



# NOTICE OF FUNDING OPPORTUNITY

Federal Fiscal Year 2020 Emergency Management Performance Grant  
EMERGENCY MANAGEMENT AGENCY SALARY REIMBURSEMENT

## AWARD INFORMATION

**Federal performance period:** October 1, 2020 – September 30, 2022  
**Sub-recipient performance period:** Twelve (12) months

## EMERGENCY MANAGEMENT AGENCY SALARY REIMBURSEMENT

**Reimbursement period:** January 1, 2020 – December 31, 2020  
**Compliance period:** January 1, 2020 – December 31, 2020

## APPLICATION DEADLINE

Grant application(s) must be submitted no later than: July 31st, 2020, at 5:00 p.m. EDT

## PRE-APPLICATION REGISTRATION REQUIREMENTS

Applicants intending to apply for this funding opportunity must meet four (4) registration requirements. Two (2) are federal and two (2) are state stipulations. Prior to submitting an application, an applicant must:

1. Have a federal Data Universal Numbering System (DUNS) number;
2. Be registered in the federal System for Award Management (SAM);
3. Be registered as a vendor with the state of Indiana; and
4. Be registered as a bidder with the state of Indiana.

Detailed information regarding DUNS, SAM, vendor, and bidder registration are provided in this Notice of Funding Opportunity (NOFO) in Appendix A and should be reviewed and followed to ensure these requirements have been satisfied.

## IDHS CONTACT INFORMATION

If applicants have any questions about the information contained within the NOFO or need technical assistance in completing a grant application, please contact Indiana Department of Homeland Security (IDHS) Grants Management through the support ticket system at [dhs.in.gov/grants.htm](https://dhs.in.gov/grants.htm).

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## PROGRAM OVERVIEW

### Introduction

The FFY 2020 Emergency Management Performance Grant (EMPG) provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a resilient nation. The FFY 2020 EMPG supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response and Recovery based on allowable costs. The responsibility of building, sustainment and delivery of these core capabilities do not fall to any single level of government, organization or community, but rather requires the combined effort of the whole community.

The FFY 2020 EMPG assists local preparedness activities that address high-priority preparedness gaps across all core capabilities. All supported investments are based on capability targets and gaps identified during local assessment processes and after the evaluation of data has been collected to determine the needs of the community.

### Program Synopsis

The purpose of the EMPG Program is to provide federal funds for states to assist state, local, territorial and tribal governments in preparing for all-hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121 *et seq.*).

Title VI of the Stafford Act authorizes the Federal Emergency Management Agency to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government, states and their political subdivisions.

The federal government, through the EMPG Program, provides necessary direction, coordination and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all hazards emergency preparedness system.

### Supporting the National Preparedness System and National Preparedness Goal

The National Preparedness System is the instrument the nation employs to build, sustain and implement core capabilities to achieve the goal of a secure and resilient nation. Complex and far-reaching threats and hazards require a collaborative and all-of nation/whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes and systems that support each component of the National Preparedness System allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the National Preparedness Goal.

The EMPG Program supports a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the National Preparedness Goal.

The purpose of this notice is to provide:

- The formal grant guidance and application materials needed to apply for funding under this grant program; and,
- Administrative requirements that must be met by all sub-recipients in order to meet the requirements of federal regulations, mandates and orders.

## Eligibility Criteria

Local units of government are eligible to apply for Emergency Management Performance Grant funding. Each eligible applicant must have:

- DUNS number in active, current status;
- SAM in active, good standing;
- Vendor registration with the state of Indiana in active status;
- Bidder registration with the state of Indiana in active status;
- Emergency Management Assistance Compact Membership;
- National Incident Management System Implementation; and,
- SAFECOM compliance (if requesting funding for a communication project).

## Data Universal Numbering System, System for Award Management, Vendor and Bidder registration

Review Appendix A for registration details.

## Emergency Management Assistance Compact Membership

In support of the National Preparedness Goal of a secure and resilient nation, sub-recipients must belong to, be located in or act as a temporary member of the Emergency Management Assistance Compact Membership (EMAC). All assets supported in part or entirely with FFY 2020 EMPG funding must be readily deployable to support emergency or disaster operations per existing EMAC agreements. Funding may be used for the sustainment of core capabilities that may not be physically deployable, but nevertheless support national response capabilities.

## National Incident Management System Implementation

Prior to allocation of any federal preparedness awards in FFY 2020, sub-recipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, credentialing and inventorying promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications are available under <http://www.fema.gov/resource-management-mutual-aid>.

The Federal Emergency Management Agency (FEMA) developed the National Incident Management System Guideline for Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which federal emergency response officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal and private sector partners, including non-governmental organizations, are not required to credential their personnel in accordance with these guidelines, IDHS/ FEMA strongly encourages them to do so in order to leverage the federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information can be found at:

[http://www.fema.gov/pdf/emergency/nims/nims\\_alert\\_cred\\_guideline.pdf](http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf).

## SAFECOM

Sub-recipients who receive awards that wholly or partially provide grant funding for emergency communication projects and related activities must comply with the most recent version of the SAFECOM Guidance on Emergency Communications Grants. This guidance provides recommendations to sub-recipients regarding interoperable emergency communications projects, including allowable costs, eligible activities, grants management best practices for emergency communications grants and information on technical standards that ensure greater interoperability.

## FUNDING GUIDELINES

Funding guidelines established within this section support the five mission areas (Prevention, Protection, Mitigation, Response and Recovery) and associated 32 core capabilities. In general, applicants should consult with IDHS Grants Management prior to requesting any expenditure that does not clearly meet the allowable expense criteria established by this NOFO.

### Sustaining and Building Core Capabilities

Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal. The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community. The EMPG grant program supports development and sustainment of select core capabilities in the Prevent, Protect, Mitigate, Respond and Recover mission areas based on allowable costs.

Working together, subject matter experts, government officials and elected leaders can develop strategies to allocate resources effectively and leverage available assistance to reduce risk. The strategies developed should consider both how to sustain current levels of capability and address gaps in order to achieve the National Preparedness Goal. Achieving the National Preparedness Goal will require participation and resource support from all levels of government. Not all capabilities can be addressed in a given funding cycle, nor can funding be expected to flow from any one source.

Local officials must prioritize the achievement of capabilities to most effectively ensure security and resilience while understanding the effects of not addressing identified gaps. Building and sustaining capabilities will include a combination of organizational resources, equipment, training and exercising. Consideration must also be given to finding, connecting to and strengthening community resources by leveraging the expertise and capacity of individuals, communities, private and nonprofit sectors, faith-based organizations and all levels of government.

Jurisdictions may also choose to use mutual aid agreements to fill gaps or work with partners to develop regional capabilities. Ultimately, a jurisdiction may need to rely on other levels of government to address a gap in capability. This expectation should be communicated well before the time arises when the capabilities are most urgently needed.

## INDIANA COUNTY ALLOCATIONS

Since 2009, the EMA Personnel Project has supported 50 percent of the annual salary and fringe benefits for up to three (3) full-time positions per county, or any combination of these three positions (i.e. one full time director, two part-time deputy directors, and one full-time administrative assistant).

To provide better equity in how these funds are distributed and more opportunities for high-need counties to benefit from this grant, IDHS has implemented a tier-based system for funding, using a formula primarily based on county population. EMAs will be able to request, based on their funding tier, dollars toward a maximum of 50 percent of the annual salary expenditures for up to three (3) full-time positions, as in previous years.

