

FY 2022 EMPG Program Work Plan Template User Guide

March 2022



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General Information

- This User Guide is intended to help applicants complete the fiscal year (FY) 2022 Emergency Management Performance Grant (EMPG) Program Work Plan Template. This Guide walks through key tips and instructions for each tab of the Work Plan Template in the order they are listed.
- The Work Plan Template was created in Excel. If a cell is locked, please do not attempt to edit or fill it.
- Color Guide
 - Blue Tabs: Information only, no edits or inputs required. Do not attempt to fill or edit cells.
 - Green Tabs: Parts of the workbook tab require user input. Please fill and follow instructions listed.



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General Information

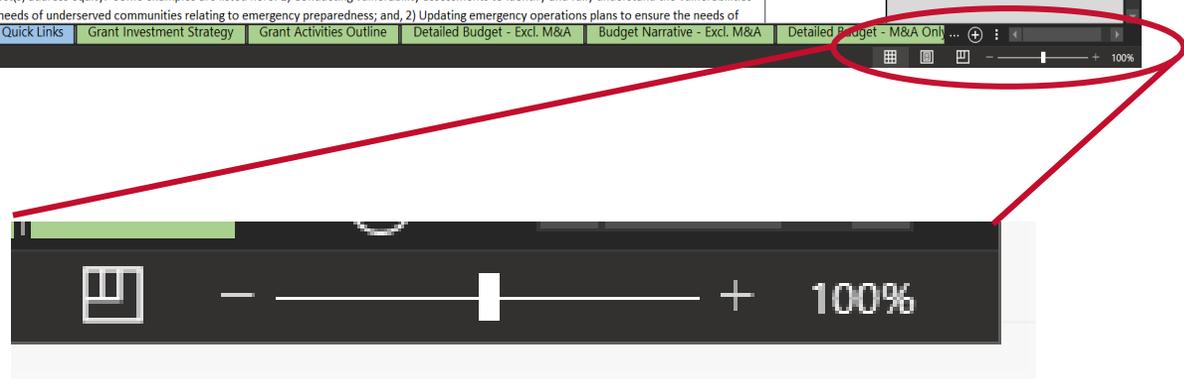
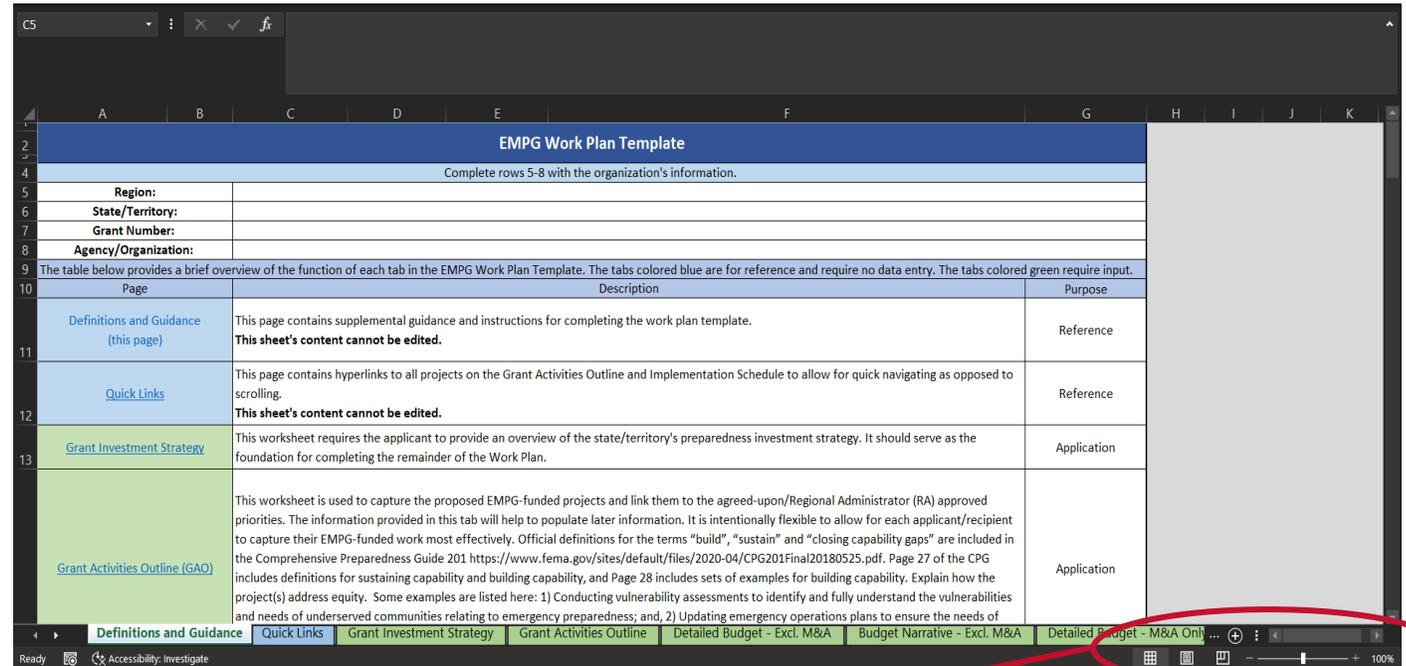
- Acronyms
 - After-Action Report (AAR)
 - Cost of Living Adjustment (COLA)
 - Emergency Management Accreditation Program (EMAP)
 - Emergency Operations Center (EOC)
 - Improvement Plan (IP)
 - Management and Administration (M&A)
 - National Incident Management System (NIMS)
 - National Qualification System (NQS)
 - Period of Performance (POP)
 - Planning, Organization, Equipment, Training, Exercises (POETE)
 - Regional Administrator (RA)
 - Threat and Hazard Identification and Risk Assessment/Stakeholder Preparedness Review (THIRA/SPR)



