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STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
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Information Bulletin: 14.G004

To: All District Coordinators
All IDHS Planning/Field Staff
Emergency Management Directors

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Indiana Department of Homeland Security

Date: March 3, 2014

Subject: 2013 Emergency Management Performance Grant Salary Reimbursement
Guidance

Purpose

The purpose of this Information Bulletin is to provide guidance and information regarding the reimbursement of salaries for emergency management personnel.

Background

In the past, the Indiana Department of Homeland Security (IDHS) has used the Emergency Management Performance Grant (EMPG) to financially support salaries for positions within county Emergency Management Agencies (EMA) with the hope of encouraging conversion of all EMA directors to full-time status. This is consistent with EMPG guidance which reads, "Per the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. 51215207, EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management..."

Guidance

IDHS will reimburse up to three positions: EMA Director, EMA Deputy Director and one administrative or clerical support position. The goal of the IDHS salary reimbursement policy is to provide explicit guidance on the expectations outlined with regard to what your EMA could expect in EMPG salary reimbursement funding annually, thereby easing budgeting related issues.

The percent of reimbursement of funding is based on the local capability assessment process conducted by IDHS. All county EMA's are eligible for reimbursement of ***up to 50%*** of the total salary costs associated for the above mentioned positions and completion/documentation of the EMPG training and exercise requirements.

Solicitation

The 2013 EMPG salary reimbursement period will be ***January 1, 2013 through December 31, 2013***. For this reason, the Indiana Grants Management System (iGMS) will require each county to submit the names, the total dollar amount of salary and fringe benefits for each employee. It is also necessary to identify whether the employee(s) is a Local Emergency Planning Council (LEPC) member. LEPC members will be required to complete an Ethics form. *NOTE: The fringes and other authorized staff salaries will not be reimbursed, but will be used to help IDHS meet the Federal match requirement.*

USDHS/FEMA Training and Exercise Requirements:

It will be necessary for all funded positions to complete the following required courses prior to **June 30, 2013**, in order to qualify for **ANY** 2013 EMPG salary reimbursement. A new module in the iGMS has been launched to document the training and exercise requirements of this grant. The documentation required for the EMPG salary reimbursement must be reported via the iGMS. The following is a listing of the training and exercise requirements:

- National Incident Management System (NIMS) Training
 - IS 100; IS 200; IS 700; and IS 800
- FEMA Professional Development Series
 - IS 120; IS 230; IS 235; IS 240; IS 241; IS 242; and IS 244
- Participation in three (3) exercises per calendar year. The effective dates are July 1, 2012 thru June 30, 2013.

Timeline

All proposals and budgets will be processed through the Indiana Grants Management System (iGMS). The url is <https://myoracle.in.gov/hs/main.do>. The budget must be completed and submitted via the iGMS no later than midnight on **Friday, April 11, 2014**.

Proposal/Budget Process

Note: Do not change any wording in the Budget except the salary/fringe amounts. Add the additional required information in the narrative boxes. If additional line items are necessary because more than one person held that position in the timeframe, please create a new budget line item, and copy and paste the language included in the corresponding budget line items.

- Login to the iGMS <https://myoracle.in.gov/hs/main.do>
- Under My Proposals, click on 2013 EMPG Salary Reimbursement 01/01/13 thru 12/31/13.
- Edit the Organizational Legal name, Tax ID and the Principal Executive Officer and Save and Continue.
- Edit the Primary Point of Contact information and save.
- Edit the LEPC contact information and Save. The remainder of the Proposal has been completed on your behalf.
- Click on Proposal Funds and it will bring you to the budget.
- Click on the \$12.00.
- Click on Edit to change the fringes and the Salary and enter the required information in the narrative section for each applicable position for your county. If it does not apply delete the budget line item.
- After all budget line items are complete, delete any budget line items that are not applicable.
- As part of the budget process you will be required to provide documentation from your County Auditor with the year end totals for the following:
 - Total salary for each eligible EMA employee.
 - Total of eligible fringe benefits (insurances, FICA, retirement plan) for each eligible EMA employee.
 - The documentation from your Auditor must be uploaded to the budget.
 - Submit the budget.

The budget will be reviewed and after approved, a Grant Agreement will be sent to your county for signatures. After a fully executed agreement has been obtained, IDHS Grants will prepare the Request for Expenditure on your behalf.

Questions

Please direct questions regarding this program to a member of the IDHS Grants Management staff. Grants Management may be reached by e-mail at grants@dhs.in.gov or by phone at 317-234-5917.