

2025 Emergency Management Performance Grant (EMPG) Work Agreement Supplemental Document

This document was created by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) and is supplemental to the 2025 EMPG Work Agreement/Quarterly Report (EMHSD-31). This document provides additional information to local emergency management programs to assist with the completion of the EMHSD-31. Each quarter the EMHSD-31 must be completed electronically and submitted through the MSP/EMHSD electronic reporting platform. Once the local Emergency Management Coordinator (EMC) submits the EMHSD-31, it will be forwarded to the District Coordinator (DC) for review and approval.

This document is aligned with the 2025 EMHSD-31 items which are based on the standards identified in the MSP/EMHSD Publication 206: Local Emergency Management Standards. The goal of each work agreement objective is identified in this document along with additional information and available resources that may assist in the completion of the objective.

Work Agreement Objective 1: Administration and Finance

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

Pub 206 Standard: Section 4.1

Metrics:

- Indicate whether the EMPG work agreement/quarterly report was submitted.
 - Select Yes or No.
- Indicate whether the EMPG quarterly expense report was submitted.
 - Select Yes or No.

Notes:

- 1st Quarter Documents: 2025 EMHSD-007, EMHSD-31, EMD-065.
- 2nd Quarter Documents: 2025 EMHSD-007, EMHSD-31, EMD-065.
- 3rd Quarter Documents: 2025 EMHSD-007, EMHSD-31, EMD-065.
- 4th Quarter Documents: 2025 EMHSD-007, EMHSD-31, EMD-065, EMD-006, Current Position Description for EMPG funded personnel.
- There is no form for position descriptions, 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. It is acceptable to submit the same position description with no changes each year if it is still current.
- The original Initial Work Agreement with signatures containing the Chief Elected Official and Emergency Management Program Manager are due by the deadline determined by the MSP/EMHSD.
- The EMHSD-31 and financial forms will be submitted electronically, electronic signatures are acceptable.

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Work Agreement Objective 2: Laws and authorities

Goal: Verify attendance at quarterly district meetings and other meetings related to emergency management, which may assist in the execution of emergency management 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:

- Indicate whether the quarterly district meeting was attended.
 - Select Yes or No.
- List the number of meetings attended per Emergency Support Function (ESF).
 - Examples:
 - Emergency Support Function (ESF) #1 Transportation, # of Meetings.
 - Emergency Support Function (ESF) #7 Logistics, # of Meetings.

Notes:

- The federal ESFs were chosen for the work agreement to organize meetings by type. The program/ Emergency Operation Center (EOC) does not need to be structured according to the 15 Federal ESFs to report in this format.
- Document meetings held with functional areas/annex heads regarding plan updates and other types of meetings e.g., COVID-19 concerns resulted in an increase of public health 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. If this is not occurring, the MSP/EMHSD can analyze and address, e.g., a local program may not be aware of meetings held by the Michigan Department of Health and Human Services and/or MI Voluntary Organizations Active in Disaster. The MSP/EMHSD can help bridge this gap.
- Difference between Regional and District meeting types:
 - Regional – Homeland Security Planning Board meetings.
 - District – District meetings and any additional meetings conducted by the DC.
- 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 Emergency Support Functions \(ESFs\)](#)

Contacts:

[District Coordinator Map](#)

Work Agreement Objective 3: Hazard Identification, Risk Assessment, and Consequence Analysis

Goal: Identify risk/vulnerability assessments that are completed in each jurisdiction. This objective is more detailed than #4 Hazard Mitigation. This objective should identify new hazards and identify vulnerabilities that may not have a hazard mitigation strategy associated with them. Number 4 Hazard Mitigation is a broad (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 and may also support activities in #5 Prevention and #6 Operational Planning.

Pub 206 Standard: Section 4.3

Metrics:

- List the number of assessments completed in the I.P. Gateway tool.
- List the number of risk assessments completed for critical infrastructure facilities such as schools, stadiums, chemical plants, etc.
- List the number of risk assessments completed for special events such as fairs, conventions, concerts, etc.
- List the number of risk assessments completed for local municipalities.
 - This may include a Threat and Hazard Identification and Risk Assessment (THIRA), Hazard Analysis Plan, use of Hazus, etc.
- List the number of risk assessments completed for the county.
 - This may include THIRA, Hazard Analysis Plan, use of Hazus, etc.

