Fiscal Year 2027

Michigan State Police
Emergency Management and
Homeland Security Division (MSP/EMHSD)

Supplemental Guidance to Local Emergency Management Program (LEMP) Work Agreement
Reports Submission Schedule
Document Submission Checklist
EMHSD-031 Local EMP Work Agreement

Fiscal Year (FY) 2027 Local Emergency Management Program (LEMP) Work Agreement Supplemental Guidance

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Section 1: Administration and Finance

The LEMP shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies, and procedures to carry out emergency financial and administrative responsibilities. The local emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the Emergency Management Coordinator (EMC) and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

Goal: Verify that the appropriate administration and financial documents are submitted on time to MSP/EMHSD.

Pub 206 Standard: Section 4.1

Metrics:

- Verify that all required forms and information are submitted to EMHSD by the respective due date. All dates are indicated in the Work Agreement and Quarterly Report Outline and noted with checklists in the Appendix.

Notes:

- 1st and 4th Quarter Documents: EMHSD-007, EMHSD-031, EMHSD-017.
- 2nd and 3rd Quarter Documents: EMHSD-007, EMHSD-031.
- The EMHSD-031 and any/all supporting financial forms will be submitted by email, electronic signatures are acceptable.
- Current Position Description, short personal biography, and resume are required for Emergency Management Performance Grant (EMPG) funded personnel. It is acceptable to submit these items with no changes each year if the information is still current.
    - There are no forms or templates for position descriptions, biographies, or resumes, information can be sent in any format.
    - The position descriptions are required to show that the duties being performed are in line with EMPG, especially for those who hold multiple positions.

Contacts:

Mr. Jeremy Hagerman: EMPG and LEMP Work Agreement Coordinator
HagermanJ3@michigan.gov
517-224-6336

Ms. Amanda Lung: Financial Analyst
LungA@michigan.gov
517-388-8569

Section 2: Laws and Authorities

The LEMP shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended), P.A. 390 Administrative Code, and applicable laws and regulations, and have a local EM resolution.

Goal: Report attendance at quarterly district meetings and other meetings related to EM, which may assist in the execution of EM activities within the jurisdiction. This objective will assist in identifying functional areas where additional coordination and communication efforts are needed.

Pub 206 Standard: Section 4.2

Metrics:

- Checklist options for each Emergency Support Function (ESF) meeting type, including options to select local, regional, state, and federal meeting types.

Notes:

- The federal ESFs were chosen for the work agreement to organize meetings by type. Neither the LEMP nor the Emergency Operation Center (EOC) need to be structured according to the ESF format to comply with this report.
- Document meetings held with functional areas/annex leaders and partners regarding plan updates and other types of meetings.
- This objective will identify areas where more coordination and communication are needed, e.g., programs affected by flooding or disaster incidents should be participating in long term recovery meetings. The MSP/EMHSD can help bridge the gap if/when programs are not represented or included in State meetings.
- Do not track meetings in this area that are addressed elsewhere in the work agreement. e.g., Local Planning Team (LPT), Local Emergency Planning Committee (LEPC), etc.
- If a meeting occurs with multiple functional areas, it can be counted in each appropriate ESF, e.g., an EOC planning meeting can include multiple functional areas at once. It can include transportation, communications, and firefighting if all were present at the meeting.
- The EMC does not need to attend all types of meetings.

Resources:

National Response Framework ESFs

Contacts:

District Coordinator (DC) Map

Section 3: Threat and Hazard Identification, Risk Assessment, and Consequence Analysis

The LEMP shall routinely identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdiction's governance.

Goal: Identify threat and hazard risk and/or vulnerability assessments that are completed in each jurisdiction. This objective should identify new hazards and identify vulnerabilities that may not have a hazard mitigation strategy associated with them. Section 4 Hazard Mitigation is a broad five (5-year) view of mitigation objectives and action items; the activities identified in this standard may relate to the development of the Hazard Mitigation Plan (HMP), participation in the State's Stakeholder Preparedness Review (SPR), and may also support activities in Sections 5 Prevention and 6 Operational Planning.

Pub 206 Standard: Section 4.3

Metrics:

- Document threat and hazard identification, risk assessment, or consequence analysis activities; participate in local, regional, or state Threat and Hazard Identification and Risk Assessment (THIRA)/SPR.

