NOTICE OF FUNDING OPPORTUNITY

Federal Fiscal Year 2024
Emergency Management Performance Grant
Emergency Management Agency Salary
Reimbursement

September 2024

AWARD INFORMATION

Sub-recipient performance period: Twelve (12) months

EMERGENCY MANAGEMENT AGENCY SALARY REIMBURSEMENT

Reimbursement period: Jan. 1, 2024 – Dec. 31, 2024

Compliance period: Jan. 1, 2024 – Dec. 31, 2024

APPLICATION DEADLINE

Grant application(s) must be submitted no later than: 4:30 p.m. EDT on October 30, 2024.

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 Unique Entity Identifier (UEI)
2. Be registered in the federal System for Award Management (SAM)
3. Be registered as a supplier with the state of Indiana
4. Be registered as a bidder with the state of Indiana

Detailed information regarding UEI, SAM, supplier 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.

Note: The FY24 EMPG salary application has the option to "copy forward" from the previous approved EMPG salary application (FY2023). After clicking the "apply now" button, there will be an option to copy data forward. Please note if the salary changed for FFY2024, you will need to revise the budget forms in the application before submitting.

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 http://www.in.gov/dhs/grants.htm.

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PROGRAM OVERVIEW

INTRODUCTION

The FFY 2024 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 2024 EMPG supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response and Recovery based on allowable costs. The responsibility of building, sustaining and delivering 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 2024 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 (FEMA) to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the U.S. 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, guidance and assistance, as authorized in this title, to support a comprehensive all hazards emergency preparedness system. FFY 2024 EMPG will provide federal funds to assist state, local, tribal and territorial emergency management agencies to obtain the resources required to support the National Preparedness Goal's associated mission areas and core capabilities.

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

Each eligible applicant must have:

- UEI number
- SAM registration
- Supplier registration with the state of Indiana in active status
- Bidder registration with the state of Indiana in active status
- Emergency Management Assistance Compact membership

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 (EMAC). All assets supported in part or entirely with FFY 2024 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 2024, sub-recipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Sub-recipients must use standardized resource management concepts for resource typing, credentialing and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs.

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.

Additional information can be found at:
http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.

> In order to satisfy this NIMS requirement, for FFY2024 EMPG salary reimbursement EMAs will need to complete the 2024 NIMS and Comprehensive Preparedness Guide (CPG) 101 survey by November 15, 2024. Confirmation of survey completion will be required in your Compliance Report in order to receive reimbursement. IDHS must ensure that this requirement is met prior to the reimbursement of EMPG funded positions.

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 in and resource support from all levels of government. Not every capability 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).

In FY20, a new, tier-based system was implemented to promote equity and ensure sustainability in the distribution of EMPG funding for county EMA personnel. This system will continue in FY24. EMAs will be able to request, based on their funding tier, dollars toward the documented gross salary expenditures for up to three (3) full-time positions, as in previous years. The total salary award may not exceed 50 percent of each position.

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.

EMPG-funded personnel are expected to be trained emergency managers. All EMPG funded personnel must complete *either* the Independent Study courses identified in the Professional Development Series *or* the National Emergency Management Basic Academy delivered either by EMI or at a sponsored state, local, tribal, territorial, regional or other designated location. Further information on the National Emergency Management Basic Academy and the Emergency Management Professional Program can be found at: https://training.fema.gov/empp/. A complete list of Independent Study Program courses may be found at http://training.fema.gov/is. 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
- FEMA Professional Development Series: IS 244

In addition to the training requirement, EMPG funded personnel are required annually to participate in one (1) Homeland Security Exercise and Evaluation Program (HSEEP)-compliant exercise and certify the completion of the 2024 NIMS and CPG 101 Survey. By utilizing this survey tool, IDHS will be able to document that local counties have met this requirement to ensure that Indiana is in compliance with this requirement.

***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, depending on the size and scale of the incident. Acceptable AARs 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. Once approved, the documentation must be uploaded to the IntelliGrants system and then emailed to the FEMA mailbox at HSEEP@fema.dhs.gov.

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

FUNDING RESTRICTIONS

Federal funds made available through this sub-award may only be used for the purposes 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. Grant funds may not be used for activities and projects unrelated to the completion and implementation of the EMPG Program.

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.

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.

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, medium 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 Operational Coordination as the core capability gap the proposed project is targeting.

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 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 toward 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 IntelliGrants 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
- 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 DocuSign
- Provide the name and email of the individual authorized to sign the contract in the signatory section of the contact information page of the application and notify IDHS through a Grants support ticket of any changes
- 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, which is located at the following:
  http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

REPORTING

COMPLIANCE MONITORING, PROGRAM AND FISCAL REPORTS

There are three types of reports for this grant. These reports serve an important function within the overarching grant cycle. The goal for EMPG Salary is the completion of one (1) Compliance Report, one (1) final Program Report, and one (1) final Fiscal Report. Additional Program and Fiscal reports will only be required if any budget adjustments are needed.