Resources:

[MSP/EMHSD Publications](#)

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

[Mitigation Planning Risk Assessments](#)

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Work Agreement Objective 4: Hazard Mitigation

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

Pub 206 Standard: Section 4.4

Metrics:

- Document whether your community has developed a hazard mitigation plan. (This question is conditional in the survey).
 - Select Yes, No, or Adopted County Plan - if you are a local jurisdiction that has an emergency management program but is incorporated in the county hazard mitigation plan.
- Confirm the date of the jurisdiction's hazard mitigation plan.
 - Plan is expired: Select Yes or No
 - Expiration date: Enter the expiration date of the hazard mitigation plan - MM/DD/YYYY.
- Document appropriate steps taken by your jurisdiction to create a new or update an expired hazard mitigation plan.
 - Select the checkbox next to all appropriate steps.
- Report the number of action items in the hazard mitigation plan that have been completed.
 - List the total number of action items.
 - List the number of action items completed.
- Indicate whether the MSP/EMHSD hazard mitigation information announcements and notices of funding availability for hazard mitigation assistance have been sent to local jurisdictions.
 - Select Yes, No, or Does Not Apply for municipal programs.

Notes:

- Document any issues with hazard mitigation grants, e.g., difficulty filling out forms, unable to provide the 25% match, etc.
- When using the State Hazard Mitigation Plan and the Michigan Hazard Analysis as references, users should use the most up to date document. The Hazard Mitigation Plan contains a more up-to-date Hazard Analysis after it is updated.

Resources:

[MSP/EMHSD Programs and Publications](#)

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

[Hazard Mitigation Assistance Grants](#)

[Local Mitigation Plan Review Guide](#)

[Local Mitigation Planning Handbook](#)

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Work Agreement Objective 5: Prevention

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 has participated in.
 - Select the checkbox next to all prevention activities.

Notes:

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

Resources:

[MSP/MIOC](#)

Contacts:

MSP/ [MIOC](#): 877-616-4677

Work Objective 6: Operational Planning

Goal: Document attendance of planning meetings, verify the status of Emergency Operation Plans (EOP)/Emergency Action Guidelines (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:

- List the number of LPT and LEPC meetings that were attended.
- Indicate whether the EOP/EAG is up to date and list the plan expiration date.

- EOP/EAG is current: Select Yes or No
- Expiration date: Enter the expiration date of the EOP/EAG- MM/DD/YYYY.
 - Plans expire every 4 years.
- List the total number of annexes in the EOP/EAG and the number of annexes that were reviewed and/or updated.
 - List the number of total annexes.
 - List the number of annexes updated.
 - Reviewed annexes.
- List the number of times the jurisdiction participated with school officials regarding planning, seminars, outreach, and special events:
 - Planning: Assist/review a school plan; provide planning documents to schools, etc.
 - Seminars: School seminar regarding emergency management/school violence, etc.
 - Outreach: Include schools in emergency management activities such as drills, EOC activation, Student Tools Emergency Planning program, etc.
 - Special Events: Participate in school activities; invite school officials to EM events, etc.
- Indicate whether the jurisdiction's Chief Elected Official (CEO) has signed the EOP/EAG and that their contact information is current and sent to the DC.
 - EOP/EAG CEO signature is current: Select Yes or No
 - Current CEO contact information was sent to DC: Select Yes or No
 - Does not apply: Select if no changes in CEO.
- Verify the status of support EOPs for jurisdictions with a population of 10,000 or more.
 - List the number of total support plans.
 - List the number of current emergency support plans.
 - Support plans expire after an update of the County EOP or a change of the municipal CEO.
 - Does not apply: Municipal programs can select this.
- Report status of Superfund Amendments and Reauthorization Act (SARA) Title III plans.
 - Report the number of total SARA Title III sites, provided by the MSP/EMHSD and the Michigan Department of Environmental Quality.
- Document any problem areas with SARA Title III plans.
 - Does not apply: Municipal programs can select this.
- Verify receipt and distribution of scheduled drill days for school buildings.
 - Drill distribution was received: Select Yes or No
 - Drill distribution was distributed: Select Yes or No

Resources:

[MSP/EMHSD Publications](#)

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

[FEMA Planning Guides](#)

[Michigan Student Tools for Emergency Planning](#)

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Work Agreement Objective 7: Incident Management

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 National Incident Management System (NIMS).

