



Indiana Department of Homeland Security

Information Bulletin No. 13G001

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

From: Joseph E. Wainscott Jr.
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Date: January 10, 2013

Subject: 2012 Emergency Management Performance Grant Salary Reimbursement
Guidance

Purpose

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

Background

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

Guidance

The current IDHS policy on the EMA salary reimbursement program details that IDHS will assist with reimbursement of county EMAs, up to three positions: EMA Director, EMA Deputy Director and one administrative or clerical support position.

The level of funding is based on the 2011 local capability assessment. Agencies are eligible for reimbursement up to 50% of the salary costs associated with the above mentioned positions. When completing your budgets submit for 100% of the salaries. The percentage for your county will be applied by IDHS Grants staff after the budget is submitted.

Solicitation

The 2012 EMPG salary reimbursement period will be from **January 1, 2012 through December 31, 2012**. For this reason, the Indiana Grants Management System (iGMS) will require each county to submit the names, the total dollar amount of salary and fringe benefits for each employee. *NOTE: The fringes and other authorized staff salaries will not be reimbursed, but will be used to help IDHS meet the Federal match requirement.*

It is also necessary to identify whether each employee is a Local Emergency Planning Council (LEPC) member. LEPC members will be required to complete an Ethics disclosure form.

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

Timelines

All proposals and budgets will be processed through the Indiana Grants Management System (iGMS). The url is <https://myoracle.in.gov/hs/main.do>. The budgets must be completed and submitted via the iGMS no later than midnight on **Friday, February 15, 2013**. If you are interested in submitting the budget and do not already have access to the iGMS, please contact IDHS Grants Management at grants@dhs.in.gov and you will be assigned a username to access the system.

Proposal/Budget Process

- Login to the iGMS <https://myoracle.in.gov/hs/main.do>
- Under My Proposals, click on 2012 EMPG Salary Reimbursement 01/01/12 thru 12/31/12.
- Edit the Organizational Legal name, Tax ID and the Principal Executive Officer and Save and Continue.
- Edit the Primary Point of Contact information and save. The remainder of the Proposal has been completed on your behalf.
- Click on Proposal Funds and it will bring you to the budget.
- Click on the \$7.00.
- Click on Edit to change the fringes and enter the required information in the narrative section for each applicable position for your county. If it does not apply delete the budget line item.
- After all budget line items are complete, submit the budget.

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

Additional Guidance/Requirements

All EMPG funded positions must have completed the following required courses **prior to August 28, 2012 in order to qualify for ANY 2012 EMPG funding.**

- National Incident Management System (NIMS) Training
 - IS 100; IS 200; IS700; and IS800
- FEMA Professional Development Series
 - IS 139; IS 230a; IS 240a; IS 241a; and IS 244a
- Participation in three (3) exercises.
- Return the EMPG Effectiveness Measure worksheet

Questions

Please direct any questions regarding this program to your District Emergency Management Field Coordinator or a member of the IDHS Grants Management staff. You may contact Grants Management staff at 317-234-5917 or grants@dhs.in.gov.