

**FISCAL YEAR 2018
EMPG STATEMENT OF WORK & CUMULATIVE PROGRESS REPORT**

Applicant Name (Jurisdiction):

Jurisdiction DUN/SAM #

Congressional District #

SAM Status

Jurisdiction Population


2017 census data available at:

[Please use the US Census Bureau website](#)

KEY DOCUMENT SUBMISSIONS AND APPROVALS				
Document	Submitter	Date	TDEM Reviewer	Date
Statement of Work				
Progress Report #1				
Progress Report #2				

TASK 1—WORK PLAN & SEMIANNUAL PROGRESS REPORT	
<input type="checkbox"/> Work Plan	Jurisdiction will submit an EMPG Application, two Progress Reports, four Quarterly FEMA Training matrices, and four Quarterly Financial Reports
<input type="checkbox"/> Progress Report #1	<input type="checkbox"/> Progress Report #1 is being submitted to TDEM EMS <input type="checkbox"/> First Financial Report has been submitted to TDEM EMS
<input type="checkbox"/> Progress Report #2	<input type="checkbox"/> Progress Report #2 is being submitted to the TDEM EMS <input type="checkbox"/> Second & Third Quarter Financial Reports have been submitted to TDEM EMS <input type="checkbox"/> Fourth Quarter Financial Report has been submitted to TDEM EMS

TASK 2—LEGAL AUTHORITIES FOR EMERGENCY MANAGEMENT PROGRAM	
<input type="checkbox"/> Work Plan	J Jurisdiction will maintain current legal documents establishing emergency management program <input type="checkbox"/> Legal documents are current & on file with TDEM; no additional action is required. <input type="checkbox"/> Jurisdiction will prepare & submit to TDEM Preparedness Section: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> Jurisdiction completed & submitted to TDEM Preparedness Section: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:
<input type="checkbox"/> Progress Report #2 April 1- September 30	<input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required. <input type="checkbox"/> Jurisdiction completed & submitted to TDEM Preparedness Section: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:

TASK 3—PUBLIC EDUCATION/INFORMATION 	
<input type="checkbox"/> Work Plan	<input type="checkbox"/> Option 1: Jurisdiction will conduct 30 hours of hazard awareness activities for local citizens <input type="checkbox"/> Option 2: Jurisdiction will prepare & distribute public education/information materials to a <u>substantial portion (50% or more of your population)</u> of the community. Please describe the materials to be distributed in the remarks section found on page 6.
<input type="checkbox"/> Progress Report #1 October 1 – March 31 Total # citizens informed	<input type="checkbox"/> Jurisdiction completed the following hazard awareness and/or public education/information activities: <input type="checkbox"/> No Task 3 progress was made this report period.
<input type="checkbox"/> Progress Report #2 April 1 – September 30 Total # citizens informed	<input type="checkbox"/> Jurisdiction completed the following hazard awareness and/or public education/information activities: <input type="checkbox"/> No Task 3 progress was made this report period.

TASK 4—EMERGENCY MANAGEMENT PLANNING DOCUMENTS	
<input type="checkbox"/> Work Plan	<input type="checkbox"/> Jurisdiction reviewed emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> Jurisdiction will develop, update, or change these planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: NOTE: Plans & annexes dated prior to September 30, 2013 must be revised or updated this year. All Plans and Annexes must be NIMS
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> Jurisdiction updated by revision or change the following planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: <input type="checkbox"/> No Task 4 progress was made this report period.
<input type="checkbox"/> Progress Report #2 April 1 – September 30	<input type="checkbox"/> Jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> Jurisdiction updated by revision or change the following planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: <input type="checkbox"/> No Task 4 progress was made this report period.