Specific funding allocations have been identified for each county in Indiana. Counties can apply up to the funding level noted as part of an application for part time/full time directors, part time/full time deputy directors and part time/full time administrators

Adams	\$30,000	Lawrence	\$30,000
Allen	\$75,000	Madison	\$55,000
Bartholomew	\$55,000	Marion	\$75,000
Benton	\$18,000	Marshall	\$30,000
Blackford	\$18,000	Martin	\$18,000
Boone	\$30,000	Miami	\$30,000
Brown	\$18,000	Monroe	\$55,000
Carroll	\$18,000	Montgomery	\$30,000
Cass	\$30,000	Morgan	\$30,000
Clark	\$55,000	Newton	\$18,000
Clay	\$30,000	Noble	\$30,000
Clinton	\$30,000	Ohio	\$18,000
Crawford	\$18,000	Orange	\$18,000
Daviess	\$30,000	Owen	\$18,000
Dearborn	\$30,000	Parke	\$18,000
Decatur	\$30,000	Perry	\$18,000
DeKalb	\$30,000	Pike	\$18,000
Delaware	\$55,000	Porter	\$55,000
Dubois	\$30,000	Posey	\$30,000
Elkhart	\$55,000	Pulaski	\$18,000
Fayette	\$18,000	Putnam	\$30,000
Floyd	\$30,000	Randolph	\$30,000
Fountain	\$18,000	Ripley	\$30,000
Franklin	\$18,000	Rush	\$18,000
Fulton	\$18,000	St. Joseph	\$75,000
Gibson	\$30,000	Scott	\$18,000
Grant	\$30,000	Shelby	\$30,000
Greene	\$30,000	Spencer	\$18,000
Hamilton	\$75,000	Starke	\$18,000
Hancock	\$30,000	Steuben	\$30,000
Harrison	\$30,000	Sullivan	\$18,000
Hendricks	\$55,000	Switzerland	\$18,000
Henry	\$30,000	Tippecanoe	\$55,000
Howard	\$55,000	Tipton	\$18,000
Huntington	\$30,000	Union	\$18,000
Jackson	\$30,000	Vanderburgh	\$55,000
Jasper	\$30,000	Vermillion	\$18,000
Jay	\$18,000	Vigo	\$55,000
Jefferson	\$30,000	Wabash	\$30,000
Jennings	\$30,000	Warren	\$18,000
Johnson	\$55,000	Warrick	\$30,000

Knox	\$30,000	Washington	\$30,000
Kosciusko	\$55,000	Wayne	\$30,000
LaGrange	\$30,000	Wells	\$30,000
Lake	\$75,000	White	\$18,000
LaPorte	\$55,000	Whitley	\$30,000

## Emergency Management Agency Salary Reimbursement

Per the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, (42 U.S.C. §§ 5121- 5207), EMPG program funds may be used for all-hazards emergency management operations, staffing and other day-to-day activities in support of emergency management, including hazard mitigation staffing of the state hazard mitigation officer (SHMO) position; staffing Community Emergency Response Team (CERT) and Citizen Corps positions at the state and local levels in order to promote whole community engagement in all phases of emergency management; performing close-out activities on FEMA Disaster Assistance grants; and supporting fusion center analysts who are directly involved in all-hazards preparedness activities as defined by the Stafford Act.

Any personnel funded with EMPG funds must meet the training and exercise requirements before the 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 annually to participate in three (3) Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercises.

\*\*\*NOTE: If a sub-recipient endures a significant real-world incident during the calendar year, they can submit the AAR from that event in place of one or more of the exercises AARs depending on the size and scale of the incident. Acceptable AAR's should include two or more stakeholders. Counties 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 and then emailed to the FEMA mailbox at [HSEEP@fema.dhs.gov](mailto:HSEEP@fema.dhs.gov)

Positions for the EMPG Salary reimbursement must directly tie to emergency management duties.

## Emergency Management Performance Grant Readiness Tool (Assessment)

The County Readiness Assessment continues the process and evaluation practices by looking at fundamental capabilities of local emergency management programs within the state of

Indiana. The County Readiness Assessment program provides a means for strategic improvement of emergency management programs that guides and directs strategic improvement activities toward completion of nationally recognized emergency management standards. These standards, based on the National Emergency Management Accreditation Program (EMAP), are scalable yet rigorous and designed for local, regional, state and national emergency management programs. The standards established have been designed to capture the counties' best practices, identify gaps and areas for improvement and raise the level of awareness and preparedness within the county.

### Funding Restrictions

Federal funds made available through this sub-award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Sub-award funds may not be used for matching funds for any other federal award, lobbying or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

### UNALLOWABLE COSTS

The following section outlines unallowable costs under the EMPG program; **however, this is not a complete listing of unallowable expenditures**. Applicants should consult IDHS Grants Management regarding any expenditure that does not clearly meet the allowable/unallowable expense criteria established by this NOFO.

#### Pre-Award Expenditures

An expenditure incurred prior to the notification of award is considered a pre-award cost. Pre-award expenditures are unallowable under this program.

#### Non-Emergency Management Agency Personnel

Expenditures to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities are unallowable under this program.

#### Travel

International travel is not an allowable cost under this program.

## GRANT INFORMATION

The following information about the proposed project is required to complete a grant proposal.

### Funding Profile

Applicants are required to provide information about previously funded EMPG projects, IDHS funding received and grant funding received from other entities.

### Problem Statement

The problem statement is a one or two sentence description of the issue that needs to be addressed and identifies the crux of the applicant's proposal. A problem statement should document the severity of the problem by including baseline data (i.e. community demographics) that characterizes the target audience to be served by the project. Applicants also should provide a brief description of the problem or set of problems that can be addressed through the project's proposed strategies.

### Needs Assessment

The needs assessment is an opportunity for an applicant to provide information about how the problem or issue was identified and the mechanism utilized to identify the issue (i.e. Threat Hazard Identified Risk Assessment, etc.). Applicants should describe the tool utilized to conduct the gap analysis (i.e. Hazard Identification and Risk Assessment) and a synopsis of the critical findings of the analysis. The needs assessment section is the opportunity for applicants to describe the gap analysis conducted to justify the funds requested for the proposed project. Applicants should describe existing local core capability gaps and how the proposed project will close those gaps. The project summary should identify specifically which core capability the proposed project is targeting and how the gap analysis tool rated the core capability gap for the applicant (i.e. high priority, medium priority or low priority).

In the event a gap analysis was not utilized as the primary means in selecting a core capability gap, applicants must clearly explain the rationale for selecting the core capability gap identified and provide supporting documentation to justify the selection. For example, an after action report may indicate the need for certain equipment to respond appropriately to a situation despite an assessment tool ranking the core capability gap as a low priority. In this case, an applicant may apply for equipment funding if the need is narrated clearly within the grant proposal. Applicants with questions on how to draft a clear needs assessment narrative are encouraged to contact IDHS Grants Management for technical assistance.

### Mission Area

The EMPG program supports the National Preparedness Goal of a "secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to and recover from the threats and hazards that pose the greatest risk." Therefore, applicants must choose the appropriate mission area the proposed project supports in fulfilling the National Preparedness Goal.

### Core Capability

Applicants must choose one core capability gap the proposed project is targeting. Applicants are encouraged to consult the FEMA Core Capability Development Sheets when developing project activities that correspond to the selected core capability gap. The Federal Emergency Management Agency (FEMA) Core Capability Development Sheets can be located online at <https://www.fema.gov/core-capability-development-sheets>.

## Planning, Organization, Equipment, Training or Exercise

The core capability gap identified will need to be characterized through the POETE (planning, organization, equipment, training, or exercise).

## Project Summary

Applicants must provide a detailed project description in the project summary section. Applicants should include a narrative regarding how the proposed project will address/alleviate the issue identified in the problem statement. A strong project summary will include a clear and full description of the proposed project, strategies taken to identify the issue, a list of involved stakeholders, and an indication of how long it will take to see results from the proposed project. Applicants must describe the intention to close the identified core capability gap and identify the mechanism in which the project's activities will enhance capacity.

## Project Scope

Applicants will be asked to identify the scope of the project by selecting the following activity expenditures:

- Organization

## Project Goal, Objectives and Outcomes

Applicants must describe the primary goal of the proposed project and how the expenditures support the selected core capability. Additionally, applicants must include objectives and outcomes that identify how the gaps/shortfall will be lessened with the completion of the project. The objectives must be specific, measurable, attainable, relevant and time bound. The outcomes are the desired changes or results the proposed project will eventually accomplish. Project outcomes are the desired end-state which the applicant strives to achieve and can include visionary language.

