

Michigan State Police  
Emergency Management and Homeland Security Division  
**Fiscal Year 2024 Emergency Management Performance Grant  
Document Submission Checklist**

- ☐ **September 30, 2023** – Annual Training and Exercise Plan Worksheet for 2024-2026.
  
- ☐ **October 1, 2023** – Initial Work Agreement, EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report), EMHSD-17 (Summary Request for Emergency Management Assistance Expenses), current job description, and Executive Compensation form.
  
- ☐ **January 10, 2024** – EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
  
- ☐ **January 20, 2024** – EMHSD-007 – EMPG Quarterly Expenses Report.
  
- ☐ **April 10, 2024** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
  
- ☐ **April 20, 2024** - EMHSD-007 – EMPG Quarterly Expenses Report.
  
- ☐ **July 10, 2024** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
  
- ☐ **July 20, 2024** - EMHSD-007 – EMPG Quarterly Expenses Report.
  
- ☐ **September 30, 2024** – Annual Training and Exercises Plan Worksheet for 2023-2025.
  
- ☐ **October 10, 2024** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMHSD-065 (Quarterly Training and Exercise Report).
  
- ☐ **October 20, 2024** - EMHSD-007 – EMPG Quarterly Expenses Report.