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Excel Tips

- Zoom in and out using the slider circled on the right with a minus on one end and a plus on the other.
 - If any text is cut off in the cell you are looking at, try zooming in or out.
- You can also use the slider above it to scroll left/right in the worksheet.
- Spell Check functionality is unavailable within this Template.

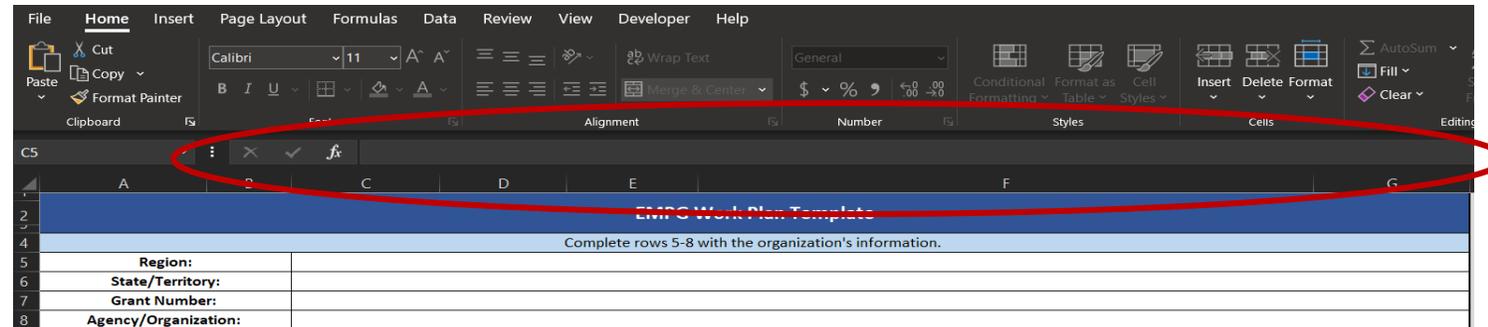


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Excel Tips

- Copying and Pasting Text

- If you have existing text that you want to copy into the template, highlight the text, copy it, click the desired cell in the template, click into the formula bar (pictured below), and paste the text. You cannot paste an entire cell – you will have to paste the text directly into the formula bar.