Compliance Monitoring

The first reporting process is the compliance monitoring (CM) report. Unlike the other reports, this report will automatically be initiated upon the organization's grant agreement becoming fully executed.

The CM report required documents for each position seeking reimbursement from the EMPG Salary grant are as follows:

A. Complete the 2024 NIMS and CPG 101 survey by November 15, 2024, and certify in the Compliance Report that the CPG 101 has been completed.
B. 11 FEMA Independent Study (IS) course certifications
   - 100
   - 200
   - 700
   - 800
   - 120
   - 230
   - 235
   - 240
   - 241
   - 242
   - 244
C. 1 Homeland Security Exercise and Evaluation Program (HSEEP) exercise sign-in sheet for the calendar year of the grant
D. The following calendar year's budget for the EMA personnel

The CM report serves as a method of archiving documents as well as ensuring federal and state requirements are met. The FEMA required IS course certifications do not expire and will roll over from year-to-year. Even if personnel are no longer with the organization, they will still roll over and can stay in the report since the requirements of the EMPG Salary grant are position specific and not person specific within the calendar year of the grant. This allows for grace with personnel changes from the time of the application to the time of the reporting process. If there

is change in personnel, the new personnel should have their own certifications by the end of the following year so they can use their certifications for that following year's CM report.

The HSEEP exercise sign-in sheet is for that specific year and therefore will not roll over each year from CM report to CM report. However, these sign-in sheets are also position specific and not person specific within the calendar year of the grant; therefore, allowing new personnel to use the previous person's HSEEP exercise as their own if time doesn't allow for them to have their own.

Having the budget of the upcoming year allows IDHS to plan ahead for what the counties will be asking for on the following year's EMPG Salary grant. Make sure that the year and the county's name is at the top.

Once all required documents have been uploaded for each position seeking reimbursement for the grant, the next step is to submit the CM report. To submit the report, hover over the green circle at the top of the CM report that states "Status Changes" and click on the link to submit it. There will be an agreement page after that and click on "ok" when ready to submit.

Upon notice of the CM approval, the program report can be initiated allowing the next step in reporting to happen.

Program Reports

Program reports 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 need to be submitted and approved before a fiscal report can be generated.**

Fiscal Reports

Fiscal reports are intended to update IDHS Grants Management staff of the fiscal status of the project. The fiscal report is also how the grantee will request reimbursement for approved expenses. Fiscal reports are required each quarter even if no reimbursement is requested. An invoice and proof of payment is required for each grant reimbursement request. When submitting for reimbursement the following documentation will be acceptable:

Eligible Invoices

Invoices must include the date of service, the amount due, and an itemized list of purchases. Acceptable invoices include:

- Timesheets
- Invoice from vendor
- Employee charge distribution
- Auditor's report
- Expenditure report
- Check register report
- Budget history report from the State Board of Accounts

Eligible Proofs of Payment

Proof of payment must include the date of payment, amount, payee, and payor. Acceptable proofs of payment include:

- Cancelled or cleared checks
- Bank or Credit Card Statements
- Pay Stubs
- Budget History Report from the State Board of Accounts or an auditor's report/cash ledger

Additional documentation that may be needed or helpful for review depending on the project:

- Training roster
- Exercise roster
- Job description of qualified personnel
- Vendor documentation that explains equipment or service and where/how it will be used on the premises

Reports required for FY24:

1. **Counties will have three (3) reports to complete and submit when the grant agreement is fully executed, one (1) Compliance report, one (1) final Program Report, and one (1) final Fiscal Report.**

2. **County EMAs need to upload their approved FY25 county budget in their Compliance report and certify their completion of the 2024 NIMS and CPG 101 survey.**

3. **Compliance documents must be submitted and approved before the program report can be initiated.**

4. **Program reports must be submitted and approved before the fiscal report can be initiated.**

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 30 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 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 30 days from the end date of the sub-grant.

Additionally, the sub-recipient must liquidate all obligations incurred under this award no later than 30 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 documents
- Training documents
- Financial data
- Threat and Hazard Incident Risk Assessment /Hazard Incident Risk Assessment or gap analysis

ADDITIONAL INFORMATION

PERFORMANCE PERIOD

While the project will need to be completed, the goal for FY24 is to have EMA's submit one (1) final program report and one (1) final fiscal report submitted after the grant agreement has been fully executed. The following activities must be completed by Sept. 30, 2025:

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

Within 30 days of Sept. 30, 2025, (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. The 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 $30,000.00 for all awards beginning Oct. 1, 2015.