## Project Milestones

Applicants must describe the proposed project's milestones. Milestones are a critical point of achievement for applicants to demonstrate progress towards an objective or goal. In effect, these are mini-performance targets marking specific incremental progress that build up to achieving the overarching goal of the proposed project.

## Funding Sustainability

Funding from grant sources should be viewed as "seed funds" used to start a project or as "supplementary funds" used to support a project with an existing budget, therefore an applicant must identify a strategy of obtaining permanent financial support. Applicants should provide an estimated funding plan (i.e. a self-imposed step-down plan) for the next three years, showing the anticipated levels of EMPG funding. Applicants should describe the amount of funding and include three (3) potential funding source(s). Applicants should give consideration regarding future maintenance costs, material costs, etc. and explain how those costs will be paid. Applicants should also consider the future of the project if EMPG funds are eliminated.

## Challenges

Applicants must describe any non-financial challenges that may impact the ability to successfully complete the proposed project. If challenges do not exist, an applicant must indicate this.

## AWARD DETERMINATIONS

### Financial Risk Assessment

The Uniform Guidance 2 CFR Part 200 Uniform Administrative Guidance, Cost Principles and Audit Requirements for Federal Awards requires both federal and pass-through entities, such as IDHS, to review the merit and risk associated with a potential sub-recipient prior to making the award. In evaluating the risks posed by sub-grant applicants, the awarding agency may use a risk-based approach and consider any items such as: financial stability, quality of grant management systems, history of performance, quarterly progress reports and audit findings.

## AWARD NOTIFICATION

IDHS Grants Management will contact EMPG sub-recipients via email when funding determinations have been finalized. EMPG sub-recipients will receive an award letter that will include the following information:

- Sub-recipient name;
- Sub-recipient award amount;
- Sub-recipient performance period;
- Federal Award Identification Number (FAIN);
- Total amount of the federal award;
- Federal awarding agency;
- Federal award date; and
- Catalog of Federal Domestic Assistance (CFDA) Number.

Any special conditions placed on the sub-recipient's award will be communicated to the applicant through either the award letter, grant agreement or IntelliGrants system. Special conditions must be met or resolved prior to reimbursement.

Sub-recipients may be asked to adjust their budgets as a special condition of the award. Budget modifications must be submitted through IntelliGrants and approved before a grant agreement can be sent for signature through the state's supplier contracts module.

Sub-recipients must confirm acceptance of the EMPG award and can find directions to do so within the award letter.

**NOTE:** IDHS must run clearance checks with the Department of Workforce Development, Department of Revenue, Indiana Secretary of State and federal System for Award Management. If an applicant is not in good standing or has an outstanding issue with the state of Indiana, then the applicant cannot receive an award or proceed with the contracting process until these issues are addressed and made current. In the event IDHS finds that an entity does not pass a clearance check, IDHS will notify the entity and ask that the entity work with these agencies to correct the issue. IDHS cannot correct these matters on behalf of the sub-recipient. In the event a sub-recipient does not correct these matters, IDHS must rescind the sub-grant award.

## SUB-RECIPIENT GRANT AGREEMENT REQUIREMENTS

To receive funding, all EMPG sub-recipients must agree to the following:

- Enter into a sub-grant agreement with IDHS;
- Agree to abide by all provisions of the sub-grant agreement;
- Abide by all the federal terms and conditions in the sub-grant agreement;
- Sign the sub-grant agreement electronically using the state's supplier contracts module;
- Provide the name and email of the individual authorized to sign the contract in the submitted application;
- Submit all reports in the prescribed format and within the time frames as determined by IDHS;
- Comply with federal cost principals contained in the 2 CFR 200 located at the following: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

## REPORTING

### Program and Fiscal Reports

**Reimbursement requests will occur as part of the “Fiscal Reports” within IntelliGrants. With the migration to the new system, grantees will be limited to four (4) program and fiscal reports per year; one per quarter. This will coincide with quarterly reimbursements for eligible expenses.**

A quarterly report schedule will be provided to sub-recipients following award notification. Program and fiscal reports serve an important function within the overarching grant cycle. Program reports can serve as a means of communication between sub-recipients and IDHS Grants Management. For example, the sub-recipients are asked to indicate if barriers exist to achieving project success. IDHS Grants Management asks this question to determine if technical assistance is needed to assist sub-recipients. Moreover, program reports are aggregated into the quarterly and annual EMPG reports IDHS is required to submit to FEMA. The information entered into the program reports is critical to ensuring the EMPG fund is supported in future congressional sessions.

Program reports are a requirement of the EMPG program and should be submitted in a timely fashion. Incomplete, incorrect or late reports could impact an applicant’s ability to receive future grant funding with IDHS. **Program reports will need to be submitted and approved before a fiscal report can be generated.**

### Closeout Reporting Requirements

IDHS Grants Management will close out the grant sub-award when all applicable administrative actions and all required work of the award have been completed by the sub-recipient. This section summarizes the actions that the sub-recipient must take to complete the closeout process in accordance with 2 CFR § 200.343 and IDHS policy and procedure.

Within 45 days of the end of the period of performance, sub-recipients must submit a final program report detailing accomplishments throughout the period of performance and a qualitative summary outlining the impact of all the accomplishments grant funds supported. If the final program report omits activities, the report will be returned, and additional information will need to be included in order to satisfy this requirement. Funding obligations must be made prior to the end date of the sub-grant agreement. All outstanding expenses must be paid and final requests for expenditures must be submitted within 45 days from the end date of the sub-grant.

Additionally, the sub-recipient must liquidate all obligations incurred under this award no later than 45 calendar days after the end date of the period of performance. If a sub-recipient fails to liquidate their obligations within this time period, IDHS may disallow the costs associated with those unliquidated obligations. The sub-recipient must have updated the IntelliGrants Inventory module to include any equipment purchased with grant funds.

After final reports have been reviewed and approved by IDHS Grants Management, a closeout notice will be completed and sent to the sub-recipient to close out the grant. The closeout notice will indicate the period of performance as closed, list of de-obligated funds, address requirements for record retention and disposition and list equipment reporting requirements.

### Other Reports

IDHS Grants Management may ask for additional reports throughout the Emergency Management Performance Grant performance period. These reports could include but are not limited to:

- Exercise;
- Training;
- Financial data;
- Threat and Hazard Incident Risk Assessment /Hazard Incident Risk Assessment or gap analysis; and
- Equipment inventory reports.

## ADDITIONAL INFORMATION

### Performance Period

The end of the performance period for FFY 2020 EMPG is September 30, 2021. The following activities must be completed by September 30, 2021:

1. Project activities listed in the applicant's grant application;
2. Funding obligations.

Within 45 days of September 30, 2021, (i.e. end of the performance period) the following must be completed:

1. All outstanding expenses must be paid;
2. Final Fiscal Report must be submitted within IntelliGrants

### Monitoring

IDHS Grants Management must monitor sub-recipients as a requirement of the federal award to assure compliance with applicable federal and state requirements and performance expectations are being achieved. Sub-recipients will be monitored by a member of the IDHS Grants Management compliance team using a combination of desk reviews and site visits. IDHS Grants Management compliance team generates the initial risk determination by completing the IDHS Grants Management risk assessment form for each applying entity. Risk determinations, post-award, will be completed as necessary by the IDHS Grants Management compliance team.

### Federal Funding Accountability and Transparency Act

The Federal Funding Accountability and Transparency Act requires that certain information be collected as it relates to awards given to sub-recipients in amounts greater than or equal to \$25,000.00 for all awards beginning October 1, 2015.

IDHS Grants Management will collect the following information from IntelliGrants and other sources as needed:

- Data Universal Numbering System;
- Mailing address to include street address, city, state, zip code +4, county and country;
- Award amount (i.e. total amount of the award for the specific grant being reported);
- Grant agreement execution date (i.e. the date the sub grant agreement is fully executed by the state);
- Project description (i.e. a brief description of the project); and
- The unique number assigned to each sub-grant agreement created for IDHS.