- Resizing Cells

- If the text entered in a cell does not fit within the cell's existing size, hover your cursor over the line between the rows or columns you wish to expand. When your cursor changes, drag the cell to the desired height and/or width.



Definitions and Guidance

Definitions and Guidance

- The Definitions and Guidance tab provides explanations of the relevant terms and sections of the template. It is full of helpful definitions, instructions, and examples.
- This tab also serves as a “how-to” for the template.
- The top of this tab requires the applicant to include identifying information (Region, State/Territory, Grant Number, Agency/Organization).
- The rest of this tab serves as a reference tool. It includes the name of each tab with an embedded link which takes you to that tab in the template. The description of each tab is provided, as well as detailed instructions on completing the information for each sheet in the template.



Quick Links

Quick Links

- This tab contains links to each project and corresponding Implementation Schedule throughout the template.
- This tab serves as a reference tool. It cannot be edited, and you do not need to insert any information onto this tab.
- Click the blue underlined text to use the link. It will turn purple after you have clicked on it, and if you hover over the text, you will see the full link address.

Click the corresponding to quickly jump to specific projects in either the GAO or Implementation Schedule without having to scroll.

| Project Number | Grant Activities Outline | Project Number | Implementation Schedule |
|----------------|---------------------------|----------------|---|
| 1 | Go to GAO | 1 | Go to Implementation Schedule |
| 2 | Go to GAO | 2 | Go to Implementation Schedule |
| 3 | Go to GAO | 3 | Go to Implementation Schedule |
| 4 | Go to GAO | 4 | Go to Implementation Schedule |
| 5 | Go to GAO | 5 | Go to Implementation Schedule |
| 6 | Go to GAO | 6 | Go to Implementation Schedule |
| 7 | Go to GAO | 7 | Go to Implementation Schedule |
| 8 | Go to GAO | 8 | Go to Implementation Schedule |
| 9 | Go to GAO | 9 | Go to Implementation Schedule |
| 10 | Go to GAO | 10 | Go to Implementation Schedule |
| 11 | Go to GAO | 11 | Go to Implementation Schedule |
| 12 | Go to GAO | 12 | Go to Implementation Schedule |
| 13 | Go to GAO | 13 | Go to Implementation Schedule |
| 14 | Go to GAO | 14 | Go to Implementation Schedule |
| 15 | Go to GAO | 15 | Go to Implementation Schedule |
| 16 | Go to GAO | 16 | Go to Implementation Schedule |
| 17 | Go to GAO | 17 | Go to Implementation Schedule |
| 18 | Go to GAO | 18 | Go to Implementation Schedule |
| 19 | Go to GAO | 19 | Go to Implementation Schedule |
| 20 | Go to GAO | 20 | Go to Implementation Schedule |
| 21 | Go to GAO | 21 | Go to Implementation Schedule |
| 22 | Go to GAO | 22 | Go to Implementation Schedule |



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Grant Investment Strategy

Grant Investment Strategy

- This tab is used for the applicant to provide narrative information relevant to their risk assessment documentation and requested budget.
- The first question asks for 3-5 performance goals. The existing five spaces are named to allow these goals to be selected and used in the performance goal section of the Grant Activities Outline (GAO) tab once the Grant Investment Strategy tab has been populated.
- In the second section, please briefly describe your state/territory's current risk profile based on the tools used to create it (THIRA, SPR, Hazard Mitigation Plan, etc.).
- Please use the third section to describe the areas of need currently affecting your state/territory which you plan to address using the EMPG Program funds.



Grant Investment Strategy

- In the final fillable space, please briefly outline your investment strategy for this grant. Make sure to include how the EMPG Program-funded investments support the identified priorities and performance goals, as well as support the needs, gaps and risks from the THIRA/SPR. Include the anticipated impact of these investments and mention any relevant core capabilities.
- All cells except those for the narrative responses are locked.



