



MICHAEL R. PENCE, Governor  
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY  
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### **Information Bulletin: 15.G001**

To: All Emergency Management Directors  
All District Coordinators  
All District Administrators

From: Beth Hampshire  
Grants Director  
Indiana Department of Homeland Security

Date: February 18, 2016

Subject: 2015 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**

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.

All county EMA's, Deputy EMAs and Administrative Assistants are eligible for reimbursement of up to 50% of the total salary costs associated for these positions. The percentage of reimbursement for salaries is based on the local capability assessment conducted by IDHS.



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## **USDHS/FEMA Training and Exercise Requirements:**

It is required for all funded positions to complete training and exercise requirements, prior to **June 30, 2015**, in order to qualify for **ANY** 2015 EMPG Salary Reimbursements. The documentation required for the EMPG Salary Reimbursement must be reported via the Indiana Grants Management System (iGMS). If you previously uploaded the certificate of completion for the NIMS and FEMA Professional Development Series, the iGMS retained that information. However, you will need to update the exercise portion for this period.

The following is a listing of the training and exercise requirements:

### **Training**

- 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

### **Exercise**

- Participation in three (3) exercises.

The effective dates are **July 1, 2014 thru June 30, 2015**.

\*If you are a new EMA Director, Deputy Director or Administrative Assistant, you will need to make a good faith effort to complete the above mentioned courses and exercises.

### **Solicitation**

The 2015 EMPG Salary Reimbursement period will be January 1, 2015 through December 31, 2015. Each eligible county will be required to complete the proposal and budget indicating the names and the total dollar amount of salary and fringe benefits for each eligible employee through the iGMS.

**NOTE:** The fringe benefits and other authorized staff salaries will not be reimbursed, but will be used to help IDHS meet the Federal match requirement. The fringe amount that you use as match cannot be used as match on any other federal grants.

It will also be 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. This will be emailed with the Grant Agreement if applicable.

### **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 proposal/budget must be completed and submitted via the iGMS no later than midnight on **Friday, March 11, 2016**.

### **Proposal/Budget Process**

*Note: Do not change any wording in the Budget except when entering in 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.*

## **iGMS step by step instructions to complete the 2015 EMPG Salary Proposal and Budgets.**

- Login to the iGMS <https://myoracle.in.gov/hs/main.do>
- Under My Proposals, click on 2015 EMPG Salary Reimbursement 01/01/15 thru 12/31/15.
- 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.
- Answer the remaining Discrimination and EMPG Compliance questions.
- 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 \$1.00.
- Click on Edit to change the Fringe benefits and the Salary amounts. **Enter Total Salary for the calendar year 2015.**
- Type in the required information in the narrative section for each applicable position for your county.
- If you have two people who served in the same position, create a new budget line item. The new line item created must have the same information as the other budget items.
- After all budget line items are complete, **delete any budget line items that are not applicable.**
- If you have a position that you are requesting reimbursement for and the employee is no longer employed there, upload their EMPG documentation to the Budget to ensure the EMPG Compliance was met.
- As part of the budget process, you will be required to upload documentation from your County Auditor with the yearend totals for the following:
  - **Total salary for each eligible employee.**
  - **Total of eligible fringe benefits** (insurances, FICA, retirement plan) for each eligible EMA employee.
- All documentation from your Auditor must be uploaded to the budget.
- Submit the budget.

The budget will be reviewed and either approved or set back to initial for changes to be made, if needed. After the budget is approved, a Grant Agreement will be emailed to you to obtain 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 Jennifer Leach, Grant Coordinator, by e-mail at [jleach@dhs.in.gov](mailto:jleach@dhs.in.gov) or by phone at 317-234-6507.