Federal Funding Accountability Transparency Act requires the following questions to be answered:

- In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific System for Award Management record, represented by a Data Universal Numbering System number, belongs) receive:
  - 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants and/or cooperative agreements; and
  - \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants and/or cooperative agreements?
- Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific System for Award Management record, represented by a Data Universal Numbering System number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities

Exchange Act of 1934 (15 U.S.C. 78m (a), 78o (d)) or section 6104 of the Internal Revenue Code of 1986?

- If you answered 'No' to the previous question (Question 2), then provide the name and total compensation for the five (5) most highly compensated executives in your business or organization (the legal entity to which this Data Universal Numbering System number is assigned).

Federal Funding Accountability Transparency Act requires that all reports be submitted into the Federal Funding Accountability Transparency Act Sub-Award Reporting System by the end of the month, following the month in which the sub-grant agreement is executed.

This information will be posted to a dedicated website (i.e. <http://www.USASpending.gov>).

## Supplanting

Federal funds must be used to supplement existing funds for project activities. Federal funds cannot replace (i.e. supplant) non-federal funds that have been appropriated for the same purpose.

If supplanting is determined, sub-recipients will be required to repay grant funds expended in support of those efforts.

## Funding Restrictions

Federal funds made available through this sub-award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Sub-award funds may not be used for matching funds for any other federal award, lobbying or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

## Continuity of Operations

FEMA is designated as the lead agency for managing the nation's continuity program. To support this role, FEMA provides direction and guidance to assist in developing capabilities for continuing the federal and state, territorial, tribal and local government jurisdictions and private sector organizations' essential functions across a broad spectrum of emergencies.

National Security Presidential Directive 51, National Security Presidential Directive 20, the National Continuity Policy Implementation Plan (NCPIP), the Federal Continuity Directives 1(FCD 1) and 2(FCD2), and Continuity Guidance Circular outlines the following overarching continuity requirements for agencies and organizations and provide guidance, methodology, and checklists. For additional information on continuity programs, guidance and directives, visit <http://www.fema.gov/guidance-directives> and <http://www.fema.gov/continuity-operations>.

## 2 CFR PART 200

Compliance with all the requirements in 2 CFR (Code of Federal Regulations) Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) is obligatory under this program.

### Supporting Documentation Requirements

Per the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards through the Office of Management and Budget Guidance Code of Federal Regulations (2 CFR Part 200), applicants are required to submit documentation showing that expenses:

- Occurred;
- Are allowable; and
- Are reasonable.

### Salary Expenditure Documentation

The 2 Code of Federal Regulations (CFR) 200.430(i) Standards of Documentation states that charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable and properly allocated. Subsequently, applicants are required to provide documentation demonstrating the payment of salary expenditures for the entire period of reimbursement. Examples of acceptable forms of documentation to support salary expenditures include pay stubs, timesheets and job descriptions.

#### *Pay Stubs*

Applicants are required to upload the pay stubs for every employee the requested reimbursement will support for the entire period of reimbursement. The pay stub must show:

- Name of the employee;
- Gross wages earned;
- Total hours worked during the period;
- Hourly rate of pay;
- Pay period begin and end dates;
- Pay date; and
- All deductions for taxes/benefits/etc.

#### *Timesheets*

Applicants are required to upload the timesheets for every employee the requested reimbursement will support for the entire period of reimbursement. The timesheet format can vary, but must include the following:

- Daily work activity (i.e. 8 hours or 9:00am-5:00pm);
- Signed by the employee; and
- Signed by the approving official who has firsthand knowledge of the work performed.

Applicants utilizing an electronic timekeeping system must require the employee and approving official (i.e. supervisor who has firsthand knowledge of the work performed) to prove their identification typically achieved through user ID/password mechanisms. Applicants utilizing an electronic timekeeping system are required to submit a copy of the instructions from the

timekeeping system manual that outline the requirements for an individual identification method. Applicants should upload the electronic timekeeping system manual instructions only once within IntelliGrants.

### *Job Description*

At the time of application, applicants are required to upload the job descriptions for every employee the requested reimbursement will support within the budget section of IntelliGrants. The job description format may vary, but must be on official letterhead and include the following:

- Position title;
- Purpose of the position;
- Essential duties/responsibilities; and
- Job requirements.

### **Fringe Benefit Documentation**

According to 2 Code of Federal Regulations (CFR) 200.431 fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions and unemployment benefit plans. Applicants are required to provide documentation demonstrating the payment of fringe benefit expenditures. Examples of acceptable forms of documentation to support fringe benefit expenditures include a county auditor's year-end report that illustrates the total cost of fringe benefits. Please note that no portion of the report can be handwritten. The county auditor's year-end report format may vary, but must be on official letterhead, and include the following:

1. Name of employee;
2. Total cost of expenditures; and
3. Signature of County auditor.

**Before reimbursement will be authorized for salary expenditures**, sub-recipients are required to upload supporting documentation via IntelliGrants. The following types of supporting documentation must be submitted for salary expenditures:

- Paystubs;
- Timesheets;
- Timekeeping system manual (if applicable); and
- County auditor year-end report.

**Before reimbursement will be authorized**, supporting documentation for all expenditures must be submitted via IntelliGrants.

### **IDHS CONTACT INFORMATION**

If applicants have any questions about the information contained within the NOFO or need technical assistance in completing a grant application, please submit a support ticket through the tracking system at <http://www.in.gov/dhs/grants.htm>

## APPENDIX A: REQUIRED REGISTRATIONS

### Data Universal Numbering System Number

All applicants must have (or obtain) a Data Universal Numbering System (DUNS) number. A DUNS number is a unique, nine-character number regulated by Dun and Bradstreet used to identify an organization. The federal government uses the DUNS number to track how federal money is allocated. The DUNS number is a required field in the EMPG application for funding.

Most large organizations already have a DUNS number. Applicants should contact their grant administrator, financial department, chief financial officer or authorizing official to identify their organization's DUNS number.

Applicants can receive a DUNS number, at no cost, by calling the DUNS number request line at (866) 705-5711 or can visit the DUNS website at the following site:

<http://fedgov.dnb.com/webform/displayHomePage.do>.

**Do not use Chrome to receive a DUNS number. Please use a different browser. Chrome does not support all the features for DUNS.**

**The information listed below is needed to search for a DUNS number:**

- Name of organization
- Organization address
- Organization phone number

**The information listed below is needed to obtain a DUNS number:**

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner;
- Legal structure of the organization (i.e. corporation, partnership, proprietorship);
- Year the organization started;
- Primary type of business; and
- Total number of employees (full and part-time).

You will also need two forms of acceptable documentation. Both documents must clearly show the correct legal business name of your organization and include the current physical address.

If applicants believe they possess an active DUNS number, they should call the request line to verify their DUNS number.

### System for Award Management

System for Award Management (SAM) is a web-based, government-wide application that collects, validates, stores and disseminates business information about the federal government's trading partners in support of the contract awards, grants and electronic payment processes. Entities are responsible for ensuring that their information is current and correct in SAM in accordance with paragraph (b) of Federal Acquisition Regulation (FAR) clause 52.232-33 or 2 CFR § 25.310 and Appendix A, as applicable, and should routinely review such information for accuracy.

In SAM, an individual, company, business or organization is referred to as an “entity.” Individuals register themselves or their entity to do business with the U.S. Federal Government by completing the registration process in SAM.

Once a DUNS number has been obtained, an applicant must register the number in SAM.

Applicants that are uncertain if they are registered with SAM should visit <https://sam.gov/SAM/pages/public/samStatusTracker.jsf> and type in their DUNS numbers in the big navy box next to where it says DUNS number. Then press the search button. The SAM Status Tracker should then tell applicants if they have a registered SAM number. If the organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC). It is the EBiz POC within an organization who must register an organization with System of Award Management (SAM).

