

ANNUAL LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT

PROGRAM PAPER

FEDERAL FISCAL YEAR 2022

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 2022 grant program. ADEM is the grant recipient and the local jurisdictions are the sub-recipients. The period of performance is October 1, 2022-September 30, 2023.

FY 22 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 FY22 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.

FY22 EMPG Reporting Deadlines

Months	Performance Report	Expense Reports
OCT – DEC 2022	JANUARY 20, 2023	FEBRUARY 15, 2023
JAN – MARCH 2023	APRIL 20, 2023	MAY 15, 2023
APRIL – JUNE 2023	JULY 20, 2023	AUGUST 15, 2023
JULY – SEPT 2023		NOVEMBER 15, 2023

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:

IPPW-

Every jurisdiction must complete the annual Integrated Preparedness Planning Workshop (IPPW) survey, as part of the Preparedness Certification, by April 30, 2023.

Exercise Completion-

Every jurisdiction must conduct the exercise, which was planned and approved during the FY21 period of performance. The After-Action Review (AAR) for this exercise is due within 90 days of completion of exercise or by August 31, 2023, if conducted after May 30, 2023.

Exercise Plan-

Throughout FY22 (October 1, 2022 - September 30, 2023) each jurisdiction must plan a minimum of one exercise to be conducted during the FY23 period of performance. The completed exercise plan is due August 31, 2023.

All exercises must be planned and conducted based on identified threats or hazards to the jurisdiction and utilize local plans, policies, and/or procedures, and be consistent with the FEMA Homeland Security Exercise and Evaluation Program (HSEEP) principles.

All documents shall be submitted to exercise@adem.arkansas.gov, by the due dates listed above.

As defined in the HSEEP principles, it is recommended that all exercise apply a progressive, multi-year program approach that builds upon the previous exercise. (i.e. 1 - Workshop, 2 - Table Top Exercise, 3 - Functional Exercise, 4 - Full Scale Exercise.)

3. Training:

Each employee whose salary and/or benefits are funded by any portion of EMPG funding will 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.

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.

4. 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.
5. 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 4/30/2023.

6. Planning:

Jurisdiction officials will review the County Emergency Operation Plan (EOP) and complete the Preparedness Certification due April 30, 2023.

7. Financial:

The 50% match requirement will be provided by ADEM sources. Local jurisdictions will not be required to match FY22 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.

8. 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.

9. Other guidelines:

Refer to the attached Agreement Articles.

FY 22 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, 2023 April 20, 2023 July 20, 2023
Quarterly Expense Claims	February 15, 2023 May 15, 2023 August 15, 2023 November 15, 2023
Preparedness Certification: IPPW (formerly TEPW) Survey	April 30, 2023
Preparedness Certification: NIMS Survey	April 30, 2023
Preparedness Certification: EOP Certification	April 30, 2023
Training Certificates	August 31, 2023
Exercise Plan	August 31, 2023
Exercise Completion from FY22	See Exercise Section

Jurisdiction

County Judge

Date

Local Emergency Manager

Date

AJ Gary, Director

Date

ADEM Area Coordinator

Date

FY 22 Emergency Management Performance Grant (EMPG)
(county copy)

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