Resources:

MSP/EMHSD Publications

- Pub 103 - Michigan Hazard Analysis.
- Pub 106 - Michigan Hazard Mitigation Plan.
- Pub 207 - Local Hazard Mitigation Planning Workbook.

National Preparedness Goal, National Risk and Capability Assessment (THIRA and SPR descriptions)

Mitigation Planning Risk Assessments

Contacts:

Mr. Jeremy Hagerman: THIRA/SPR Specialist
HagermanJ3@michigan.gov
517-224-6336

Mr. Michael Sobocinski: Local Mitigation Planner
SobocinskiM@michigan.gov
517-881-2512

Section 4: Hazard Mitigation

The LEMP should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, the EMC shall ensure that the jurisdiction's Hazard Mitigation Plan (HMP) is developed and updated every five years.

Goal: Document the status of the HMP, appropriate steps taken to create a new or updated expired plan, completed HMP objectives, and the dissemination of hazard mitigation grant information announcements and notices.

Pub 206 Standard: Section 4.4

Metrics:

- Document status and expiration date of HMP.
- Document steps taken by the jurisdiction to update an expiring or expired HMP; check all applicable steps.

Notes:

- Notify MSP/EMHSD staff with any issues with hazard mitigation grants, e.g., difficulty filling out forms, unable to provide the 25 percent. match, etc.
- When using the State HMP and the Michigan Hazard Analysis as references, users should use the most up to date document.

Resources:

MSP/EMHSD Programs and Publications

- Pub 103 - Michigan Hazard Analysis.
- Pub 106 - Michigan HMP.
- Pub 207 - Local Hazard Mitigation Planning Workbook.

Hazard Mitigation Assistance Grants
Local Mitigation Plan Review Guide
Local Mitigation Planning Handbook

Contacts:

Mr. Michael Sobocinski: Local Mitigation Planner
SobocinskiM@michigan.gov
517-881-2512

Mr. Matt Schnepp: Hazard Mitigation Unit Manager
SchneppM1@michigan.gov
517-256-1512

Mr. Scott Stockert: Hazard Mitigation Analyst
StockertS@michigan.gov
517-512-9589

Section 5: Prevention

The LEMP has a strategy among disciplines to coordinate prevention activities, monitor identified threats and hazards, and adjust the level of prevention activity commensurate with the risk, and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Goal: Identify strategies within the jurisdiction that coordinate prevention activities, monitor identified threats and hazards, adjust the level of prevention activity commensurate with the risk, and identify procedures for exchanging information between internal and external stakeholders to prevent incidents.

Pub 206 Standard: Section 4.5

Metrics:

- Identify prevention activities that the jurisdiction participated in during the past 12 months; checkbox options include items such as utilizing the Homeland Security Information Network and the Michigan Critical Incident Management System (MI CIMS) to identify and coordinate prevention activities.
- Report participation in EM activities with school officials; tracking the number of meetings on topics such as planning, seminars, and special events.
- Track and distribute school drill dates.

Notes:

- Prevention activities were taken directly from Pub 206, standards 4.5.2 and 4.5.3.

- School drill dates may be distributed by mail, email, or through a shared calendar. EMCs are responsible for tracking and recording the receipt of drill information, sharing any received details with appropriate emergency response personnel, including the MSP/EMHSD DC, and following up with the DC if a district does not provide the required information. This is conducted in compliance with Michigan Public Act 12 of 2014, codified at Mich. Comp. Laws §29.19.

Resources:

MSP/Michigan Intelligence Operations Center (MIOC)
Michigan Critical Incident Management System (MI CIMS)
Homeland Security Information Network (HSIN)
Cybersecurity and Infrastructure Security Agency (CISA)
Michigan Public Act 12 of 2014, codified at Mich. Comp. Laws §29.19
Michigan Student Tools for Emergency Planning

Contacts:

MSP/MIOC: 877-616-4677

DC Map

Ms. Jane Troutman: Student Tools for Emergency Planning Coordinator
TroutmanJ@michigan.gov
517-388-6570

Section 6: Operational Planning

The LEMP shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The LEMP shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or Emergency Action Guidelines (EAG)), and supplemental emergency support plans are updated every four years. The LEMP will ensure that the jurisdiction's current Chief Executive Officer (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

Goal: Document attendance of planning meetings, verify the status of EOP/EAG, annexes, support EOPs, and Superfund Amendments and Reauthorization Act (SARA) Title III plans. Document emergency management coordination and participation with schools.