Pub 206 Standard: Section 4.7

Metrics:

- Indicate whether the EOC call list, including the CEO, has been updated and sent to the DC.
 - Emergency Operations Center (EOC) call list is updated: Select Yes or No
 - Emergency Operations Center (EOC) call list has been sent to the DC: Select Yes or No
- Indicate if changes have been made to the EOC call list and sent to the DC.
 - Changes have been made: Select Yes or No
 - Changes have been sent to the DC: Select Yes or No
- Indicate whether an EOC call out drill or actual event has been performed to verify the accuracy of the EOC call list.
 - Emergency Operations Center (EOC) call out drill has been performed: Select Yes or No
 - Emergency Operations Center (EOC) call out for an actual event has been performed: Select Yes or No
- Indicate whether an EOC orientation was conducted.
 - Select Yes or No
- Indicate whether the EMHSD-071 NIMS Implementation, Training Progress, and Resource Inventory Certification has been submitted.
 - EMHSD-071 has been submitted: Select Yes or No

Notes:

- The EOC call list should be updated and submitted to the DC each year and this is listed in the 1st quarter of the work agreement. After the 1st quarter, the metric only asked for changes to be reported and sent to the DC.
- Emergency Operations Center (EOC) orientations can be integrated with EOC planning meetings or EOC call out drills.
- Emergency Operations Center (EOC) orientation may include orientation for new employees, training of new EOC technology/equipment, review of EOC procedures, etc.
- Emergency Operations Center (EOC) call out drill can count towards exercise credit if an After-Action Report (AAR) is completed.
- The EMHSD-071 will be submitted electronically.

Resources:

[MSP/EMHSD NIMS](#)

[National Incident Management System](#)

Contacts:

[District Coordinator Map](#)

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Work Agreement Objective 8: Resource Management and Logistics and Mutual Aid

Goal: Ensure that Mutual Aid Agreements (MAAs) and Memoranda of Understanding (MOUs) are developed and maintained, the Michigan Emergency Management Assistance Compact (MEMAC) is promoted, and that the jurisdiction's NIMS typed resources are current in the Michigan Critical Incident Management System (MI CIMS) Resource Inventory Board.

National Qualifications System:

The National Qualification System (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.

Pub 206 Standard: Sections 4.8 & 4.9

Metrics:

- List the number of new, updated, and current MAAs/MOUs.

- List the number of new MAA/MOUs.
- List the number of updated MAA/MOUs.
- List the number of current MAA/MOUs.
- Document the names of new MEMAC members.

Resources:

[MSP/EMHSD NIMS](#)

[MEMAC](#)

[NIMS Implementation and Training | FEMA.gov](#)

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Work Agreement Objective 9: Communications and Warning

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 Integrated Public Alert and Warning System (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 the primary and backup public alerting systems used in the jurisdiction. (e.g., Emergency Alert System (EAS) & Wireless Emergency Alerts (WEA), sirens, weather radio, social media, etc.)
- Identify the primary and backup public opt-in mass notification systems used in the jurisdiction.
- Verify if the jurisdiction is an IPAWS alerting authority.
 - Select Yes, No, or N/A/IPAWS at the county level.
- If the jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming an IPAWS alerting authority.
 - Select Yes, No, or N/A
- If the jurisdiction is not working towards becoming an IPAWS alerting authority; indicate the reason.
 - Open the text box to document reasons.
- List the number of radio tests that the jurisdiction participated in.
 - List the number of district radio tests.
 - List the number of state radio tests.
 - List the number of other radio tests.

- List the number of MI CIMS drills/exercises that the jurisdiction participated in.
 - List the number of district MI CIMS drills/exercises.
 - List the number of state MI CIMS drills/exercises.
- List the number of monthly IPAWS Proficiency Demonstrations the jurisdiction completed with the IPAWS Test Lab (if IPAWS alerting authority).
- List the number of alert and warning trainings attended.
- Document additional communication tests that the jurisdiction has participated in.
 - Document the name of communication tests.
 - List the number of communications tests.
- List the number of LECC meetings with local MAB region representatives attended.
- Indicate whether the jurisdiction's alert and warning capabilities are compliant with the regional EAS plan and that the plan has been reviewed.
 - Select Yes or No
- Indicate if alert and warning plans and procedures were practiced, validated, and updated.
 - Select Yes or No

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, EAS, 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 on their respective EAS region LECC. Membership includes the local broadcast stations, the MSP/EMHSD DC, every county emergency manager, and representatives of special interest groups. Notices of meetings will be issued by the MAB.

