



Indiana Department of Homeland Security

Information Bulletin

Date: January 26, 2011

Bulletin No: 11.G001

TO: All District Coordinators
All IDHS Field Services Staff
All Emergency Management Directors

From: Joseph E. Wainscott Jr.
Executive Director
Indiana Department of Homeland Security

Subject: 2010 Emergency Management Performance Grant Salary Reimbursement
Guidance

Purpose

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

Background

In the past, the Indiana Department of Homeland Security (IDHS) has used the Emergency Management Performance Grant (EMPG) to financially support salaries for positions within county and city emergency management agencies (EMA) with the hope of encouraging conversion of all EMA directors to full-time status. This is consistent with EMPG guidance which reads, "Per the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. 5121-5207, EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management..."

Additional Guidance

The current IDHS policy on the EMA salary reimbursement program details that IDHS will assist with reimbursement of county EMAs to three positions: EMA Director, EMA Deputy Director and one administrative or clerical support. This policy assisted IDHS in working through local planning issues and resolving the state's potential funding issues. Our goal was to set a policy that explicitly sets the expectation with regard to what you could expect in EMPG funding annually thereby easing budgeting related issues.

Since grant funding is ever fluctuating and never guaranteed, we hoped, based on prior funding trends that this policy would be one the local agencies could sustain given the anticipated funding from year to year. The level of funding is based on the local capability assessment process which was launched last year. **Agencies are eligible for reimbursement up to 50% of the salary costs associated with the above mentioned positions.**

Solicitation

The 2010 EMPG salary reimbursement period will **cover October 1, 2009 through December 31, 2010.** For this reason, the Indiana Grants Management System (iGMS) will require each county submit the names, the total dollar amount of salary and fringe benefits for each employee. This information will be split into two (2) time periods. October 1, 2009 – December 31, 2009 and

January 1, 2010 – December 31, 2010. It is also necessary to identify whether the employee(s) is a Local Emergency Planning Council (LEPC) member.

Timeline

All applications will be processed through the Indiana Grants Management System (iGMS: <http://oas.in.gov/hs>) and will include a required budget and proposal section.

(NOTE: The iGMS manual and the IDHS Grants Administrative Plan are both posted on the Grants Management Page of the IDHS Web site at <http://www.in.gov/dhs/grants.htm>).

If you are interested in submitting an application and do not already have access to the iGMS, please contact the Grants Management Section at grants@dhs.in.gov and you will be given a username/password and access to the system.

Budgets must be submitted via the iGMS no later than midnight on **Thursday, March 31, 2011**.

Questions

Please direct questions regarding this program to your District Emergency Management Coordinator or a member of the IDHS Grants Management staff.