Pub 206 Standard: Section 4.6

Metrics:

- Report on attendance with local planning team meetings and stakeholder engagement meetings.
- Report various details about the local jurisdiction's EOP, such as expiration date, number of annexes reviewed and/or updated, CEO signature.
- Identify and report SARA Title III plans in the jurisdiction.
- Host four LEPC meetings within the FY.

Resources:

Public Act 390 of 1976, as amended, "Michigan Emergency Management Act"

MSP/EMHSD Publications

- Pub 201 Local Emergency Planning Workbook.
- Emergency Operations and EAP Templates.
- Pub 201a Review Guide for Local EOP and EAG.
- Pub 204 Local Support Plan Guide.
- Local Emergency Planning Committee Handbook.
- Guidance for Community Hazmat Response Plans.

Federal Emergency Management Agency (FEMA) Planning Guides

Contacts:

Mr. Henrik Hollaender: Planning Unit Manager
HollaenderH@michigan.gov
517-898-4225

Mr. Thomas Matzke: HMEP/LEPC/SARA Title III Coordinator
MatzkeT@michigan.gov
517-224-6349

Section 7: Incident Management

The LEMP shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's EOC.

Goal: Verify that the jurisdiction maintains an EOC call list, including the CEO, performs a call out drill, and conducts an EOC orientation session. Ensure that the local jurisdiction is compliant with the NIMS.

Pub 206 Standard: Section 4.7

Metrics:

- Verify that the EOC call list is current/updated and has been sent to the DC.
- Perform an EOC call out drill once per FY.
- Conduct at least one EOC orientation session per FY.
- Submit the EMHSD-017 to MSP/EMHSD by September 30.

Notes:

- The EOC call list should be updated and submitted to the DC each year and this is listed in the first quarter of the work agreement. After the first quarter, the metric only asks for changes to be reported and sent to the DC.
- EOC orientations can be integrated with EOC planning meetings or EOC call out drills.
- EOC orientation may include orientation for new employees, training on new EOC technology/equipment, review of EOC procedures, etc.
- The EMHSD-071 is submitted electronically via an online survey.

Resources:

MSP/EMHSD NIMS

NIMS

Contacts:

DC Map

Mr. Henrik Hollaender: NIMS Planning Unit Manager
HollaenderH@michigan.gov
517-898-4225

Section 8: Resource Management, Logistics, and Mutual Aid

The LEMP shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The LEMP should also develop Mutual Aid Agreements (MAA)/Memoranda of Understanding (MOUs) to address resource shortfalls and reduce resource gaps in the jurisdiction.

Goal: Ensure that MAAs and MOUs are developed and maintained, and that the jurisdiction's NIMS typed resources are identified and inventoried.

Pub 206 Standard: Sections 4.8 & 4.9

Metrics:

- Report new, updated, or current MOUs and MAAs.
- Verify NIMS resource typing and inventory.
- Verify that the jurisdiction trains and tracks EMPG-funded personnel in accordance with the National Qualification System (NQS).

Notes:

- The NQS promotes interoperability by establishing a common language for defining job titles and by enabling jurisdictions and organizations to plan for, request, and have confidence in the capabilities of personnel deployed for disasters and emergencies from other entities through mutual aid agreements and compacts.

  The Federal Emergency Management Agency requires the implementation of the NQS to qualify for EMPG funding. Recipients and subrecipients are deemed compliant if they are actively progressing toward NQS implementation. Only deployable personnel funded by EMPG must meet NQS certification requirements. Personnel not funded by EMPG or EMPG funded personnel who do not actively participate in incident responses beyond their regular duties (e.g., working in an EOC) are exempt from NQS certification requirements.

Resources:

MSP/EMHSD NIMS
MEMAC
NIMS Implementation and Training | FEMA.gov

Contacts:

Mr. Henrik Hollaender: NIMS Point of Contact, Planning Unit Manager
HollaenderH@michigan.gov
517-898-4225

Mr. Lawrence St. George: Emergency Operations Unit Manager
StGeorgeL@michigan.gov
517-449-0470

Section 9: Communications and Warning

The LEMP shall ensure the jurisdiction maintains the capability for both internal communication with local and state partners and external communication to the public for warning and community engagement. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The LEMP should have alert and warning plans and procedures that include analysis and decision-making protocols for sending an alert, public alert message writing best practices, procedures for coordination, review, and approval of message delivery, as well as plans for training on and exercising alert dissemination through the Integrated Public Alert & Warning System (IPAWS), if available. Their communication systems should be interoperable with other communication systems.