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Grant Activities Outline

Grant Activities Outline

| Total Grant Summary - Automatically Populates | | |
|---|----|---|
| Project Count | 0 | |
| Federal Amount Requested (Direct Only) | \$ | - |
| Non-Federal Amount Requested (Direct Only) | \$ | - |
| Sub-total of Direct Costs | \$ | - |
| Indirect Costs | \$ | - |
| Total Project Costs | \$ | - |

- The project count cell tracks the total number of projects created on this tab. The project **MUST** be given a name for it to be counted.
- This table summarizes the budget information entered on the Detailed Budget(s). Each cell will remain empty until you add financial information on the Detailed Budget(s).

| Project 1 Budget Summary | | |
|--|----|---|
| Federal Amount Requested (Direct Only) | \$ | - |
| Non-Federal Amount Requested (Direct Only) | \$ | - |
| Sub-total of Direct Costs | \$ | - |
| Indirect Costs | \$ | - |
| Total Project Costs | \$ | - |

This summary auto-populates based on the detailed budget.

- This table summarizes the budget information entered on the Detailed Budget(s) that is associated with the project. Each cell will remain empty until you add financial information on the Detailed Budget(s).



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Grant Activities Outline

| | | | |
|------------------------------|--|--|--|
| Project Number | 1 | | |
| Project Name | | | |
| Brief Description of Project | | | |
| Gap or Need Addressed | | | Reference for Identified Gap or Need |
| Project Objective | | | |
| Anticipated Project Impact | | | |
| Choose 1: Build or Sustain | Does this project address equity considerations? | | Does this project address the impacts of climate change? |

• Enter narrative information

• A project name must be entered for the project to be tracked throughout the template.

• Select the appropriate response from the drop-down menu.



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Grant Activities Outline

- Select responses from the drop-down menus.

| | |
|-----------------------|--|
| Mission Area | |
| Primary | |
| Secondary | |
| Tertiary | |
| POETE Solution Area | |
| Primary | |
| Secondary | |
| Tertiary | |
| EMAP Standard Element | |
| 1 | |
| 2 | |
| 3 | |

- These drop-down lists include the EMPG Program National Priority Areas and RA Agreed Upon Priority Areas. If "Other" is selected for the RA Agreed Upon Priority, enter the Priority here.

| | | |
|------------------------------|--|--|
| National Priority Area | | |
| RA Agreed Upon Priority Area | | If "Other," please enter priority below |
| Primary | | |
| Secondary | | |
| Tertiary | | |
| Core Capabilities | | Core Capability Has a Target with a Gap Rated as High Priority |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

- After selecting the Core Capabilities, indicate if that capability has a gap rated as High Priority by selecting "Yes" or "No."



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Grant Activities Outline

- Select a performance goal from the drop-down menu. The available choices will be the performance goals entered in the Grant Investment Strategy tab.

| 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 |
| Select the performance goal(s) from the drop down list that apply to this project. The performance goals are displayed as they are listed in the Grant Investment Strategy. | Example: - Sheltering for 6,000 people - Food & water for 60,000 people | Example: - 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. - Develop 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, 2021. |
| | | |
| | | |
| | | |

- Enter narrative information regarding the Current Capability Metrics and Milestones associated with the performance goal/project.



Detailed Budget – Excluding M&A

Detailed Budget – Excluding M&A

| | | |
|--------------------------------------|----|---|
| Federal Amount (Direct Costs) | \$ | - |
| Non-Federal Amount (Direct Costs) | \$ | - |
| Total Direct Amount | \$ | - |
| Indirect Amount | \$ | - |
| Total Project Cost (*excluding M&A*) | \$ | - |

- This table will automatically calculate based on all the information entered in the Detailed Budget.



Detailed Budget – Excluding M&A

| REQUIRED - Drop Down Menu | | Manual Entry, if applicable | | |
|---------------------------|----------------|---|---------------|---------------|
| Budget Category | POETE Category | Line Item Name or Position Title (No Personnel Names) | Exercise Name | Training Name |
| | | | | |

- Select the cost category of the line item from the drop-down menu.