Resources:

[Integrated Public Alert & Warning System \(IPAWS\)](#)

[Area EAS Required Monthly Test Schedules](#)

[State EAS Plan](#) (EAS Forum, password required)

[Michigan Public Alerting Work Group](#)

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Work Agreement Objective 10: Operations and Procedures and Facilities

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:

- Indicate whether the procedures for requesting a governor’s emergency or disaster declaration and state assistance are up to date in the jurisdiction’s plans and have been reviewed with public officials.
 - Procedures are up to date in plans or procedures: Select Yes or No
 - Procedures have been reviewed with public officials: Select Yes or No
- Indicate whether the EOC procedures are current and have been provided to the DC.
 - Report updates to EOC activation, operation, and deactivation procedures: Select Yes or No
 - Procedures have been sent to DC: Select Yes or No
- Indicate whether major updates have been made to EOC procedures and sent to the DC.
 - Major updates have been made: Select Yes or No
 - Major updates have been sent to the DC: Select Yes or No

Notes:

- Review 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.

[Emergency Management Institute EMI IS 2200 Basic Emergency Operations Center Functions EOC References and Resources Tool Nov 2020](#)

Contacts:

[District Coordinator Map](#)

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Work Agreement Objective 11: Training

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

Pub 206 Standard: Sections 4.13

Metrics:

- Indicate if the emergency management course schedule has been promoted.
 - Select Yes or No

Notes:

- All training is included in the EMD-065 Quarterly Training and Exercise Reporting Worksheet.
- The State provides the emergency management training course catalog each year.
- The EMI provides a list of federal training courses each year, including emergency operations center specific training.

Resources:

[MSP/EMHSD Training & Exercise Guidebook](#)

[MI-Train](#)

[Emergency Management Institute](#)

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Work Agreement Objective 12: Exercises, Evaluations, and Corrective Actions

Goal: Verify the jurisdiction submitted the EMD-065 Quarterly Training and Exercise Reporting Worksheet and the EMD-006 Annual Training and Exercise Planning Worksheet (multi-year training and exercise plan) and adhered to the required exercise participation listed in the EMPG work agreement.

Verify the EMPG funded personnel participated in at least one exercise in the fiscal year.

Verify the jurisdiction conducted at least one exercise that tested the EOP in the fiscal year.

Verify the jurisdiction submitted at least one Homeland Security Exercise and Evaluation Program (HSEEP) After-Action Report/Improvement Plan (AAR/IP) for an exercise that tested the EOP in the fiscal year.

Pub 206 Standard: Sections 4.1

Metrics:

- Indicate whether the EMD-065 has been submitted quarterly.
 - Select Yes or No
- Indicate whether the EMD-006 has been submitted annually.
 - Select Yes or No
- Indicate whether the EMPG funded personnel reported at least one exercise participation on the EMD-065.
 - Select Yes or No

- Indicate whether the jurisdiction reported at least one exercise conducted in the funded jurisdiction that tested the EOP on the EMD-065.
 - Select Yes or No
- Indicate whether the jurisdiction submitted the one HSEEP AAR/IP to EMHSD.
 - Select Yes or No

Resources:

[MSP/EMHSD Training & Exercise Guidebook](#)
[HSEEP](#)

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Work Agreement Objective 13: Crisis Communications, Public Education, and Information

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.
 - Awareness weeks: Document name e.g., Severe Weather, Winter Awareness, National Preparedness month, etc.
 - Media: document name of media e.g., social, print, TV, radio, etc.
 - See Something/Say Something: Select Yes or No
 - Eight Signs of Terrorism: Select Yes or No
 - OK2Say: Select Yes or No
- Document any Citizen Corps activity that occurred.
 - Citizen Corps Activity Type/Number of Citizen Corps Activities.

Resources:

[MIREADY](#)
[Ready Responder](#)
[MSP Signs of Terrorism](#)
[Ready.gov](#)
[FEMA National Preparedness](#)
[DHS See Something, Say Something](#)

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[Michigan Intelligence Operations Center \(MIOC\)](#)

Signs of Terrorism, "If You See Something, Say Something" Campaign
877-616-4677