Goal: Verify that the jurisdiction maintains a primary and backup alert and warning system, participates in radio tests and MI CIMS drills/exercises, completes monthly IPAWS proficiency demonstrations, and is actively involved in exercising additional communication methods. Verify that the jurisdiction has alert and warning plans and procedures that include analysis and decision-making protocols for sending an alert, public alert message writing best practices, procedures for coordination, review, and approval of message delivery, as well as plans for training on and exercising alert dissemination through IPAWS, if available. Verify attendance at regional Local Emergency Communications Committee (LECC)/Michigan Association of Broadcasters (MAB) meetings and review of regional plans.

Pub 206 Standard: Section 4.10

Metrics:

- Identify and report on the primary and backup public alerting systems and public opt-in systems.
- Report on primary public alerting system ownership/management for sending public alerts.
- Participate in IPAWS proficiency demonstrations and communications testing.
- Report on meeting with LECC/MAB area representatives each FY.
- Validate public alert and warning plan compliance.

Notes:

- Additional communication drills may include members of the public health sector, the general public, airports, special teams, multiple counties or jurisdictions, etc. This may also include sirens activated, tone alerts with schools, EOC communications drills, etc.
- Additional communication drills may test social media, Auxiliary Communications (AUXCOMM), Ham Radio, Emergency Alert System (EAS), Wireless Emergency Alert (WEA), etc.

- State MI CIMS drills/exercises include any drill/exercise conducted by the state MI CIMS administrators e.g., statewide load tests, quarterly exercises, etc.
- A password is required to access the State and local EAS plans on the MAB website.
- All regional EAS plans were approved and submitted to the Federal Communications Commission by MAB.
- All emergency managers are in their respective EAS region LECC. Membership includes the local broadcast stations, the MSP/EMHSD DC, emergency managers, and representatives of special interest groups.

Resources:

Integrated Public Alert & Warning System (IPAWS)

Michigan-AWN-Plan_Pub-115.pdf

Area EAS Required Monthly Test Schedules

State EAS Plan (EAS Forum, password required)
Michigan Public Alerting Work Group

Contacts:

Ms. Monica McAlister: Emergency Communications Specialist
McAlisterM1@michigan.gov
517-657-1600

Mr. Dan Kelley: Director of Technical Services/Digital Communications Manager, MAB
DKelley@michmab.com
517-484-7444

Section 10: Operations, Procedures, and Facilities

The LEMP shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, restoration of essential functions, and coordination among all levels of government. Procedures shall also be developed to guide incident action planning, situation awareness and reporting, and Damage Assessment (DA). The LEMP shall have a primary facility EOC capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

Goal: Verify that procedures for requesting a Governor's emergency or disaster declaration and state assistance are up to date in the jurisdiction's plans and that they are reviewed by public officials. Ensure that the jurisdiction maintains EOC procedures and provides an updated copy to the DC.

Pub 206 Standard: Sections 4.11 and 4.12

Metrics:

- Annually, verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans or procedures.
- Annually, report on updates to EOC activation procedures for the jurisdiction's EOC and provide a copy to the MSP/EMHSD DC.
- Verify that procedures for declaring a local "state of emergency" and requesting a Governor's emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by March 31.

Notes:

- Reviews with public officials can include a phone call, email, meeting, etc.

Resources:

MSP/EMHSD Publications

- Pub 901 Michigan Damage Assessment Handbook
    - Attachment C, page 23: Formatting for Declaring a local "State of Emergency."
    - Attachment D, Page 24: Format for Requesting a Governor's Emergency or Disaster Declaration and State Assistance.

Professional Development Learning Center (PDLC)
Natural Disaster & Emergency Management University
IS 2200 Basic Emergency Operations Center Functions
G2300: Intermediate Emergency Operations Center Functions
E/G/K2302: Emergency Operations Center Leaders Skillset
E/G/K2304: Emergency Operations Center Planning Skillsets
E/G/K2306: Emergency Operations Center Resource Skillsets
E/G/K2308: Emergency Operations Center Operations and Situational Awareness Skillsets
EOC References and Resources Tool Nov 2020

Contacts:

DC Map

Mr. Henrik Hollaender: NIMS Point of Contact, Planning Unit Manager
HollaenderH@michigan.gov
517-898-4225

Ms. Penelope Burger: Risk Reduction and Recovery Manager, Damage Assessment Point of Contact
BurgerP@michigan.gov
517-898-0551

Section 11: Training

The LEMP shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes the Professional Development Series, MI CIMS, DA, and NIMS training courses. The local emergency manager shall complete the **EMHSD-065 Quarterly Training and Exercise Report form in Smartsheet** and promote available EM training courses for all personnel, including EOC staff, specific to their responsibilities.