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

- Unique Entity Identifier
- 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)
- 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 Unique Entity Identifier, 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 Unique Entity Identifier, 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 Unique Entity Identifier 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.

- 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 Code of Federal Regulations (CFR) 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
- Are reasonable

Salary Expenditure Documentation

The 2 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 each employee listed in the application for the entire period of reimbursement. The pay stub must show:

- Name of the employee
- Total gross wages earned
- Total hours worked during the period
- Hourly rate of pay
- Pay period begin and end dates
- Pay date
- 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
- Job requirements

Fringe Benefit Documentation

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. 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
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)
- County auditor year-end report

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

UNIQUE ENTITY IDENIFIER

On **April 4, 2022**, the federal government stopped using the DUNS Number to uniquely identify entities. A Unique Entity Identifier (UEI) is a 12-character (alpha-numeric) code that uniquely identifies all entities. Any entity registering to do business with the government in terms of contracts or grants and assistance awards is required to have one. Unique Entity IDs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

All applicants must have (or obtain) a UEI. The UEI is a required field in the EMPG application for funding. IDHS recommends that applicants review the SAM.gov database to ensure their UEI number is updated and active before IDHS will issue an award.

Most large organizations already have a UEI. Applicants should contact their grant administrator, financial department, chief financial officer or authorizing official to identify their UEI.

If you do not know your UEI number, you can submit a grants support ticket and a grant manager can assist. IDHS will check to see if an organization's UEI number is active and updated to ensure compliance with this requirement.

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 an UEI has been obtained, an applicant must register the number in SAM.

Applicants who are uncertain if they are registered with SAM should visit https://sam.gov/SAM/pages/public/samStatusTracker.jsf. 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:

- UEI;
- Taxpayer Identification Number (TIN) or Employment Identification Number (EIN);
- Identification of an 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.

SUPPLIER REGISTRATION WITH THE STATE OF INDIANA

Applicants must be an active supplier in good standing with the state of Indiana. To register as a supplier with the state, please visit the Auditor of State's website at: http://www.in.gov/auditor/924.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 Management Section inbox: grants@dhs.in.gov with the subject "**Supplier Number Application for [insert organization's name here].**"

Once received, the forms will then be given to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of 10 business 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 they are 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 number has been generated, IDHS Grants Management staff will contact the applicant with the assigned supplier number.

Applicants who are unsure if their agency has already been registered should submit a Grants Support Ticket (click on link) for verification. **An agency can only have one supplier number because it is linked to the agency's federal tax ID number (FEIN)**. To verify the supplier/vendor information on file with the state, IDHS will need to have the correct FEIN.

BIDDER REGISTRATION WITH THE STATE OF INDIANA

The state of Indiana requires all entities that receive funds from the state to be registered as a bidder. **An applicant can begin the bidder registration process while a supplier/vendor**

number is being processed. There is no cost to become a registered bidder and the process takes approximately twenty minutes to complete.

To become a registered bidder, applicants must go to this link: Bidder Home Page. After clicking on the link, click on the "Bidder Registration Form" link to start the registration process.

The state of Indiana will run a nightly batch process that will link your supplier/vendor number to your bidder registration number, but this process will not occur if your bidder registration is not fully completed. **You will not be able to receive any funding if these two numbers are not synced.** 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 2024 EMPG Grant program application is available through the IDHS grants management system, IntelliGrants (click on link – IndianaIntelligrants.intelligrants.com). 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" 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 2024 and Click "I Agree" once you are ready to apply
5. **EMPG salary application has the option to select if you would like to "copy forward" narrative and budget information from the previous approved application (FFY2023). The "copy forward" functionality lets you import information from certain forms from the previous year's application. Please note you should review and revise all pages to ensure accuracy of all information in the application before submitting.**

SALARY GRANT APPLICATION FRAMEWORK

Below are a few instructions for specific parts of the EMPG Salary Application.

Problem Statement & Analysis

A. Project Milestones
1. 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.
2. 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.
B. 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.
C. 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.
D. Milestones must be completed within the reimbursement period.
1. For additional milestone boxes, select the plus (+) button

Milestones	Start Date	Completion Date
Receive, sign and return grant agreement	10/1/2024	12/31/2024
Complete and submit FY24 compliance documents including all required trainings and HSEEP document(s)	1/1/2024	3/31/2024
Complete program report	1/1/2024	3/31/2024
Complete fiscal report	1/1/2024	3/31/2024
Receive reimbursement	4/1/2024	6/30/2024
Close grant	7/1/2024	9/30/2024

Examples of Milestones

Attachments

EMPG Salary required attachments include:

- FY25 approved county budget
- Job descriptions
- Upload any other pertinent information regarding your application that would assist in reviewing the application.

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.**