- Select the POETE category of the line item from the drop-down menu.

- Manually enter the line item name or position title (if the line item is a personnel position[s]). Manually enter the name of the exercise and/or training, if applicable.



Detailed Budget – Excluding M&A

- Use this calculator for Personnel and Fringe costs ONLY.

| Use ONLY for Personnel/Fringes (if applicable) | | |
|--|---|---|
| If Personnel or Fringe, enter annual salary or annual fringe | If Personnel or Fringe, % of time on EMPG | Total \$ EMPG Personnel or Total \$ EMPG Fringe |
| - | - | - |
| - | - | - |
| - | - | - |

- Manually enter the annual salary or annual fringe benefits for the associated line item/position.
- Manually enter the percentage of time this position will be charged to the EMPG Program award.
- This cell will automatically calculate the total dollar amount to be charged to the EMPG Program based on the percentage of time entered.



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Detailed Budget – Excluding M&A

| Manual Entry REQUIRED | | *Automatically Populates* | Manual Entry, if applicable | | | Project Name (automatically populates based on Project Number entered in Column N) |
|-----------------------|--------------------|---------------------------|-----------------------------|--------------|----------------|---|
| Federal Amount | Non-Federal Amount | Total Cost | Match Type | Match Source | Project Number | |
| | | \$ - | | Select Type | | Enter Project Number |
| | | \$ - | | Select Type | | Enter Project Number |

- Manually enter the dollar amount to be charged to the EMPG Program, either as federal funding or non-federal funding (cost share). Each line item entry does not require a 50% federal/50% non-federal split; however, the final federal share must not exceed 50% of the total project costs (in the application or approved in the award).

- This cell will automatically calculate the total project cost of the particular line item based on the entries in the federal and non-federal column.

- Select the type of cost share (soft/in-kind or hard/cash) from the drop-down menu. The red text in the match source column is a prompt to remind users to type in the source of the cost share, if applicable. Type over the existing text to record the source of the cost share.

- Enter the project number from the Grant Activities Outline that is associated with this line item. Only one project number can be entered. Based on the project number entered, the name given to the project in the Grant Activities Outline will automatically populate.



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Budget Narrative – Excluding M&A

Budget Narrative – Excluding M&A

- This table contains a summary of the budget information entered into the corresponding Detailed Budget.

| Budget - Excluding M&A (Auto-populates from Detailed Budget - Excl. M&A) | |
|--|------|
| Total Project Amount | \$ - |
| Federal Project Amount | \$ - |
| Non-Federal Project Amount | \$ - |
| Indirect Costs | \$ - |



Budget Narrative – Excluding M&A

| Personnel | Federal | Non-Federal | Total | (Auto-populates from Detailed Budget - Excl. M&A) |
|--|---------|-------------|-------|---|
| <p>Narrative:</p> <p>List each position with a brief description of the duties and responsibilities (no personnel names), as well as the salary computation. If a Cost of Living Adjustment (COLA) increase and/or merit pay increase in salary will be provided for the position, include those costs in calculations for personnel and the associated fringe benefits on the Detailed Budget (excluding M&A) and the Budget Narrative.</p> | \$ - | \$ - | \$ - | |

- These figures are auto-populated from the Detailed Budget.
- Enter Budget Narrative in this open text box.

- Directions for the cost category.



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Detailed Budget – M&A Only

Detailed Budget – M&A Only

| | | |
|------------------------------|----|---|
| M&A Federal Amount | \$ | - |
| M&A Non-Federal Amount | \$ | - |
| M&A Total Amount | \$ | - |
| Total Federal Award Amount | \$ | - |
| M&A % of Federal Award Total | | |

- This tab functions the exact same way as the Detailed Budget – Excluding M&A, with the exception that this table summarizes budget information as it relates to M&A and the allowable 5% spending limit.



Budget Narrative – M&A Only

Budget Narrative – M&A Only

- This tab functions the exact same way as the Budget Narrative – Excluding M&A, with the exception that the budget information shown on this page is only taken from the M&A Detailed Budget tab.