**To register with SAM, go to the [SAM website](#) with the following information:**

- [DUNS number](#);
- [Taxpayer Identification Number \(TIN\) or Employment Identification Number \(EIN\)](#);
- Identification of an E-Business Point of Contact (EBiz POC) for the organization; and
- [Notarized letter](#) that identifies an authorized entity administrator.

The EBiz POC must renew an organization's SAM registration annually.

When registering a new entity or renewing/updating an existing entity in SAM, a [notarized letter](#) that identifies an authorized entity administrator must be submitted. An authorized entity administrator is an authorized officer, agent or representative who is responsible for the following activities in SAM:

- Manage the entity's registration record;
- Identify associated users (if applicable); and
- Select the appropriate user roles.

SAM will not activate or renew an entity's registration without this notarized letter. A template of the letter can be found in Appendix D.

Generally, after completing the online registration and sending the notarized letter confirming the entity administrator, it takes [up to two weeks to register with SAM](#), then 1 business day for updates made in SAM to be reflected. If an organization does not have an EIN, it may take an additional [5 weeks to request and obtain an EIN from the IRS](#).

Please note that SAM will not support Internet Explorer versions older than IE11. SAM can be accessed through Internet Explorer version of IE11 or higher, or with another supported browser type such as Chrome, Firefox or Safari. Another option to find the SAM website is to type “System for Awards Management” into any search engine and the SAM web address will be generated. Please contact IDHS Grants Management if assistance is needed during the SAM registration process or while obtaining a DUNS number.

## **Vendor registration with the state of Indiana**

Applicants must be an active vendor in good standing with the state of Indiana. To register as a vendor with the state, please visit the State of Indiana Auditor's website at:

<http://www.in.gov/auditor/2340.htm> and complete the **W-9 Form** and **Automated Direct Deposit Authorization Agreement SF# 47551**. Applicants must use the IRS legal name of the entity on these forms. Please send the completed forms to the IDHS Grants Section inbox at [grants@dhs.in.gov](mailto:grants@dhs.in.gov).

To assist in this process, title the subject line as “**Vendor Number Application for [insert your applicant name here].**” The forms will be assigned to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of ten (10) days for this registration process to be completed once forms have been submitted. IDHS must relay this information to the Auditor’s office for processing and does not have control over the speed at which the vendor form is processed. High volume of requests to the Auditor’s office will sometimes delay this process more than two weeks. Once the completed forms have been processed and a vendor number has been generated, IDHS Grants Management will contact the applicant with the applicant’s vendor number. Applicants who are unsure if a vendor number has already been registered for their agency should contact IDHS Grants Management at [grants@dhs.in.gov](mailto:grants@dhs.in.gov) for verification. **A vendor can only have one vendor number linked to a vendor’s federal tax ID Federal Employer Identification Number (FEIN).** To verify the vendor information on file with the State, IDHS will need to have the correct Federal Employer Identification Number (FEIN).

### Bidder registration with the state of Indiana

The state of Indiana requires all entities who receive funds from the state to be registered as a bidder. **An applicant can begin the bidder registration process while the vendor form paperwork is processed.** There is no cost to become a registered bidder and the process takes approximately 20 minutes to complete.

To become a registered bidder, applicants must go to this link: <http://www.in.gov/idoa/2464.htm>. After clicking on the link, click on the “Create New Bidder Profile” tab to start the registration process.

The state of Indiana will run a nightly batch process that will link your vendor number to your bidder registration number, but this process will not be run if your bidder registration is not fully completed. To register as a bidder the applicant will need a copy of the Instructions ([https://www.in.gov/idoa/files/Proc\\_BidderProfileCreationGuide.pdf](https://www.in.gov/idoa/files/Proc_BidderProfileCreationGuide.pdf)) and the following information:

- Organization’s legal name
- Owner’s gender: If your organization is a corporation or has multiple owners and you are unable to declare an owner’s gender; you will need to choose “Male” as the owner’s gender
- Owner’s ethnicity: If your organization is a corporation or has multiple owners and you are unable to declare an owner’s ethnicity; you will need to choose “Caucasian” as the owner’s ethnicity.
- Taxpayer ID Number (TIN)
- Chief executive officer (CEO) Name
- Submitter name
- Email ID (Required to receive solicitations)
- Receive orders preference (email, mail, or fax)
- Indiana veteran owned small business
- Minority/Women business enterprises
- Small business classification
- Secretary of State registration
- North American Industry Classification System (NAICS) Code
- The North American Industry Classification (NAICS) Code is also called the Business Activity Code. It is on the following, federal Income Tax returns: Individual - Form 1040 - Schedule C, Page 1, Line B Partnership - Form 1065 - Page 1, Line C Corporation -

Form 1120 - Page 2, Schedule K, Line 2a Sub Chapter S Corporations - Form 1120S - Page 1, Line B

- Mailing address
- United Nations Standard Product and Services Code (UNSPSC)

Once you have gathered this information you will need to launch the Bidder Profile Registration process on Step 3. You can do so here:

[https://fs.gmis.in.gov/psp/quest/SUPPLIER/ERP/c/AUC\\_BIDDER\\_REGISTRATION.AUC\\_BIDDER\\_REGISTR.GBL](https://fs.gmis.in.gov/psp/quest/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL) After completing Part 2 of the Bidder Profile Registration you will receive an email from GMIS that contains your Bidder Profile User ID and temporary password to use to finalize your profile set-up. Use the link in the email to navigate back to your profile or log-in to Launch Part 3 from here <https://fs.gmis.in.gov/psp/fsprd/SUPPLIER/ERP/?cmd=login>.

If these processes have already been completed, the requirement has been met. Applicants should not duplicate the processes. Please keep in mind that until these processes are complete, a grant application will not be accepted.

## APPENDIX B: SALARY APPLICATION INFORMATION

The online FFY 2020 EMPG Grant program application is available through IDHS's grants management system, [IntelliGrants](#) (click on link). All required forms have been incorporated into the online EMPG application.

Applicants can save, retrieve, update and revise their work through the end of the application period **prior to** submission. Applicants should save their work often as the electronic application includes a time-out feature. If no "save" activity is detected for a period of time, the application will time-out and all information that is not saved could be lost. Therefore, it is recommended that applicants type information offline using a word processing program then cut-and-paste the text into the appropriate sections within the application to avoid losing any information.

The automated system does not allow an applicant to submit an incomplete application and alerts the applicant when required information has not been entered.

**Please note:** To ensure that the appropriate pages populate in the IntelliGrants system and the information has been saved, click on the "Save" or the "Save/Next" button periodically.

### Salary Grant Application Mechanism and Methodology

Grant applications and budgets are to be completed via the IntelliGrants system.

Once the applicant meets all the registration requirements (see prior sections within this NOFO) and is logged into IntelliGrants, applicants should click on the following boxes or select from the drop-down menu to begin an application:

1. Click "View Opportunities" under the header "View Available Proposals";
2. Select "Indiana Department of Homeland Security";
3. Click "Filter";
4. Click "Apply Now" for IDHS Emergency Management Performance Grant - Salary 2020; and Click "I Agree" once you are ready to apply.