Goal: Verify that the jurisdiction is promoting emergency management courses.

Pub 206 Standard: Sections 4.13

Metrics:

- Report on promoting Michigan's Professional Emergency Manager program and related courses.

Notes:

- All training is noted in the EMHSD-065 Quarterly Training and Exercise Reporting Worksheet.
- The State provides the EM training course catalog each year.
- The Natural Disaster & Emergency Management University provides a list of federal training courses each year, including emergency operations center specific training.

Resources:

MSP/EMHSD Training & Exercise Guidebook
PDLC
Natural Disaster & Emergency Management University

Contacts:

Mr. Jack Calhoun: State Training Officer
CalhounJ1@michigan.gov
517-897-6120

Section 12: Exercises, Evaluations, and Corrective Actions

The LEMP shall maintain an exercise program that regularly tests emergency personnel capabilities, plans, procedures, equipment, and facilities. Exercises must meet applicable local, state, and federal requirements and are encouraged to align with Homeland Security Exercise and Evaluation Program (HSEEP) principles.

In accordance with P.A. 390 and Administrative Rule R 30.51(D), at least one exercise must be conducted each FY that tests components of the jurisdiction's EOP. The EMC and/or local emergency manager must actively participate in at least one exercise annually in a functional role such as director, planner, player, evaluator, or controller; observation alone does not qualify.

The LEMP shall document and track exercise activities and submit an After-Action Report/Improvement Plan (AAR/IP) each FY for an exercise that tests the EOP. The AAR/IP should follow HSEEP guidance and be submitted within 90 days of exercise completion. Corrective actions must directly support improvements to the jurisdiction's EOP, procedures, capabilities, or program processes.

Required forms include:

- **EMHSD-065 Quarterly Training and Exercise Report form in Smartsheet**, including the type, grant funding, and number of participants.
- **EMD-006 Annual Integrated Preparedness Plan Worksheet** submitted by the end of the FY.

Goal: Verify the jurisdiction submitted the EMHSD-065 Quarterly Training and Exercise Reporting Worksheet and the EMD-006 Annual Integrated Preparedness Plan Worksheet (multi-year training and exercise plan) and adhered to the required exercise participation listed in the LEMP Work Agreement.

Pub 206 Standard: Sections 4.1

Metrics:

- Verify the jurisdiction conducted at least one exercise that tested the EOP in the FY.
- Verify the jurisdiction submitted at least one HSEEP AAR/IP for an exercise that tested the EOP within 90 days after the exercise.
- Submit EMHSD-065 each quarter.
- Submit EMD-006 annually.

Notes:

- Exercises should use HSEEP principles and methodology to the extent practical, recognizing flexibility based on jurisdiction needs.
- Participation must involve an active exercise role; observation does not meet participation requirements.
- Exercise programs should include testing of personnel skills, plans, and operational coordination to ensure continuous program improvement.

- The EMHSD Training and Exercise Guidebook provides additional guidance on qualifying exercises and AAR/IP expectations.
- The EMD-006 form is required to be submitted annually, the EMHSD-031(survey) asks about form submission in quarters three and four to ensure all local information can be compiled and submitted to the Federal Emergency Management Agency on time.

Resources:

Local EM Program Training and Exercise Reporting Dashboard in MI CIMS (with access to the EMD- and EMHSD-065 forms)

MSP/EMHSD Training & Exercise Guidebook

HSEEP

Contacts:

MSP-EM@michigan.gov – MSP/EMHSD Exercise Technical Assistance Email Address

Ms. Deanna Johnston: State Exercise Officer
JohnstonD3@michigan.gov
517- 648-8689

Section 13: Crisis Communications, Public Education, and Information

The LEMP provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and MIREADY campaigns.

Goal: Document efforts to educate the public about preparedness activities and report Citizen Corps activities.

Pub 206 Standard: Sections 4.15

Metrics:

- Document efforts to educate the public about preparedness activities occurring; checkbox options.
- Report on Citizen Corps and/or Community Emergency Response Team (CERT) activity.