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EMPG Program Summary

EMPG Program Summary

- **This entire sheet is locked.** The information here will auto-populate based on the information provided in the Grant Activities Outline and the Detailed Budget tabs.
- Please use this tab to review your provided data and information. If you see any issues, please return to the section/tab where the data was entered and make any updates there, and those updates will be automatically updated on this tab.
- If you are looking for the total amount of funding for a line item (as opposed to federal vs. non-federal), please see column N instead of column D.
- When looking for the funding amounts for categories provided in the Grant Activities Outline (mission area, core capabilities, etc.), please reference the appropriate column to the right of the black line in the Detailed Budget instead of column A.



EMPG Program Summary

| Total Budget Summary | | | |
|-----------------------------------|---------|---|---------|
| | Funding | | Total % |
| Total Amount | \$ | - | - |
| Federal Amount (includes M&A) | \$ | - | - |
| Non-Federal Amount (includes M&A) | \$ | - | - |
| Management & Administration | \$ | - | - |

| Budget Summary by Cost Category | | | |
|---------------------------------|---------|-------------|-------|
| | Federal | Non-Federal | Total |
| Personnel | \$ - | \$ - | \$ - |
| Fringe Benefits | \$ - | \$ - | \$ - |
| Travel | \$ - | \$ - | \$ - |
| Equipment | \$ - | \$ - | \$ - |
| Supplies | \$ - | \$ - | \$ - |
| Contractual | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - |
| Construction | \$ - | \$ - | \$ - |
| Indirect Costs | \$ - | \$ - | \$ - |
| Totals | \$ - | \$ - | \$ - |

- This table summarizes the total amounts of funding as entered in the Detailed Budget tabs. It provides a percentage that each row represents to ensure that the 50% cost share is met and that the 5% M&A limit is not exceeded.

- This column provides the summary of federal dollars allocated to each cost category in the Detailed Budget tabs.

- This column provides the summary of non-federal dollars (cost share) allocated to each cost category in the Detailed Budget tabs.

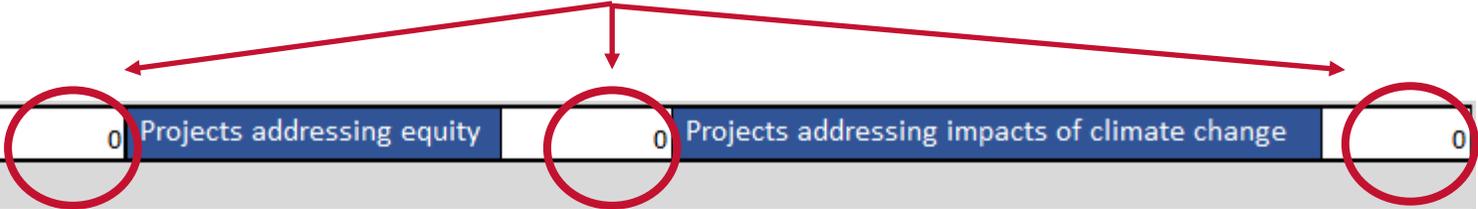
- This column provides the total project costs for each cost category in the Detailed Budget tabs.



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EMPG Program Summary

- These cells will automatically populate based on information entered into the tool.



| | | | | | |
|----------------|---|----------------------------|---|---|---|
| Total projects | 0 | Projects addressing equity | 0 | Projects addressing impacts of climate change | 0 |
|----------------|---|----------------------------|---|---|---|

Preliminary Calculations for FY 2022 EMPG Program Performance Measures

Disclaimer: Please note that the NOFO performance metrics below are preliminary estimates of scores calculated for the first time using this



EMPG Program Summary

- The FY22 performance metrics calculated on the EMPG Program Summary are based on information entered into the Grant Activities Outline and Detailed Budgets tabs. This metric data may be used for reporting purposes, if required by the recipient’s FEMA Regional Office.

