



OFFICE OF
PREPAREDNESS
AND EMERGENCY
MANAGEMENT

Medical Reserve Corps Workplan Template

Budget Period 1 - 2017-2018

Wokplan Guidelines:

OBJECTIVE	What will be achieved. Must be SMART
PHEP CAPABILITY(IES)	What PHEP capability is being addressed
PLANNED ACTIVITIES	How will the objective be achieved
EVALUATION MEASURE(S)	How will success be measured
OUTPUTS	What are the anticipated results of the planned activities
DATE TO BE COMPLETED	When will the objective be met
RESPONSIBLE ENTITY	Who is responsible for meeting the objective

The Workplan should drive and inform your budget and be organized to focus on accomplishments. The Workplan will allow MRCs to highlight their successes and demonstrate the impact of their program.

To be eligible for Budget Period 1 funding MRC’s must ensure the following:



Cooperate with the HMCC to ensure that all expenditures are made in compliance with deliverable requirements, the MDPH “Grants Management Manual (2017)”, and all applicable procurement rules and requirements.



Provide to the HMCC Quarterly Expenditure Reports, Budget Modifications, detailed original receipts, spending forecasts, work plans and any other needed information at the close of each quarter.



Upon change in unit leadership, complete Appendix C within 60 days of the change and contact the State MRC Coordinator to determine how to achieve the required training for MA Responds.



Exercises and drills that are planned by MRCs and supported with PHEP funds must be HSEEP compliant. Additionally, the appropriate exercise documentation must be submitted to OPEM. This includes the timely advanced submission of an Exercise Notification Form as well as HSEEP-compliant AAR/IPs following completion of an exercise. Call down drills may use the [MRC template](#).



Comply with the Process for Volunteer Requests during a Cross Jurisdictional Request (as currently written or later amended) to mobilize MRC volunteers across unit or regional boundaries if needed.



Select a representative to attend all regular scheduled regional and state MRC meetings, and designate an alternate to attend if the selected representative is unable to attend.



Volunteers who have not completed the credentialing process will not be considered deployable through MDPH and will not be utilized for staffing of any MDPH activation.



Work collaboratively with the regional HMCC executive leadership group to promote awareness of local MRC unit activities and provide input regarding development of policies and procedures for requesting assistance from local or regional units in the event of a response.



Notify MDPH of any deployment/standby request (not from DPH) within 48 hours.



Reply to requests for documenting large-scale/regional event responses.

Failure of Medical Reserve Corps Units to comply with these requirements and/or with fiscal guidelines issued by MDPH may necessitate repayment of funds received by the entity and/or affect eligibility for future funds.

MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH – OFFICE OF PREPAREDNESS AND EMERGENCY MANAGEMENT
HPP/PHEP Public Health Emergency Preparedness Cooperative Agreement – Budget Period 1 (July 1, 2017 - June 30, 2018)
___ MRC Deliverables

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Deliverable #1	
Objective	
PHEP Capability	
Planned Activities	
Evaluation Measure(s)	
Outputs	
Date to be completed by	
Responsible Entity	
Quarterly Updates	

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