Resources:

MIREADY

Ready Responder

MSP Signs of Terrorism

MSP “Stop a Plot” Campaign

Ready.gov

FEMA National Preparedness

DHS See Something, Say Something

Contacts:

Ms. Tammy Blackburn: Emergency Preparedness Unit Manager
BlackburnT2@michigan.gov
517-243-6071

MSP/MIOC
Signs of Terrorism, “If You See Something, Say Something” Campaign
877-616-4677

Ms. Melissa Sherry: CERT and Citizen Corps Point of Contact
SherryM2@michigan.gov
517-388-3932

Section 14: Other - Unscheduled Emergency Management Activities

No specific guidance: this section can be used to provide information about unscheduled emergency management activities and/or program updates.

Appendix

MSP/EMHSD Contacts for Assistance

First Name	Last name	Contact Information	Specialty
Ms. Jaclyn	**Barcroft**	BarcroftJ@michigan.gov 517-230-2379	Geographic Information Systems Specialist
Lt. Charles	**Barker**	BarkerC@michigan.gov 810-233-8466	District 3 Coordinator
Ms. Deborah	**Bracy**	BracyD@michigan.gov 517-388-1244	Auditor
Ms. Brianna	**Briggs**	BriggsB3@michigan.gov 517-730-1253	MSP/EMHSD Assistant Division Commander
Ms. Penny	**Burger**	BurgerP@michigan.gov 517-898-0551	Risk Reduction and Recovery Section Manager
Ms. Jack	**Calhoun III**	CalhounJ1@michigan.gov 517-897-6120	State Training Officer
Lt. Brenda	**Casperson**	CaspersonB@michigan.gov 269-209-5358	District 5 Coordinator
Mr. Matt	**Cook**	CookM1@michigan.gov 517-730-1689	Operations Management Section Manager
Lt. Michael	**deCastro**	DecastroM@michigan.gov 231-499-8266	District 7 Coordinator
F/Lt. Keith	**Disselkoen**	DisselkoenK@michigan.gov 989-818-2219	State and Local Support Section Manager
Mr. Jeremy	**Hagerman**	HagermanJ3@michigan.gov 517-224-6336	Work Agreement Coordinator
Mr. Henrik	**Hollaender**	HollaenderH@michigan.gov 517-898-4235	Planning Unit Manager
Lt. LaMarr	**Johnson**	JohnsonL30@michigan.gov 248-508-9171	District 2S Coordinator
Lt. Eric	**Johnson**	JohnsonE23@michigan.gov 906-298-1431	District 8 Coordinator

Ms. Deanna	**Johnston**	JohnstonD3@michigan.gov 517-648-8689	State Exercise Officer
Ms. Amanda	**Lung**	LungA@michigan.gov 517-388-8569	Financial Analyst
Mr. Thomas	**Matzke**	MatzkeT@michigan.gov 517-224-6349	HMEP/LEPC/SARA Title III
Ms. Lauren	**Phillips**	phillipsl12@michigan.gov 517-216-0103	Public Information and Preparedness Section Manager
Ms. Kim	**Richmond**	RichmondK@michigan.gov 517-204-0221	Preparedness Grants Unit Manager
Ms. Brenna	**Roos**	RoosB@michigan.gov 517-582-2846	Training and Exercise Section Manager
Mr. Matt	**Schnepp**	SchneppM1@michigan.gov 517-256-1512	Mitigation Unit Manager
Mr. Shane	**Snyder-Hawke**	SnyderHawkeS@michigan.gov 517-898-4769	MI CIMS Coordinator
Mr. Michael	**Sobocinski**	SobocinskiM@michigan.gov 517-881-2512	Local Mitigation Planner
Mr. Larry	**St. George**	StGeorgeL@michigan.gov 517-449-0470	Emergency Operations Unit Manager
Capt. Kevin	**Sweeney**	SweeneyK@michigan.gov 517-719-1195	MSP/EMHSD Commander
Lt. Orville	**Theaker**	TheakerO@michigan.gov 269-953-6099	District 6 Coordinator
Ms. Tiffany	**Vedder**	VedderT@michigan.gov 517-284-3944	Recovery Unit Manager
Ms. Lynn	**Wisley**	WisleyL@Michigan.gov 517-216-0646	Financial Management and Audit Section Manager
Lt. Robert	**Wolf**	WolfR2@michigan.gov 517-927-0393	District 1 Coordinator
Lt. Eric	**Young**	YoungE4@michigan.gov 313-268-0134	District 2N Coordinator

