This agreement, when signed by the Chief Executive Officer and Emergency Manager of this jurisdiction, and the ADEM Area Coordinator and Director of ADEM, constitutes a formal agreement for the performance of all mandated activities required under the Emergency Management Performance Grant (EMPG) executed between the State of Arkansas and the US Department of Homeland Security Federal Emergency Management Agency (FEMA) for Federal Fiscal Year 2020 grant program. ADEM is the grant recipient and the local jurisdictions are the sub-recipients. The period of performance is October 1, 2020-September 30, 2021.

FY 20 Emergency Management Performance Grant (EMPG):

1. Quarterly Reporting:

   EMPG sub-recipients will submit the EMPG Quarterly Performance Report by email to the ADEM EMPG Coordinator at empg@adem.arkansas.gov.

   EMPG sub-recipients will submit quarterly expense claims along with supporting documentation of eligible EMPG expenses to the ADEM EMPG Coordinator. Salaries and associated fringe will be reported on the EMPG Quarterly Salary Claim and EMPG Quarterly Fringe Claim. Non-salary and fringe expenses will be reported on the EMPG Quarterly Other Expenditure Claim.

   **FY20 EMPG Reporting Deadlines**

<table>
<thead>
<tr>
<th>Months</th>
<th>Performance Report</th>
<th>Expense Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT – DEC 2020</td>
<td>JANUARY 20, 2021</td>
<td>FEBRUARY 15, 2021</td>
</tr>
<tr>
<td>JAN – MARCH 2021</td>
<td>APRIL 20, 2021</td>
<td>MAY 15, 2021</td>
</tr>
<tr>
<td>APRIL – JUNE 2021</td>
<td>JULY 20, 2021</td>
<td>AUGUST 15, 2021</td>
</tr>
<tr>
<td>JULY – AUG 2021</td>
<td>AUGUST 31, 2021</td>
<td></td>
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<tr>
<td>JULY – SEPT 2021</td>
<td></td>
<td>NOVEMBER 15, 2021</td>
</tr>
</tbody>
</table>

   A copy of this Program Paper is located on the ADEM website at https://www.dps.arkansas.gov/emergency-management/adem/grants-funding/emergency-management-performance-grant/. Performance and Expense reports must be received by the deadline in order to receive quarterly payment.

2. Exercise:

   All EMPG funded personnel must complete the annual Integrated Preparedness Planning Workshop survey (IPPW, formerly the TEPW), part of the Preparedness Certification, by April 30, 2021. It is recommended that you attend the IPPW (formerly the TEPW).

   For the FY20 period of performance (October 1, 2020-September 30, 2021) each jurisdiction with EMPG funded personnel or receiving EMPG funding for other expenditures must plan or be a part of the planning process for a minimum of one exercise which will be conducted during the FY21 (October 1, 2021 – September 30, 2022) period of performance with the AAR due to ADEM by August 31, 2022. The exercise must be planned based on threats/hazards of the jurisdiction(s) and utilize local plans, policies, and/or procedures as well as follow the FEMA HSEEP design and
development framework. Each jurisdiction must complete the EMPG Quarterly Performance Report detailing their exercise planning progress (see FY20 EMPG Reporting Deadlines.) The final exercise plan is due August 31, 2021.

3. Training:

Each employee whose salary and/or benefits are funded by any portion of EMPG funding will complete the following 13 courses during their first full EMPG period of performance. The employee will maintain documentation of successful completion and provide verification of completion (certificates) to the ADEM EMPG Coordinator.

NIMS:
- IS-100 – Introduction to ICS
- IS-200 – Basic ICS
- IS-700 – National Incident Management System
- IS-800 – National Response Framework, An Introduction
- G-300- Intermediate Incident Command *
- G-400- Advanced Incident Command *

FEMA Professional Development Series:
- IS-120.c – An Introduction to Exercises
- IS-235.c – Emergency Planning
- IS-240.b – Leadership and Influence
- IS-241.b – Decision Making and Problem Solving
- IS-242.b – Effective Communication
- IS-244.b – Developing Volunteer Resources

*Only EMPG funded Coordinator and Deputy Coordinator are required to complete by August 31, 2021 and provide a copy to ADEM.

4. NIMS:

Local EM coordinators and supervisory staff will complete all required curriculum, including the National Incident Management System (NIMS) course material to include IS 700, IS 800, IS 100, IS 200, ICS 300, and ICS 400 appropriate to their level of supervision as outlined in the ADEM Training Plan. They shall ensure that all agencies, departments and other entities, to include political sub-divisions, within the jurisdiction who have a response role or function, and who receive federal preparedness grant monies, have met the training requirements appropriate to that discipline, for implementation of the NIMS.

The Local NIMS Coordinator will develop and maintain a system to track the NIMS compliance status of the jurisdiction and all political sub-divisions. The NIMS survey will be completed as part of the Preparedness Certification due by 4/30/2021.

5. Planning:

Jurisdiction officials will review the Emergency Operation Plan and complete the Preparedness Certification due April 30, 2021.
6. Financial:

EMPG is reimbursed at 50%. Each Jurisdiction has two options for matching federal funds.

   a. Hard Match - Actual dollar amounts spent for project-related and allowable costs under the grant agreement
   b. Soft Match - The valuation of in-kind services. The jurisdiction must obtain prior approval through ADEM.

***Note: Federal Grant Funds cannot be matched with any other Federal funds.***

EMPG sub-recipients shall comply with the most recent version of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards codified at 2 CFR, Part 200.

EMPG sub-recipients must maintain an active System for Award Management (SAM) account. It is a requirement to notify ADEM if the jurisdiction becomes debarred or suspended during the period of performance of the grant year.

Each sub-recipient must submit an annual budget detailing their planned EMPG spending prior to award of funds. The EMPG Coordinator will email the budget requirements and due date.

The EMPG sub-recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

Monitoring of EMPG sub-recipients will occur as scheduled by ADEM. This will involve the review and analysis of the financial, programmatic, and performance documents relative to the EMPG grant program. The sub-recipients must permit access to the sub-recipients’ records and financial statements as necessary in order to complete the monitoring process.

Local jurisdictions must comply with applicable federal, state, and local procurement laws.

7. Record retention:

Recordkeeping is critical. Grant files and documentation must be safely retained and accessible in accordance with federal regulations.

Records must be retained three (3) years from ADEM’s submission of final grant closeout or the date specified by jurisdictions’ record retention policy, whichever is greater. Record destruction dates will be provided by ADEM.

8. Other guidelines:

Refer to the attached Agreement Articles.
FY 20 Emergency Management Performance Grant (EMPG)

I have received and understand the Program Papers for the EMPG program. I understand that failure to complete the requirements by the provided deadlines within the grant period will result in a loss of current or future EMPG funding. Original signatures are required.

| Quarterly Performance Reports         | January 20, 2021  
|                                      | April 20, 2021    
|                                      | July 20, 2021     
|                                      | August 31, 2021   |
| Quarterly Expense Claims             | February 15, 2021 
|                                      | May 15, 2021      
|                                      | August 15, 2021   
|                                      | November 15, 2021 |
| Preparedness Certification: IPPW     | April 30, 2021    |
| (formerly TEPW) Survey               |
| Preparedness Certification: NIMS     | April 30, 2021    
| Survey                              |
| Preparedness Certification: EOP      | April 30, 2021    
| Certification                        |
| Exercise Plan                       | August 31, 2021   |
| Training Certificates               | August 31, 2021   |

________________________________________________________________________

Jurisdiction

________________________________________________________________________

County Judge/Mayor/City Manager      Date      Local Emergency Manager      Date

________________________________________________________________________

AJ Gary, Director, ADEM       Date      ADEM Area Coordinator       Date