

Michigan State Police,  
Emergency Management and Homeland Security Division  
**Fiscal Year 2023 Emergency Management Report Schedule**

**Initial Work Agreement DUE: October 1, 2022**

- **Annual Training and Exercise Plan Worksheet for 2023-2025:** Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by **September 30, 2022**. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".
- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Electronically submit with original or e-signature to your District Coordinator (DC).
- **EMHSD-17: Summary Request for Emergency Management Assistance Expenses:** Electronically submit with original or e-signature to your DC.
- **Current Job Description:** For federally EMPG funded employee on EMHSD 17. Electronically submit to your DC.

**First Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 1/10/23**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 1/10/23**. Submit through Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) electronic survey tool.
- **EMHSD-007: EMPG Quarterly Expenses Report:** **DUE: 1/20/23**. Submit electronically to your DC.

**Second Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 4/10/23**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 4/10/23**. Submit through MSP/EMHSD electronic survey tool.
- **EMHSD-007: EMPG Quarterly Expenses Report:** **DUE: 4/20/23**. Submit electronically to your DC.

**Third Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 7/10/23**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 7/10/23**. Submit through MSP/EMHSD electronic survey tool.
- **EMHSD-007: EMPG Quarterly Expenses Report:** **DUE: 7/20/23**. Submit electronically to your DC.

**Fourth Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 10/10/23**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 10/10/23**. Submit through MSP/EMHSD electronic survey tool.
- **EMHSD-007: EMPG Quarterly Expenses Report:** **DUE: 10/20/23**. Submit electronically to your DC.
- **Annual Training and Exercise Plan Worksheet for 2023-2025:** Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by **September 30, 2023**. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".