/City/Tribe that are EMPG funded (fully or partially).

Column 5: Total # of EMPG Funded Personnel in the Course. This is the number of personnel in your County/City/Tribe that are EMPG funded (fully or partially) and have not completed the required course. If they have not completed the required courses listed in column 1 and they are currently enrolled in the required courses.

Column 6: Number of EMPG Funded Personnel That have not Taken This Course. This is the difference from Column 4 minus Column 3.

FY2014 Exercise Data Template

This template is completed and submitted with the EMPG Program Work Plan. Exercise Data/Table should be completed for any exercise cited to meet EMPG requirements and/or that are conducted in whole or part with EMPG funds. Grantees should report quarterly completion of planned exercise activities in the Grant Activities Outline using EMF #14 (“Exercises, Evaluations and Corrective Actions”), and the number of exercises completed should be included in the “Comments” section. All EMPG Program funded personnel shall participate in no less than three exercises.

Column 2: Number of Exercises. This is the number of instances of the type of exercise.

Column 3: Name or Description of the Exercise.

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

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

FY2014 Grant Activities Outline Template

To facilitate performance measures and focus on outcomes, an EMPG Program Grant Activities Outline should be completed for activities supported with FY 2014 EMPG Program funds. The data outlined in this template will be used to evaluate the timely completion of planned emergency management activities. Grantees are encouraged to complete a separate Grant Activities Outline for each EMF. Quarterly training activities should be reported against EMF #13, “Training,” and quarterly exercise activities should be reported against EMF #14, “Exercises, Evaluations and Corrective Actions.”

Note: You do not have to complete the EMPG Grant Activities Outline for all 15 Emergency Management Functions (EMF’s). Only complete the EMPG Grant Activities Outline for activities supported with FY2014 funds.

The instructions for completing the FY2014 Grant Activities Outline Template are listed below. If you have any questions concerning these instructions please contact Tim Leingang at 701-328-8251.

- **EMF Number.** Identify how the grant activities relate to the EMFs outlined in the 2013 version of the Emergency Management Accreditation Program (EMAP) Standard (e.g. Resource Management, Communications and Warning, etc.).
- **Name of Planned Project. Provide a descriptive name of each planned project.** Examples include “Development of Emergency Function Annexes”, “Development of Earthquake Scenario Loss Estimations”, “Implementation of Statewide Interoperability Plan”, “NIMS Training for Emergency Management Personnel”, “Development of Emergency Preparedness Plan for Individuals with Disabilities”, etc.
- **Project Objective.** Briefly explain the major objective of the project, including how the project will address shortfalls identified through various assessments conducted
- **Performance Measure and Basis of Evaluation.** Indicate the performance measure that will be used to evaluate this project.

- **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 Progress Report.
- **Step.** Provide the status of planned quarterly activities. The main steps and processes of the Project Management Lifecycle are summarized in the below table.
- **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.

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 life cycle 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 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.

For additional information on the Project Management Lifecycle, please visit Project Management Institute's (PMI) *A Guide to the Project Management Body of Knowledge (PMBOK Guide)* at <http://www.pmi.org/PMBOK-Guide-and-Standards.aspx>. Specifically, applicants are encouraged to reference Chapter three of the PMBOK Guide, The Standard for Project Management of a Project.