Reporting Submission Schedule

Work Agreement Due: October 31, 2026

Crossover Documents Required Annually: September and October

- **EMHSD-031: Emergency Management Performance Grant Work Agreement/Quarterly Report:**
  Electronically submit with original or e-signature to your DC.
- **EMHSD-017: Summary Request for Emergency Management Assistance Expenses:**
  Electronically submit with original or e-signature to your DC.
- **Current Job Description, Personal Biography, Resume:** EMPG-funded employee(s) on EMHSD-017.
  - Electronically submit position description to your DC
  - Submit FY 27 EMPG-Funded Personal Biography and Resume via Smartsheet.
- **Executive Compensation Form**
  Submit electronically using the link in the EMHSD-031.

First Quarter Report

- **EMHSD-031: Emergency Management Performance Grant Work Agreement/Quarterly Report: DUE: 1/10/27.**
  Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-065 Quarterly Training and Exercise Report: DUE: 1/10/27.**
  Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-007: EMPG Quarterly Expenses Report: DUE: 1/20/27.**
  Submit electronically to your DC.

Second Quarter Report

- **EMHSD-031: Emergency Management Performance Grant Work Agreement/Quarterly Report: DUE: 4/10/27.**
  Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-065 Quarterly Training and Exercise Report: DUE: 4/10/27.**
  Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-007: EMPG Quarterly Expenses Report: DUE: 4/20/27.**

Submit electronically to your DC.

Third Quarter Report

- **EMHSD-031: Emergency Management Performance Grant Work Agreement/Quarterly Report: DUE: 7/10/27.**
  Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-065 Quarterly Training and Exercise Report: DUE: 7/10/27.**
  Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-007: EMPG Quarterly Expenses Report: DUE: 7/20/27.**
  Submit electronically to your DC.

Fourth Quarter Report

- **EMHSD-031: Emergency Management Performance Grant Work Agreement/Quarterly Report: DUE: 10/10/27.**
  Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-065 Quarterly Training and Exercise Report: DUE: 10/10/27.**
  Submit through the MSP/EMHSD electronic reporting platform.
- **EMHSD-007: EMPG Quarterly Expenses Report: DUE: 10/2027.**
  Submit electronically to your DC.
- **EMD-006: Annual Integrated Preparedness Plan Worksheet for 2028-2030:**
  Submit through the MSP/EMHSD electronic reporting platform **DUE: September 30, 2027**.

Document Submission Checklist

Annual Start of the Grant Cycle	Annual End of the Grant Cycle
October 31, 2026 ☐ Signed Work Agreement. ☐ EMHSD-031 (EMPG Work Agreement/Quarterly Report). ☐ EMHSD-017 (Summary Request for Emergency Management Assistance Expenses). ☐ Current Job or Position Description, personal biography, resume. ☐ Executive Compensation form (URL in Section 1 of the Local Work Agreement).	**September 30, 2027** ☐ EMD-006 Annual Integrated Preparedness Plan Worksheet (Provide for the next cycle).
Quarter 1 (October - December)	**Quarter 2 (January - March)**
January 10, 2027 ☐ EMHSD-031 (Work Agreement/Quarterly Report). ☐ EMHSD-065 (Quarterly Training and Exercise Report). **January 20, 2027** ☐ EMHSD-007 EMPG Quarterly Expenses Report.	**April 10, 2027** ☐ EMHSD-031 (EMPG Work Agreement/Quarterly Report). ☐ EMHSD-065 (Quarterly Training and Exercise Report). **April 20, 2027** ☐ EMHSD-007 EMPG Quarterly Expenses Report.
Quarter 3 (April - June)	**Quarter 4 (July - September)**
July 10, 2027 ☐ EMHSD-031 (EMPG Work Agreement/Quarterly Report). ☐ EMHSD-065 (Quarterly Training and Exercise Report). **July 20, 2027** ☐ EMHSD-007 EMPG Quarterly Expenses Report.	**October 10, 2027** ☐ EMHSD-031 (EMPG Work Agreement/Quarterly Report). ☐ EMHSD-065 (Quarterly Training and Exercise Report). **October 20, 2027** ☐ EMHSD-007 EMPG Quarterly Expenses Report.