This metric calculates the number, percentage, and dollar amounts of projects that are marked as “Building” on the Grant Activities Outline.

| 1. Percent of capability-building EMPG-funded projects that align to capability gaps identified by states, territories, and urban areas in their SPR submissions. | | |
|---|----------------------|----------------------|
| Project Count | % of Projects | \$ Amount Associated |
| 0 | #DIV/0! | \$ |
| 2. Percent of EMPG dollars spent on capability-building projects that align to capability gaps identified by states, territories, and urban areas in their SPR submissions. | | |
| Project Count | \$ Amount Associated | % of Dollars Spent |
| 0 | \$ - | #DIV/0! |
| 3. Percent of capability-building EMPG-funded projects that address a core capability that has one or more targets rated as high priority. | | |
| Project Count | % of Projects | \$ Amount Associated |
| 0 | #DIV/0! | \$ - |

This metric calculates the number, percentage, and dollar amounts of projects that are marked as “Building” on the Grant Activities Outline and that address a gap identified in the THIRA/SPR.

- This metric calculates the number, percentage, and dollar amounts of projects with a Core Capability rated as high priority.



EMPG Program Summary

- This metric calculates the number of projects that select an EMPG Program National Priority Area, and breaks it down between the three, or a RA Agreed Upon Priority Area in the Grant Activities Outline.

- This metric calculates the number, percentage, and dollar amounts of projects that select both a Gap or Need Addressed *and* a POETE category of Planning, Training, or Exercise on the Grant Activities Outline.

| 4a. Percent of funding allocated to build or sustain capabilities in RA agreed-upon priority areas. | | |
|---|----------------------|-------------------------|
| Project Count | \$ Amount Associated | % of Total Award Amount |
| 1 | \$ - | % |
| 4b. Percent of funding allocated to build or sustain capabilities that support the EMPG National Priority-Equity | | |
| Project Count | \$ Amount Associated | % of Total Award Amount |
| 1 | \$ - | % |
| 4c. Percent of funding allocated to build or sustain capabilities that support the EMPG National Priority-Climate Resilience | | |
| Project Count | \$ Amount Associated | % of Total Award Amount |
| 1 | \$ - | % |
| 4d. Percent of funding allocated to build or sustain capabilities that support the EMPG National Priority-Readiness | | |
| Project Count | \$ Amount Associated | % of Total Award Amount |
| 1 | \$ - | % |
| 5. Percent of Planning, Training, and/or Exercise related projects that align with closing capability gaps identified and documented in the state/territory's most recent THIRA/SPR submission, Mitigation Plan, After Action Reports, Audit/Monitoring Finding, or Other Deliberate Plans. and other relevant information sources. | | |
| Project Count | % of Projects | \$ Amount Associated |
| 0 | % | \$ - |



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Implementation Schedule

Implementation Schedule

- This tab is a planning and reporting tool for projects' key activities identified in the Grant Activities Outline.
- For application purposes, include the following to complete the schedule:
 - The activities necessary to accomplish the goals of each project.
 - The Estimated Start and Estimated Completion Dates (by calendar quarter) for each activity.
- For quarterly progress reporting purposes, submit the following to FEMA:
 - If the recipient uses the FY 2022 EMPG Program Work Plan Template, enter the Actual Start Date and Actual Completion Date (by calendar quarter) for each activity, as well as the percentage of completion of the activity, and submit that information to FEMA.
 - If the recipient does not use the Template, then information related to each of the data elements in the Implementation Schedule should be submitted to FEMA.



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Implementation Schedule

- There is also a section to list any risks or challenges identified by the recipient during implementation of the associated activities.
- If the recipient indicated on the Grant Activities Outline that projects address equity considerations or climate resilience, space is available to explain how each of the applicable projects addressed equity considerations or climate resilience and to include the tasks associated with the project(s) that directly address equity or climate resilience.
- Lastly, space is available to provide any additional comments to FEMA with the application and/or quarterly reporting.