### Salary Grant Application Framework

#### Application Section

1. Contact Information
  - a. Organization
    - i. Select your organization's county from drop-down box.
    - ii. Enter your organization's "true" Bidder ID (Contact IDHS Grants if needing help. The full and exact Bidder ID should be entered. Do not enter all zeros or numbers other than your organization's registered bidder number. If you need assistance with your bidder number, please email [grants@dhs.in.gov](mailto:grants@dhs.in.gov)).
  - b. Project Location
    - i. Select your organization's county from drop-down box.
    - ii. If address is same as Organization subsection above, check the box "Same as above." Do not attempt to fill out the "Street Address Line 1"; "Street Address Line 2"; "Street Address Line 3"; "City"; or "Zip" Boxes
    - iii. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip with the appropriate address.
    - iv. Complete the phone number with the following format
      1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
      2. For example, if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678

3. If the contact does not have an extension at the 234-564-2422 phone number, the applicant would type into the box: (234) 564-2422
- v. Complete the fax number (if applicable) and email boxes with the contact's information
- c. Project Director: The main point of contact who will be initiating and submitting the grant application
  - i. Select Project Director's name from the drop-down box.
  - ii. If address is same as Organization subsection above, check the box "Same as above"
  - iii. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
  - iv. Complete the phone number with the following format even if it is the same as the subsection above
    1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
    2. For example, if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
    3. If the contact does not have an extension at the 234-564-2422 phone number, the applicant would type into the box: (234) 564-2422
  - v. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.
- d. Fiscal Agent: The main point of contact for financial information for the organization
  - i. Type in name and title of fiscal agent.
  - ii. Fill in name of organization if different than the applying organization.
  - iii. If address is same as Organization subsection above, check the box "Same as above."
  - iv. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
  - v. Complete the phone number with the following format even if it is the same as the subsection above
    1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
    2. For example, if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
    3. If the contact does not have an extension at the 234-564-2422 phone number, the applicant would type into the box: (234) 564-2422
  - vi. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.
- e. Alternative Contact: A second point of contact for the grant to serve as an alternative for the project director
  - i. Type in name of alternative contact.
  - ii. If address is same as Organization subsection above, check the box "Same as above."
  - iii. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
  - iv. Complete the phone number with the following format even if it is the same as the subsection above

1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
  2. For example, if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
  3. If the contact does not have an extension at the 234-564-2422 phone number, the applicant would type into the box: (234) 564-2422
- v. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.
- f. Signatory: The person who can sign the grant agreement on behalf of your organization. If awarded, the signatory will receive an email to the email provided notifying the signatory the contract is ready to sign. Signatories must use the external signer username and password to log into the State Contract Management (SCM) portal and sign the award agreement. New signatories will receive a separate email with her or his external signer username and a temporary password. Existing signatories will only receive the email requesting signature of the award agreement.
- i. Type in name of signatory that is different than the project director.
  - ii. Fill in appropriate address boxes including city, state and zip.
  - iii. Complete the phone number with the following format even if it is the same as the subsection above
    1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
    2. For example, if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
    3. If the contact does not have an extension at the 234-564-2422 phone number, the applicant would type into the box: (234) 564-2422
  - iv. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.
- g. SAM Expiration Date: Please reference the SAM information in the EMPG NOFO
- h. Fiscal Information: This section asks for the organizations' audit report conducted by the Indiana State Board of Accounts. The following questions will be asked:
- i. Audit Report
    1. To find the audit report, please click the link <https://secure.in.gov/apps/sboa/audit-reports/#/> which is a searchable database.
    2. To narrow your search, you may select options within the search fields of the database, some examples of the search fields include; year, county and unit type.
    3. When the search populates, choose the **federal single audit**. If the federal single audit cannot be found for the most recent year, please choose from the search fields the prior year to find the federal single audit.
    4. Once the audit has been located, download the PDF from the database in order to upload into the IntelliGrants system.
    5. To upload the audit to the IntelliGrants system, click on the "Choose File". The button is located below the "Fiscal Information" header.
    6. Select the file by searching for the file name in the search bar.

7. Click on the file.
  8. Select "Open".
  - ii. Date of most recent audit: The report date will be located either in the search or on the cover sheet of the audit report.
  - iii. Any adverse audit findings is a "yes" or "no" question.
    1. If yes is selected, please describe the adverse audit findings found in the report.
    2. Corrective Action – If there was a corrective action plan to the adverse findings, please upload the corrective action plan.
  - i. Internal Controls
    - i. This is a narrative box for the organization to describe the internal controls which are policies, processes and systems implemented to provide assurances that your organization can comply with all rules, regulations and laws governing this grant. Examples include: how does your organization account for grant funds, track programmatic achievements, maintain adequate records or exercise control over the grant? Please keep in mind the 4,000 character limit.
  - j. IDHS funding
    - i. This is a "yes" or "no" radio button for applicants who have received funding from IDHS in the last 24 months.
      1. When selecting "yes", additional questions will auto-populate in the next section for you to answer.
  - k. Disclosure of other funding related to Public Safety
    - i. This is a "yes" or "no" radio button for applicants who receive grant funding for public safety from other funding sources.
      1. When selecting "yes", additional questions will auto-populate in the next section for you to answer.
2. Project Title & Funding Profile
- a. Project Title
    - i. Type in your organization's project title (This will become the application(s) unique identifier)
  - b. Project Summary: This is a blank field for applicants to provide a detailed description of the project.
    - i. A strong project summary will include a clear and full description of the proposed project, solutions or remedies to the problem or issues identified, and a listing of any partners involved in the project.
  - c. New or Continuation project: This is a drop-down box for the applicant to select one of the following choices based on the option that best describes their project:
    - i. New project
      1. Select this option, if the project has not been previously funded through the EMPG program
        - a. Applicants who have received funding for one type of activity (i.e. equipment) and are currently seeking support for another activity should select the "New project" option.
    - ii. Continuation project
      1. Select this option, if the project has been previously funded through the EMPG program
        - a. Applicants are required to provide information about previously funded EMPG projects, IDHS funding received

and grant funding received from other entities within the past 24 months.

- d. Previous IDHS Funding: If “yes” was selected on the previous page, this table is auto populated. Applicants should enter the year of the award, select the grant name, enter the amount of the funding received, and the purpose/project scope of the award within the past 24 months.
  - i. For example: Entity “X” received \$4,000 to purchase equipment in FFY 2019 from the EMPG Grant.
    - 1. They would select 2019 from the drop-down menu below the “grant year” header
    - 2. They would select “Emergency Management Performance Grant– (EMPG)” from the drop-down menu under “grant name” header
    - 3. They would type “4000” into the box below the “Project amount” header
    - 4. They would put a description of the grant project and what it accomplished into the “Project scope section”
- e. Disclosure of Grant Funding: If “yes” was selected on the previous page, this table is auto populated. Applicants should enter the year of the award, select the grant name, enter the amount of the funding received, and the purpose/project scope of the award within the past 24 months.
  - i. For example: Entity “X” received \$20,000 from the Indiana Criminal Justice Institute to purchase equipment in FFY 2019.
    - 1. They would select 2019 from the drop-down menu below the “grant year” header
    - 2. They would type “Indiana Criminal Justice Institute” into the box below “grant name” header
    - 3. They would type “20000” into the box below the “Project amount” header
    - 4. They would put a description of the grant project and what it accomplished into the “Project scope section”

### 3. Problem Statement & Analysis

- a. Problem Statement & Analysis: The problem statement, will establish the issues and information that will be discussed, and what the rest of the proposal will revolve around. A problem statement should document the severity of the problem by including baseline data (i.e. community demographics) that characterizes the target audience to be served by the project. Applicants also should provide a brief description of the problem or set of problems that can be addressed through the project’s proposed strategies.
  - i. Type in the box below the header “Problem Statement & Analysis” a one or two sentence problem statement
  - ii. In the box below the following passage “Please document the severity of the problem. Describe how the problem was discovered and the impact the problem has on the community. You must include any data as it is related to the nature of the local problem, compare to the problem statewide, include local trend data, and how the proposed project will assist in meeting community goals.” Type the analysis about the problem statement.
- b. Identify which planning/assessment tool was utilized to identify the problem. Please choose from the following options from the dropdown list.
  - i. Hazard Mitigation Plan

