

ANNUAL LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT

PROGRAM PAPER

FEDERAL FISCAL YEAR 2024

Oct. 1, 2024 – Sept. 30, 2025

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 2024 grant program. ADEM is the grant recipient and the local jurisdictions are the sub-recipients.

The period of performance is October 1, 2024 - September 30, 2025.

1. Quarterly Reporting:

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

Salary and fringe benefits are eligible for reimbursement for the positions listed on the FY24 application. The Arkansas Emergency Management Association conference registration fees for up to 2 people are also eligible for reimbursement. The forms for salary, fringe benefits, and conference registration fees are available on the Department of Public Safety website (dps.arkansas.gov.) The link is provided below.

Reporting Deadlines

Months	Performance Report	Expense Reports
OCT – DEC 2024	JANUARY 20, 2025	FEBRUARY 15, 2025
JAN – MARCH 2025	APRIL 20, 2025	MAY 15, 2025
APRIL – JUNE 2025	JULY 20, 2025	AUGUST 15, 2025
JULY – SEPT 2025		NOVEMBER 15, 2025

A copy of this Program Paper and forms are 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. 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.
3. 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.
4. 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, 2025.
 - b. Contact the State NIMS Coordinator for questions at Training@adem.arkansas.gov.
5. Planning:
- a. County Judges and Emergency Managers shall maintain a current Preparedness Certification letter in the County Emergency Operation Plan (EOP).
 - b. County EOP's and Preparedness Certifications are valid for a maximum of five years.
 - c. Contact the ADEM Planning Section for questions at Planning@adem.arkansas.gov.

6. Financial:

The 50% match requirement will be provided by ADEM sources. Local jurisdictions will not be required to match FY24 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 to request EMPG funds. The EMPG Coordinator will email the application requirements. It is the responsibility of the county to provide updated information for changes in the financial point of contact or banking information that is used for direct deposit.

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. The EMPG Coordinator will email destruction dates.

8. Other guidelines:

The Agreement Articles will be attached with the Award letter and will be available on the website.

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, 2025 April 20, 2025 July 20, 2025
Quarterly Expense Claims	February 15, 2025 May 15, 2025 August 15, 2025 November 15, 2025
Preparedness Certification: NIMS	April 30, 2025
Training Certificates	August 31, 2025

Jurisdiction

County Judge Date _____
County Emergency Manager Date

AJ Gary, Director Date _____
ADEM Area Coordinator Date

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