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.