- ii. THIRA
  - iii. Threat Assessment
  - iv. After Action Report
  - v. Other, if “other” is selected, please specify the planning/assessment tool used. If “other” is not selected, do not enter any information into the box below “If Other – please specify”
- c. In the box below the “How will the proposed project alleviate the stated problem?” respond with the reasoning behind the project.
- d. Project Description
- i. This is a blank field for the applicant to provide a detailed description of the full project to be implemented.
  - ii. In the box below “Please specify and describe the target population(s), the parties responsible for implementing/administrating the proposed project, and any partners/stakeholders involved”, describe the target populations (such as the elderly, youth, Latinos and African Americans), state who is running the project and finally any project partners
  - iii. In the box below “Describe the location(s) where the project is to be administered as well as the geographical area served.” State the geographical areas served and the locations where the project will take place (for example Hamilton County will be served by this project. It will be administered at the East Hamilton Public Library Noblesville Branch)
  - iv. In the box below “Explain the rationale for the selection of the proposed project. Explain how the project will or has been incorporated into the ongoing operations of the agency/organization.” State the rationale for choosing the project and how the project will be used on an ongoing basis for your organization
  - v. In the box below “List all relevant resources, activities, and methodologies necessary for the implementation of the proposed project” state all additional resources, activities, and methodologies required to implement the project. For example, the project may need a fire truck, for the additional activity of practice fire drills
- e. Funding Sustainability
- i. This is a blank field for applicants to identify a strategy of obtaining permanent financial support. Please refer to the “Grant Information” in the EMPG NOFO.
- f. Challenges: this is a blank field for applicants to describe any non-financial challenges that may influence the ability to successfully complete the proposed project. Please refer to the “Grant Information” in the EMPG NOFO.
- i. If challenges do not exist, an applicant must indicate this and explain why the project will not encounter any challenges.
- g. Project Milestones
- i. This is a fill in the blank table for applicants to identify the proposed project milestones. Please reference the “Grant Information” section of the EMPG NOFO for more information about project milestones
  - ii. Put the Milestone in the left most box below the header “Milestone” then in the middle box put the Start Date and at the right most box put the Completion date.
    - 1. Click on the box next to the milestone that is being worked on and then a box will pop up. Use the arrows next to the month and year to change months. Then select the day that the milestone will be started by clicking on the exact date it will begin

2. Click on the box next to the “start date” that is being worked on and then a box will pop up. Use the arrows next to the month and year to change months. Then select the day that the milestone will be completed by clicking on the exact date it will be completed
3. Milestones must be completed within the reimbursement period
- iii. For additional milestone boxes, select the plus (+) button

Examples of Milestones

Milestones	Start Date	Completion Date
Receive, sign, and return grant agreement	10/1/2020	12/31/2020
Complete program report	1/1/2021	3/31/2021
Complete fiscal report	1/1/2021	3/31/2021
Receive Reimbursement	4/1/2021	6/30/2021
Close grant	7/1/2021	9/30/2021

4. Goals, Objectives and Outcomes

Applicants must describe the primary goal of the proposed project and how the expenditures support the selected core capability. The proposed project’s goal must be followed with objectives and outcomes that will identify how the gaps/shortfall will be lessened with the completion of the project.

The objectives must be specific, measurable, attainable, relevant and time-bound. The outcomes are the desired changes or results the proposed project will eventually accomplish. They are the desired end-state, which the applicant strives to achieve and can include visionary language.

Project outcomes show the gap between what is and what could be. A project may have more than one goal. If a project does have more than one goal, this will need to be added by clicking on the “ADD” button at the top of the screen after the “Save” button has been clicked on.

- a. Goal
  - i. Applicants must identify the goal of the proposed project and how grant funds will be used to support the project.
  - ii. Add the project goals in the box to the right of “Describe Goal”
- b. Overall Project Categories
  - i. Please select one or more of the following categories in which your project best fits:
    1. Life Saving Activities
    2. Day-to-day operations
    3. Improving existing capabilities
    4. Emergency Management
    5. Public Safety Improvements
    6. School Safety
    7. Terrorism Preparedness
    8. Other: if selecting “other,” please specify the category in the blank text box below the “If other – please specify” header. If “other” is not selected, leave this box blank
  - i. Objectives

1. The proposed project's goal(s) must be followed with objectives that will identify how the gaps/shortfall will be lessened with the completion of the project. The objectives must be specific, measurable, attainable, relevant and time-bound.
  - a. Type the first Objective in the box to the right of the "Objective #1" header
  - b. Select the plus (+) button if more "Objective" box(es) are needed. One must complete all other boxes (other than the "If other – please specify" boxes if "other" was not chosen) before adding more boxes
- ii. Outcomes
  1. The proposed project's objective(s) must be followed with outcomes that will identify how the gaps/shortfall will be lessened with the completion of the project. The outcomes are the desired changes or results the proposed project will eventually accomplish. Project outcomes show the gap between what is and what could be.
    - a. Select the plus (+) button if more "Outcome" box(es) are needed.
    - b. One must complete all other boxes (other than the "If other – please specify" boxes if "other" was not chosen) before adding more boxes
- iii. Outcome Category
  1. Please select one of the following categories which describes the stated outcome:
    - a. Exercise
    - b. Training
    - c. Personnel
    - d. Plans
    - e. Equipment/Supplies
    - f. Other: if selecting "other," please specify the category in the blank text box. If other is not selected leave this box blank

## Emergency Management Performance Grant Section

### 1. EMPG Project Scope

Applicants will be required to answer the following questions for EMPG specific grant applications.

- a. Project Type: Select from the drop-down menu the project type that best describes your project. Please read through all the options before choosing one in order to guarantee the one chosen best aligns with your project
- b. Capabilities Building: Select from the drop-down menu "build" or "sustain" that best describes your project.
  - i. Select "build" if the project supports a new core capability
  - ii. Select "sustain" if the project supports the current core capability for your project
- c. Environmental and Historic Screening Memorandum:

This is a “yes/no” radio button for applicants to select the choice that is appropriate for the project activities:

- i. Yes
  - 1. Applicants should select “Yes” if the project activities require new construction, renovation, retrofitting or the modifications of an existing structure
- ii. No
  - 1. Applicants should select “No” if the project activities do not require new construction, renovation, retrofitting or the modifications of an existing structure
- d. Does this project support a NIMS type resource? Please refer to the National Incident Management System Implementation in the EMPG NOFO.
  - i. Yes
  - ii. No
- e. Mission Area:

Select from the dropdown one of the FEMA mission areas: (refer to the “funding priorities chart” listed in the EMPG NOFO for the mission area that corresponds to the core capability)

- i. Prevention
  - ii. Protection
  - iii. Mitigation
  - iv. Response
  - v. Recovery
- 1. Core Capability:

Applicants must choose one core capability gap the proposed project is targeting. Applicants are encouraged to consult the FEMA Core Capability Development Sheets when developing project activities that correspond to the selected core capability gap. The FEMA Core Capability Development Sheets can be located here: <https://www.fema.gov/core-capability-development-sheets>.

    - 1. There are two drop down boxes for applicants to provide information about the core capability gap the project supports: (Please refer to the funding priorities listed in the EMPG NOFO).
      - 1. Select from the drop down list the core capability.
      - 2. Select from the drop down list the core capability ranking that the applicant has identified locally, high, medium or low. Ranking should be based on the need’s assessment process/mechanism.
      - 3. The State of Indiana ranking will auto-populate based on the core capability chosen.
  - 2. Planning, Organization, Equipment, Training, or Exercise (POETE)

The core capability gap identified will need to be characterized through the POETE (planning, organization, equipment, training or exercise). **For the EMA Salary Reimbursement, please ONLY chose the Organization category**

\*Reminder – the POETE categories selected will populate the POETE overview and budget pages.

- i. Planning
- ii. **Organization**
- iii. Equipment
- iv. Training
- v. Exercise

2. Planning, Organization, Equipment, Training, Exercise (POETE) Overview  
This section of the application is the POETE overview where the total amounts requested for each POETE category will need to be entered. These amounts should support your project towards fulfilling the National Preparedness Goal.
  - a. Organization - total amount to be requested for Organization

Applicants should enter the requested grant funds for up to three (3) full-time positions per county, or any combination of these three positions (i.e. one full time director, two part-time deputy directors, and one full-time administrative assistant). Applicants should reference the county allocations dollars (found on page 7) when entering in the salary expenditures up to or equal to the county allocation funding cap.