Implementation Schedule

- The table below automatically populates with the information entered in the corresponding project on the Grant Activities Outline.

| | | | |
|-----------------------|---|--------------------------|---|
| Project Number | 1 | | |
| Project Name | 0 | | |
| Gap or Need Addressed | 0 | | |
| Project Objective | 0 | | |
| Build or Sustain? | 0 | | |
| Addresses Equity | 0 | Addresses Climate Change | 0 |

[Return to GAO](#)



- Clicking this link will allow you to return to the corresponding project on the Grant Activities Outline.



Implementation Schedule

- Enter the name of the Key Activity.

| Key Activity 1: | Grant Year | |
|-----------------------|--|--------------------|
| | Grant Quarter | 1 (Oct 1 - Dec 31) |
| <Enter Activity Name> | Task(s) | |
| | For Application-Estimated Start Date | |
| | For Application-Estimated Completion Date | |
| | Quarterly Reporting: Status of Activities | |
| | Quarterly Reporting: Actual Start Date | |
| | Quarterly Reporting: Actual Completion Date | |
| | Quarterly Reporting: % Complete | |
| | Quarterly Reporting: Identify any Challenges/Risks incurred while implementing activities | |
| | If you indicated on the GAO that this project addresses equity considerations, please explain how in the space provided. Include the tasks associated with the project that directly address equity. | |
| | If you indicated on the GAO that this project addresses the impacts of climate change, please explain how in the space provided. Include the tasks associated with the project that directly address the impact of climate change. | |
| | Additional Comments, if applicable | |

- The quarter of the award that the information is associated with should be listed here.

- Enter information as requested here for the **application** process.

- Use these rows for **quarterly reporting** on the above identified task(s).

- Use these rows for **quarterly reporting** on tasks associated with projects that address equity and the impacts of climate change.



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Training Data Table

Training Data Table – EMPG Program Training ONLY

- For application purposes, include the following to complete the table:
 - Complete the table for proposed EMPG Program-funded training activities to be conducted/completed during the grant POP.
- For quarterly progress reporting purposes, submit the following to FEMA:
 - If the recipient uses the FY 2022 EMPG Program Work Plan Template, enter EMPG Program-funded training activities conducted/completed during the quarter and submit that information to FEMA.
 - If the recipient does not use the Template, then information related to each of the data elements in the Training Data Table should be submitted to FEMA.
 - Applicants/recipients are not required to report EMPG Program-funded personnel costs associated with training. Training related to the NQS is not reported using the Training Data Table.
- When filling out the information on the Training Data Table, be sure to copy the project number EXACTLY as it exists in the Grant Activities Outline tab. This will allow columns B and K-AB to automatically populate the correct information.



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Exercise Data Table

Exercise Data Table

- For application purposes, include the following to complete the table:
 - Complete the table for proposed EMPG Program-funded exercise activities planned during the grant POP.
- For quarterly progress reporting purposes, submit the following to FEMA:
 - If the recipient uses the FY 2022 EMPG Program Work Plan Template, enter EMPG Program-funded exercises conducted during the quarter, including the costs to run the exercise, and submit that information to FEMA.
 - If the recipient does not use the Template, then information related to each of the data elements in the Exercise Data Table should be submitted to FEMA.
 - Applicants/recipients are not required to report EMPG Program-funded personnel costs associated with exercises.
- When filling out the information on the Exercise Data Table, be sure to copy the project number EXACTLY as it exists in the Grant Activities Outline tab. This will allow columns B and K-AB to automatically populate the correct information.



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Questions?

Contact Information and Resources

- National Programs Branch
 - Brian Willis, Branch Chief: brian.willis@fema.dhs.gov, 202-527-4161
 - Julie Verneti, Section Chief: julie.vernetti@fema.dhs.gov, 202-510-8417
 - Lisa Nine, Preparedness Officer: lisa.nine@fema.dhs.gov, 202-706-3176
- EMPG Program Mailbox: fema-empg@fema.dhs.gov
- [Preparedness Grants Manual | FEMA.gov](#)
- [Emergency Management Performance Grant \(EMPG\) | FEMA.gov](#)



Thank you!



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