

GRANTS MANAGEMENT



EMPG compliance module coming to IntelliGrants

IDHS is rolling out a new module in IntelliGrants exclusively for EMPG compliance.

Compliance Requirements

Any personnel funded with EMPG funds must meet training and exercise requirements before expenditures will be reimbursed. The training requirement includes the successful completion of the following courses:

- National Incident Management System Training: IS 100;
- National Incident Management System Training: IS 200;
- National Incident Management System Training: IS 700;
- National Incident Management System Training: IS 800;
- FEMA Professional Development Series: IS 120;
- FEMA Professional Development Series: IS 230;
- FEMA Professional Development Series: IS 235;
- FEMA Professional Development Series: IS 240;
- FEMA Professional Development Series: IS 241;
- FEMA Professional Development Series: IS 242; and
- FEMA Professional Development Series: IS 244.

In addition to the training requirement, EMPG funded personnel are required to participate in three (3) Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercises annually.

Uploading Documentation

EMAs awarded for FY2020 will upload the required training and exercise documentation listed above in the new compliance module, which is a change from the fiscal report methodology used in 2019. Please note that the compliance module will open after the grant is fully executed in IntelliGrants. When the module is available, a message will be sent to the IntelliGrants inbox with the subject "Compliance Monitoring Required."

Instructions:
 Select the **SHOW HELP** button above for detailed instructions on the following.
 > Applying for an Opportunity
 > Using System Messages
 > Understanding your Tasks
 > Managing your av

Drag Here

Priority	Sender	Subject	Date/Time
	System_Grant	Compliance Monitoring Required	2/2/2021 2:11:47 PM

Recipients

Feb 02, 2021
 Indiana Department of Homeland Security - SUBGRANTEE

The Indiana Department of Homeland Security has initiated a Compliance Monitoring document, CM-2020-Indiana Department of Hom-00026, pertaining to SHSP-2020-newtest project5-00006. Please log in to the IntelliGrants system to view and submit any required information.

Sort my inbox messages by: -- Select -- | [View All My System Messages](#)

Priority	Sender	Subject
<input type="checkbox"/>	System_Grant	Compliance Monitoring Required
<input type="checkbox"/>	System_Grant	Program Report Approved

ent: CM-2020-Indiana Department of Hom-00026

Upload the required documentation under the “other uploads” section. When all training and exercise documentation has been uploaded, click on the “status changes” link and select “compliance monitoring in review.”

When requesting reimbursement, additional fiscal documentation must be uploaded in the fiscal report. Examples of fiscal documentation are pay stubs, timesheets, auditor’s report, etc.

Request Assistance

For assistance uploading documents in the compliance module or submitting questions about which documentation to upload, please submit a grants support ticket and choose “compliance” under the “issue area” in the support details of the ticket to be submitted.

Frequently Asked Questions

What is the FY2020 compliance period?

The FY2020 compliance period is Jan. 1, 2020 – Dec. 31, 2020.

Because of COVID-19, I wasn’t able to attend three exercises. What should I do?

If the EMA endures a significant real-world incident during the calendar year, they can submit the after action report (AAR) from that event in place of one or more exercises depending on the size and scale of the incident.

Acceptable AARs/sign in sheets include two (2) or more stakeholders. Counties with questions about submitting real world AARs should contact the appropriate exercise program manager. The exercise program manager will review the AAR for approval and then the documentation must be uploaded to the IntelliGrants system.

My staff member left partway through the year, and my new staff member hasn't had time to complete these requirements. What do I do?

Trainings and exercises are specific to the EMPG funded *position* not necessarily the *person* in the position. It is important to retain records for the position and submit any training or exercises completed in the calendar year, even if the individual that completed those events has left the organization.

For more information, submit your questions to the [Grant Management support ticket](#).