See the two examples below:

1. A county with a population less than 25,000 is requesting the maximum funding cap. This county would enter the amount of \$36,000 and the percentage entered would be 50 percent, making the total grant funds requested \$18,000 (the county allocation).
2. A county with a population less than 25,000 would like to fund a position that is below the funding cap. The amount entered would be the amount of the salary(s) and the percentage entered would be 50 percent

#### Organization Category Sub-Section

This section breaks out the POETE Overview by sub-category, disciplines, and the amount for each POETE selected on the previous page.

1. For the sub-category, select **(Personnel) Hiring of full or part time staff for emergency management activities only**. Please do not add additional rows
2. Items chosen in the sub-category will have parenthesis denoting which budget category will populate. For example: selecting Personnel sub-category will take you to the personnel budget page and personnel cost budget page.
3. For the discipline, select **Emergency Management** only.
4. Enter the amount of Personnel costs (annually) to be requested by grant funds for all requested positions.

#### Budget Forms Section

If a budget form populates or does not populate, please refer to the Planning, Organization, Equipment, Training and Exercise (POETE) Overview form and revise the selections and make the appropriate additions or deletions to include total amounts.

Applicants must include all project expenditures in the budget section.

## Budget Form – Personnel

1. Select from the drop-down menu the position for funding request either Director, Deputy Director, or Administrative Assistant. This is on the far left side of the table
2. Type in the position title in the box to the right of the “Position” that was just selected
3. Select from the drop-down menu to the right of the “Position Title” if this is a “new” or “existing” position
4. Enter the Name of the person filling the position in the box to the right of “position type” “new” or “existing” that was just entered
5. Select the POETE from the drop-down menu to the right of the person’s name
6. Select the Discipline from the drop-down menu to the right of the POETE designation
7. Select the “Position Status” from the drop-down menu to the right of the Discipline designation
8. Select the “Employee Type” from the drop-down menu to the right of the Position Status designation
  - a. Please select Full Time
    - i. Allows an annual salary to be submitted on the “Salary Table” on the Personnel Costs Form
9. Upload the job description by clicking the “Choose File” to the right of the position status
  - a. Select the file by searching for the file name in the search bar.
  - b. Click on the file
  - c. Select “Open”
10. Describe in the box to the right of the job description just uploaded how the personnel directly furthers the purpose of the project.
11. Select the “yes” or “no” from the drop-down menu to the right of the Description and state if the project requires new staff to meet the stated goals and objectives
  - a. If “yes” is selected, explain the need and impact of each position needed in the box to the right of the “yes”
  - b. If “no” is selected leave the box to the right empty

## Budget Form - Personnel Costs

Personnel Costs are the total cost of the fringe benefits and the total annual salary (grant and county) for each requested position. To navigate between personnel, go to the drop-down menu on the right-hand side above Personnel Costs. When a personnel costs page is complete, select the next position from the drop-down menu.

### Salary Table

- a. Enter the total annual base salary for the selected position
- b. Enter 50 into the % of Salary box

List the additional source that will support the position i.e. county portion

### Fringe benefit table

According to 2 CFR 200.431 fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Complete the applicable fields in the total cost and match columns in the fringe benefit table. (this can be found on a county auditor report)

The Grant column should remain zero in the fringe benefit table

#### *Additional Question*

Narrate why grant funding is required to support the fringe benefit expenditures requested.

### **Budget Summary**

This section is auto-populated based on the information entered into the budget forms. This is to give an overview of the grant request.

### **Federal Funding Accountability & Transparency Summary (FFATA) Section:**

This section will auto populate if the budget requested is \$25,000 or above. Please reference the FFATA section provided earlier in this EMPG NOFO for guidance.

### **Certified Assurances & Special Provisions**

There are three check boxes certifying that the information contained in the grant application is accurate. Once all the checkboxes have been completed, click on the “save/next” button or the “save” button for the signature title and date to populate.

### **Attachments**

EMPG Salary Required Attachments include:

1. Job Descriptions
2. Upload any other pertinent information regarding your application that would assist in reviewing the application.

This information should already have been uploaded to the Personnel form.

### **Submitting Application**

Before submitting the application, it is highly recommended to check for oversights by clicking the “global errors” button at the top of the screen. This will show any application forms that have errors and gives the opportunity to correct them. Please reach out to grants management if there are questions before submitting the grant via IntelliGrants. **Once the application has been submitted in the IntelliGrants system, IDHS is unable to return any application back to the applicant for any reason.**

## APPENDIX C: SAMPLE SYSTEM FOR AWARD MANAGEMENT LETTER

System for Award Management (SAM)

### Background

The System for Award Management (SAM) is a computer system accessed by the Internet managed by the U.S. Government. Entities must have an active registration in SAM to do business with the U.S. Government. An “entity” is the company, business, or organization registering in SAM. Each entity is represented by a nine-digit unique entity identifier, the DUNS Number as issued by Dun & Bradstreet.

Only individuals who are authorized to represent a particular entity, or individuals representing themselves as an entity, may register an entity in SAM. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained for the entity.

### Instructions to Entity

1. **Single Entity.** Use this template to formally appoint an Entity Administrator for 1) a single, domestic entity located in the U.S. or its outlying areas, or 2) a single, international entity that uses banking information from a U.S. financial institution in their SAM entity registration.
2. **Complete the template.** Fill in the blanks. Enter the highlighted information on the next two pages. **Do not include this instruction page in your letter.**
3. **Print the letter on your entity’s letterhead.** If you don’t have letterhead, enter your entity’s legal business name and physical address at the top of the letter before printing.
4. **Sign the completed letter in the presence of the notary.** Make sure the person who signs the letter is someone with signatory authority, i.e. who can make commitments on behalf of the entity like an executive, officer, partner, or other authorized signatory. The notary will confirm the signatory’s identity in accordance with your state’s notary procedures.
5. **Mail the completed, signed, notarized letter.** Your letter will be reviewed for completeness upon receipt at the Federal Service Desk at:

FEDERAL SERVICE DESK  
ATTN: [SAM.GOV](https://sam.gov) REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285  
UNITED STATES OF AMERICA

If incomplete or incorrect, you will be contacted. Your registration will not be activated until an approved letter is on file.

[Insert Date]

FEDERAL SERVICE DESK  
ATTN: [SAM.GOV](https://sam.gov) REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285  
UNITED STATES OF AMERICA

SUBJECT: Information Required to Activate SAM Entity Registration

### **Purpose of Letter**

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration.

### **Designation of Entity Administrator**

I, **[Insert Name and Title of Signatory]**, the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

### **Entity Covered by this Letter**

DUNS® Number: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

### **Entity Administrator Contact Information**

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*The Entity Administrator must have an individual user account in SAM associated with the email address listed.

### **Account Administration Preference (ONLY CHOOSE ONE)**

You must choose **ONE** of the two following statements by checking the applicable box.

Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

Self-Administration Confirmation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

Third-Party Agent Designation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert full name, phone number, address, and email address of the Third-Party Agent]** (Designated Third-Party Agent) to act on behalf of the Entity listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

**Attestation**

I, the below signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Account created with the email address provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

[Insert Full Name of Signatory]

[Insert Title of Signatory (i.e. Executive etc.)]

[Insert Email of Signatory]

[Insert Entity Legal Business Name]

[Insert Entity Physical Address]

**TO BE COMPLETED BY NOTARY**

(in accordance with State notary requirements)

State of \_\_\_\_\_

County of \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by \_\_\_\_\_ (name of officer or agent, title or officer or agent) of \_\_\_\_\_ (name of entity).

\_\_\_\_ Personally Known

\_\_\_\_ Produced Identification

Type of ID and Number on ID \_\_\_\_\_

(Seal)

\_\_\_\_\_

Signature of Notary

\_\_\_\_\_

Name of Notary

(Typed, Stamped or Printed)

Notary Public, State of \_\_\_\_\_