

ANNUAL LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT

PROGRAM PAPER

FEDERAL FISCAL YEAR 2023

(Oct. 1, 2023 – Sept. 30, 2024)

This agreement, when signed by the County Judge and County 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 2023 grant program. ADEM is the grant recipient and the local jurisdictions are the sub-recipients. The period of performance is October 1, 2023 - September 30, 2024.

FY 23 Emergency Management Performance Grant (EMPG):

1. Quarterly Reporting:

EMPG sub-recipients will submit the EMPG Performance Report and submit to the ADEM EMPG Coordinator.

EMPG sub-recipients will submit quarterly salary and fringe of EMPG funded personnel from the FY23 application. Salaries and associated fringe will be reported on the EMPG Quarterly Salary Claim and EMPG Quarterly Fringe Claim. There is also \$500 allocated for registration for the Arkansas Emergency Management Conference.

FY23 EMPG Reporting Deadlines

Months	Performance Report	Expense Reports
OCT – DEC 2023	JANUARY 20, 2024	FEBRUARY 15, 2024
JAN – MARCH 2024	APRIL 20, 2024	MAY 15, 2024
APRIL – JUNE 2024	JULY 20, 2024	AUGUST 15, 2024
JULY – SEPT 2024		NOVEMBER 15, 2024

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:

- Each County shall perform the exercise plan that was submitted during FY22 (October 1, 2022 through September 30, 2023) grant year. The final and approved After Action Report (AAR) and Improvement Plan (IP) is due within 90-days of the exercise or August 31, 2024, whichever is earliest.
- Contact the ADEM Exercise Section for questions at Exercise@adem.arkansas.gov.

3. Integrated Preparedness Plan (IPP) & Workshop

a. Each County shall complete one Integrated Preparedness Plan Workshop (IPPW) and submit a completed Integrated Preparedness Plan by August 31, 2024. Required quarterly milestones are as followed and should be documented:

i. Quarter 1 (Oct. 2023 – December 2023)

1. Attend the ADEM Integrated Preparedness Plan training.
2. Identify your planning team members & potential workshop participants
3. Identify a facility to host a workshop.

ii. Quarter 2 (January 2024 – March 2024)

1. Identify a workshop date.
2. Send the invite to all workshop participants.
3. Begin to assess the needs of the community and a minimum of three preparedness goals.
4. Develop a workshop agenda and supporting documents.

iii. Quarter 3 (April 2024 – June 2024)

1. Host the workshop
2. Begin drafting the Integration Preparedness Plan
3. Submit Meeting Minutes and Sign-In Roster

iv. Quarter 4 (July 2024 – August 2024)

1. Finalize and submit the County Integrated Preparedness Plan (IPP) by August 31, 2024.

b. Contact the ADEM Integrated Preparedness Team for questions at IPP@adem.arkansas.gov.

4. Training:

a. Each employee whose salary and/or benefits are funded by any portion of EMPG funding shall complete the following 15 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.

National Incident Management System (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.a – An Introduction to Exercises
- IS-230.d – Principles/Fundamentals of Emergency Management
- IS-235.b – 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

Exercise Training:

IS-130.a - How to be an Exercise Evaluator

L-0146 - Homeland Security and Evaluation Program (HSEEP) within 2 years.

b. Contact the ADEM Training Section for questions at Training@adem.arkansas.gov.

5. 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.

6. The Local NIMS Coordinator will develop and maintain a system to track the NIMS compliance status of the jurisdiction and all political sub-divisions.

a. An annual NIMS compliance form provided by ADEM shall be completed and submit to the State NIMS Coordinator by April 30, 2024.

b. Contact the State NIMS Coordinator for questions at Training@adem.arkansas.gov.

7. Planning:

a. County Judges and Emergency Managers shall maintain a current Preparedness Certification letter in the County Emergency Operation Plan (EOP).

b. County EOPs and Preparedness Certifications are valid for a maximum of five years.

c. Contact the ADEM Planning Section for questions at Planning@adem.arkansas.gov.

8. Financial:

The 50% match requirement will be provided by ADEM sources. Local jurisdictions will not be required to match FY23 EMPG funding they receive.

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 application detailing their planned EMPG spending prior to award of funds. The EMPG Coordinator will email the application requirements at a later 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.

9. 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. Destruction dates will be emailed by the EMPG Coordinator.

10. Other guidelines:

Refer to the attached Agreement Articles.

FY 23 Emergency Management Performance Grant (EMPG)

(Oct. 1, 2023 – Sept. 30, 2024)

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, 2024 April 20, 2024 July 20, 2024
Quarterly Expense Claims	February 15, 2024 May 15, 2024 August 15, 2024 November 15, 2024
Preparedness Certification: NIMS	April 30, 2024
Preparedness Certification: EOP Certification	April 30, 2024
Training Certificates	August 31, 2024
Exercise AAR/IP from FY22	90 days after exercise or August 31, 2024, whichever is earlier
Integrated Preparedness Plan	August 31, 2024 (follow quarterly milestones)

Jurisdiction

County Judge

Date

County Emergency Manager

Date

AJ Gary, Director

Date

ADEM Area Coordinator

Date

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