TASK 5—TEP, NOTIFICATION AND INDIVIDUAL EXERCISE PARTICIPATION

<input type="checkbox"/> Work Plan <input type="checkbox"/> TEP Date Submitted:	<p>Training and Exercise Plan</p> <p>Each jurisdiction must develop and submit a multi-year Training and Exercise Plan (TEP), not less than three years, to TDEM.EMPG@dps.texas.gov by January 31, 2018.</p> <p>Each jurisdiction must submit the Pre-Exercise Notification Form to the TDEM Exercise Unit not less than 45 days prior to a planned exercise event.</p> <p>Each jurisdiction must submit an After Action Report (AAR) and Improvement Plan (IP) for a minimum of two (2) discussion-based exercises and one (1) operations-based exercise. All AARs/IPs all exercise activities to the TDEM Exercise unit not more than 45 days after the conclusion of the exercise.</p> <p>One real world event is currently allowed per fiscal year.</p> <p>NOTE: A Full-Scale exercise must be conducted every three (3) years. **Each EMPG-funded person must complete and submit Individual Exercise Participation forms. All EMPG funded personnel must participate in at least three exercises per year. http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/exerciseParticipForm.pdf</p>
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REQUIRED EXERCISE SCHEDULE

Performance Period	Exercise Type	Exercise Date & Name (List All)	Quarter of Year
Fiscal Year 2018 (October 1, 2017 - September 30, 2018)			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Our last Full-Scale exercise was conducted on (date):


<input type="checkbox"/> Progress Report #1 October 1 – March 31 <input type="checkbox"/> TEP Date Submitted:	Conducted the following exercises and provided documentation to TDEM:		
	Exercise Type	Exercise Name and Date	EMPG Funded
	<input type="checkbox"/> Our jurisdiction completed NO exercise and did not request credit for a real world event <input type="checkbox"/> Exercise approved documentation attached		


<input type="checkbox"/> Progress Report #2 April 1 – September 30 <input type="checkbox"/> TEP Date Submitted:	Conducted the following exercises and provided documentation to TDEM:		
	Exercise Type	Exercise Name and Date	EMPG Funded
	<input type="checkbox"/> Jurisdiction completed NO exercise and did not request credit for a real world event <input type="checkbox"/> Exercise approved documentation attached		

TASK 6—TRAINING FOR EMERGENCY MANAGEMENT PERSONNEL



<input type="checkbox"/> Work Plan	All EMPG funded emergency management personnel will participate in the following training during FY 2018:					
	<table border="1"> <thead> <tr> <th>Position & Name</th> <th>Course Name or Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Position & Name	Course Name or Number			
Position & Name	Course Name or Number					
<input type="checkbox"/> Progress Report #1 October 1 – March 31 <input type="checkbox"/> No training took place this report period.	Emergency management personnel completed the following training <i>and documentation is attached</i> :					
	<table border="1"> <thead> <tr> <th>Position & Name</th> <th>Course Name or Number</th> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Position & Name	Course Name or Number	Date Completed		
Position & Name	Course Name or Number	Date Completed				
<input type="checkbox"/> Progress Report #2 April 1 – September 30 <input type="checkbox"/> No training took place this progress report period.	Emergency management personnel completed the following training <i>and documentation is attached</i> :					
	<table border="1"> <thead> <tr> <th>Position & Name</th> <th>Course Name or Number</th> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Position & Name	Course Name or Number	Date Completed		
Position & Name	Course Name or Number	Date Completed				

TASK 7—EMERGENCY MANAGEMENT TRAINING FOR OTHER PERSONNEL 				
<input type="checkbox"/> Work Plan	Jurisdiction will conduct or arrange emergency management related training for elected officials, other local officials, & support agencies.			
<input type="checkbox"/> Progress Report #1 October 1 – March 31 <input type="checkbox"/> No training took place this progress report period.	The following formal training courses were taught or contracted:			
	Date	Course Title	Description of Attendees	# Trained
<input type="checkbox"/> Progress Report #2 April 1 – September 30 <input type="checkbox"/> No training took place this progress report period.	The following formal training courses were taught or contracted:			
	Date	Course Title	Description of Attendees	# Trained

TASK 8—EMERGENCY MANAGEMENT ORGANIZATIONAL DEVELOPMENT 	
<input type="checkbox"/> Work Plan	Jurisdiction will participate in the following emergency management organizational development activities:
<input type="checkbox"/> Progress Report #1 1 October - March 31 <input type="checkbox"/> No progress this reporting period	Jurisdiction completed the following staff development activities:
<input type="checkbox"/> Progress Report #2 April 1 - September 30 <input type="checkbox"/> No progress this reporting period	Jurisdiction completed the following staff development activities:

REMARKS
(Use an Additional Sheet if Necessary)

JURISDICTION NAME: