

APPENDIX 11

ARNG EMERGENCY MANAGEMENT PROGRAM COORDINATOR (EMPC) ACTIVITIES

Section 1101. General.

- a. This Appendix to the Master Cooperative Agreement (MCA) prescribes the terms, conditions and administrative procedures related to the National Guard Bureau's (NGB's) federal contribution for the Army National Guard (ARNG) Operations Division, Operations Division Protection Branch (ARNG-ODP) Emergency Management Program Coordinator (EMPC) Activities Cooperative Agreement program within the State. This Appendix is also referred to as the Emergency Management Cooperative Agreement (EMCA)
- b. Statement of Facts.
 - (1) The authorities and provisions set forth in NGR 5-1 are incorporated into this Appendix by reference.
 - (2) NGB is authorized to contribute federal funds to the State for certain expenses incurred in rendering EM implementation, sustainment operations, maintenance and services of EM equipment per 32 USC 106 and 107, Annual Appropriations and Availability of Appropriations and in accordance with Homeland Security Presidential Directive-5, DoDI 6055.17, DoD Installation Emergency Management Program, AR 525-27, Army Emergency Management Program, and DA PAM 525-27, Army Emergency Management Program.
 - (3) ARNG-ODP shall provide 100 percent federal support within funding limitations for authorized/appointed EMPC personnel. EMPC support is authorized for facilities described as joint use of the state and the federal government, and coded for federal support in the Facilities Inventory and Support Plan (FISP).
 - (4) EMPC services rendered beyond the scope of services authorized in this Appendix will not be supported by federal funds.

Section 1102. Additional Definitions.

- a. EM - Emergency Management.
- b. EMPC - Emergency Management Program Coordinator.
- c. MDEP – Management Decision Package.
- d. AMSCO – Army Management Structure Codes.

Section 1103. Office of Primary Responsibility.

- a. The Office of Primary Responsibility for this Appendix is the Army National Guard Operations Division, Operations Division Protection Branch (ARNG-ODP), National Guard Bureau, Army National Guard Readiness Center, 111 S. George Mason Drive, Arlington, Virginia 22204-1382.
- b. Chief, Operations Division Protection Branch, for the purposes of this Appendix, is the designee of the Chief, National Guard Bureau, and is the individual authorized: to make final approval of all EMPC program budgets and modifications to them and to the language of this Appendix, to authorize distribution of EMPC funds to the USPFO, to receive specified accounting reconciliation reports, and to take any other action on behalf of NGB, as specifically reserved under this Appendix for ARNG-ODP.

The EM program manager, ARNG-ODP, acts on behalf of the Chief, Operations Division Protection Branch in the daily administration of this Appendix.

Section 1104. Scope of Agreement.

- a. Scope of Services.
 - (1) The Grantee shall provide Emergency Management Program Coordinator (EMPC) activities assistance services for ARNG Emergency Management operations within respective State/Region/Territory/District and subordinate ARNG installations/facilities.
 - (2) The EMPC will be designated in writing, will be experienced in EM operations and will have successfully completed such specified training as required by the OPR-PM. The EMPC will assist in the synchronization and integration of EM requirements into state/territory/district ARNG operations.
- b. Performance Specifications. The Grantee is responsible for and shall furnish, via the EMPC, services incidental to ARNG Emergency Management operations in the state/territory/district/region as required, to include the following:
 - (1) Implementation, synchronization, integration, and sustainment of an EM program at the state/territory/district level JFHQ and subordinate ARNG installations/facilities within designated JFHQ AOR.
 - (2) Advise and assist in the development and maintenance of state/territory/district JFHQ all hazard/all threat emergency response plans. Coordinate with local, state, tribal and federal agency emergency managers to ensure EM plans are mutually supporting and properly integrated.
 - (3) Advise and assist in the organization of command and staff relationships with regards to EM. Assist in the establishment of a functional state/territory/district/regional Emergency Management Working Group (EMWG).
 - (4) Shall function as a member of the EMWG.
 - (5) Advise and assist in all ARNG emergency planning, coordination, and integration within a state/territory/district or assigned region.
 - (6) Advise and assist in the development and dissemination of EM plans, supplemental guidance, and mandatory standards for protecting ARNG installations/facilities, activities and operations related to, preparing for, mitigating the potential effects of, preventing, responding to, and recovering from all multi-agency and/or multi-jurisdictional emergencies on or impacting ARNG installations and facilities.
 - (7) Provide planning guidance and assistance to subordinate installations/facilities within state/territory/district or region to assist in establishing an all-hazards risk management program.
 - (8) Assist subordinate installations/facilities to develop risk and vulnerability assessments as it relates to specific hazards within respective state/territory/district or assigned region.
 - (9) Be available as a subject matter expert for senior commander's/TAG's with regard to their specific responsibilities related to Emergency Management, IAW AR 525-27, and DA PAM 525-27 and DA and ARNG EM policy and guidance.
 - (10) Assist state/territory/district and subordinate installations and facilities to establish a training program for all hazards emergency management and response to comply with ARNG policy/guidance.
 - (11) Assist with and track Installation EM training requirements.
 - (12) Assist state/territory/district or region and subordinate installations to establish a community awareness program (Ready Guard/Army) to ensure Soldiers and family members are provided guidance on individual and family emergency preparedness.
 - (13) Advise and assist in developing a data call process within state/territory/district to identify EM supporting requirements to include training and exercise support and sustainment of specialized CBRNE/AEFRP (if issued) equipment.

- (14) Advise and assist ARNG installations with corrective actions identified during EM exercises and inspections.
- (15) Periodically assess installation emergency response capabilities throughout state/territory/district.
- (16) Assist in the preparation and maintenance of contingency plans for the mediation, mitigation, alert, and response, recovery, of all hazards / threats or events.
- (17) Assist with coordination between ARNG and federal, state, local, tribal, and Military law enforcement, emergency managers/officials to develop, update, and support the state/territory/district EM plans.
- (18) Assist with the development and coordination of Memoranda of Agreement/Memoranda of Understanding between state/territory/district ARNG and federal, state, local, tribal law enforcement and emergency services to support ARNG installations/facilities.
- (19) Assist with the development and coordination of conducting, publishing and dissemination of annual state/territory/district/region specific EM exercises/assessments and assist subordinate elements in conducting localized EM exercises/assessments.
- (20) Assist with state/territory/district/region compliance with EM training requirements set forth by DA and ARNG. Consolidate and provide training updates for all ARNG personnel, civilians and family members. Ensure EM training is incorporated into unit training plans and pre-mobilization training and exercises.
- (21) Advise and assist the synchronization and integration of the ARNG community awareness program into emergency planning, preparation, and training.
- (22) Establish working relationship with state/territory/district Family Readiness Group (FRGs) to assist in implementing the Ready Guard program.
- (23) Advise and assist in conducting quarterly EM reporting requirements for subordinate installations, facilities and sites.
- (24) Advise and assist in conducting annual EM program reviews and evaluations of subordinate EM programs.
- (25) Advise and assist in EM resource management and ensure EM funding requirements are identified prior to and during the Program Objective Memorandum (POM) cycle.
- (26) Advise and assist with state/territory/district Installation Status Report service 604 entries to ensure the state/territory/district properly identifies levels of readiness.
- (27) Advise and assist in the maintenance of State EM program products on the ARNG GKO portal.
- (28) Provide subject matter expertise to state/territory/district ARNG Commanders and members of EMWG/Protection Working Group.

Section 1105. Authorized Activities/Charges.

- a. Personnel. Payments for state employee salaries, to include approved overtime, and allowable benefits in accordance with state personnel policy for the payment of salary and benefits of like state government positions within the same geographic area. If a state has a pay raise, pay freeze, or pay cap, a hiring freeze or employee furloughs for like positions throughout the state, then state employees under this appendix will have corresponding limitations. When there is no like state government position available, salaries and benefits will be equivalent to a comparable grade and series Federal Civil Service position in the geographic area.
 - (1) Grantee contracts for services IAW Section 104
 - (2) Reimbursement of travel expenses is authorized, at a rate consistent with State regulations, for personnel performing EM activities away from main office. However, reimbursement for travel and per diem is as specified in 2 CFR §200.474.
- b. Training. Costs associated with EM certifications, examinations, or licensing which are required to meet ongoing (not initial training requirements) EM goals and objectives as set forth by the ARNG Emergency Management program are authorized. In addition, costs associated with training include required attendance at ARNG EM training workshop events, EM training/certification courses, and specified EM certification training for authorized equipment. Courses and training directly related to enhancing the

industry trade performance of authorized EM personnel in the execution of their EM responsibilities may be requested and possibly authorized. Training is not necessarily intended to provide for educational diplomas and certifications.

Section 1106. Unauthorized Activities/Charges.

- a. Procurement of uniforms for EM personnel is not authorized.
- b. Procurement of non-authorized EM equipment as per ARNG EM standards and criteria for an installation /facility is not authorized. HQDA is in the process of developing equipment standards for mass warning and notification systems and CBRNE All Hazards protective suits. For the most recent guidance commands will contact ARNG ODP.
- c. All activities/charges not authorized in Section 105 (Authorized Activities/Charges) or expressly approved in writing by NGB ARNG ODP are unauthorized.

Section 1107. Budget Requirements.

- a. The federal CA PM in the state shall submit a budget to ARNG-ODP EM program manager for approval by 01 APR for each succeeding fiscal year. Upon approval, the budget shall be incorporated into the Appendix. The budget shall list, by line item, all EM assessments, equipment, training, exercises, and program operating costs to be funded under this Appendix and the amount of that line item for which it expects to receive resources from ARNG-ODP.
 - (1) The total amount of the budget shall be the maximum amount for which NGB is obligated to reimburse the Grantee for the costs of performance of this Appendix. The federal CA PM in the state must submit a request to ARNG ODP to increase or decrease the budget amount in accordance with paragraph h. below.
 - (2) ARNG ODP maintains a salary and benefit standard. Federal funding for salaries and benefits will be limited to this amount. Grantees should coordinate with the federal CA PM in the state in establishing salary and benefit levels to ensure that funding will be available. Other funding sources can supplement the federal MCA funding, but must be tracked and recorded in the same manner.
- b. The Budget should be approved before the execution of this Appendix.
- c. The Grantee and the federal CA PM must reconcile quarterly. Upon the request of ARNG ODP, the Grantee, through the federal CA PM, shall provide a report of the total salary and benefits and equipment cost expended for each EMPC
- d. The Grantee will submit any other requested EM program, financial or budget reports that ARNG-ODP may require.
- e. ARNG-ODP, at its discretion, may unilaterally increase or decrease the federal fiscal year budget total, the total for any facility, or the total for any line item.
- f. AMSCOs: The Grantee shall use the AMSCOs, as provided to the state by the federal CA PM, in accounting for charges to this Appendix. AMSCOs in the ARNG-ODP approved budget are the only authorized AMSCOs for use.
- g. The federal CA PM in the state is granted flexibility to move funding within the MDEP to adjust actual expenditures where they differ from the Budget.
- h. Budget Changes. The federal CA PM in the state must submit a written request through the Grants Officer/USPFO, to decrease or increase funds in its Budget. The request shall include an updated budget reconciliation report as an enclosure. The request shall not be binding unless it is so approved

by ARNG-ODP. The request and approval shall not be binding unless a CA modification to this appendix has been executed.

Section 1108. Appendix Administration.

Changes to the terms and conditions of this Appendix shall be IAW NGR 5-1, Chapter 3.

Section 1109. Funding Limitations.

- a. Approved Budget/Annual Funding Program (AFP): The total dollar amount that NGB anticipates, subject to the availability of funds, being available for reimbursement to the Grantee, for its costs in fulfilling its responsibilities under this Appendix. This amount may be increased or decreased by NGB during the fiscal year.
- b. Total Dollars Obligated: The total amount of funds obligated by NGB represent 100 percent federal support under this Appendix. Only funds obligated through an executed CA modification to this Appendix are available for reimbursement to the Grantee. Funds shall be obligated as received by the federal CA PM in the state.

Section 1110. Agreement Particulars.

The information below shall be recorded by the Grants Officer's Representative (GOR) for compliance with the reporting requirements of the Financial Assistance Award Data Collection (FAADC), the Federal Funding Accountability and Transparency Act of 2006, and the Federal award information requirements of 2 CFR Part 200.

- a. Grantee/Recipient Category:
- b. Grantee/Recipient Type:
- c. Grantee/Recipient UEL:
- d. Primary Place of Performance
(if different from 'Issued To' on CA Modification Form):

(To include Zip + 4)

- e. Grantee/Recipient County
(Primary Place of Performance):
- f. Grantee/Recipient Congressional District
(Primary Place of Performance):
- g. Major Agency:
- h. Agency Code:
- i. Funding Agency:
- j. Program Source Agency:
- k. Transaction Type:
- l. CFDA:
- m. CFDA Program Title:
- n. Program Source Account-Funding:
- o. Treasury Appropriation Code:
- p. Award/Obligation/Action Date:
- q. Starting Date:
- r. Ending Date:
- s. Record Type:
- t. Fiscal Year/Quarter:
- u. Unique Federal Award Identification Number (FAIN)
- v. Estimated Federal Budget Amount:
- w. R&D Award (Yes or No)
- x. Indirect Cost Rate or CPP Rate: