

STATE OF INDIANA
BEFORE THE BOARD OF CLARK COUNTY COMMISSIONERS

ORDINANCE NO. 35-2021

AN ORDINANCE ESTABLISHING THE EMERGENCY MANAGEMENT
PERFORMANCE GRANT FUND

WHEREAS, the Board of Commissioners of Clark County, Indiana (the “Board”), is the executive body of Clark County Government pursuant to the provisions of Ind. Code § 36-2-2-2; and,

WHEREAS, the Board is also the legislative body of Clark County Government pursuant to the provisions of Ind. Code § 36-1-2-9; and

WHEREAS, the Clark County Emergency Management Agency has applied for and been awarded a State Homeland Security Emergency Management Performance Grant for fiscal year 2021-2022; and

WHEREAS, as a requirement of the said grant program, a local, non-reverting, fund for the purpose of receipting, holding and expending allowable grant program receipts and expenses must be established; and

WHEREAS, the Board now desires to establish the “Emergency Management Performance Grant Fund” for the above-stated purpose.

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE CLARK COUNTY COMMISSIONERS, AS FOLLOWS:

1. **Establishment:** The Clark County Emergency Management Performance Grant Fund (the “Fund”), which is assigned **Fund Number 8232**, is hereby established as a non-reverting fund to be administered and maintained by the Clark County Auditor.
2. **Deposits into the Fund:** Only monies from the said Grant (and any matching grant funds, if applicable) shall be deposited into the Fund.
3. **Purposes of Permitted Expenditures from the Fund:** Money in the Fund shall be used only to pay those expenses allowed under the said Grant.
4. **Term of Fund:** The term of existence of the Fund shall be perpetual until the Fund is fully expended or terminated by subsequent ordinance adopted by the Board.
5. **Auditor’s Duty to Manage the Fund:** The Clark County Auditor is hereby directed to maintain and manage accurate accounting information regarding the receipts,

expenditures, and balances of the Fund as well as any reporting requirements pursuant to Indiana law.

6. **Effective Date:** This Ordinance shall be in full force and effect upon its passage and promulgation as evidenced by the affirmative signatures of the undersigned as the majority of the duly elected and serving members of the Board.

So Ordained this 20th day of October, 2021.

Members voting "NO":

Members voting "YES":

Jack Coffman, Commissioner

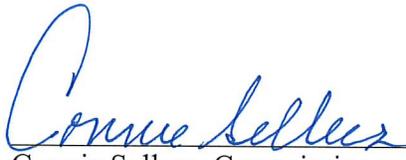
Jack Coffman, Commissioner

Bryan Glover, Commissioner



Bryan Glover, Commissioner

Connie Sellers, Commissioner



Connie Sellers, Commissioner

Attested by:



Danny Yost, Clark County Auditor



EMERGENCY MANAGEMENT PERFORMANCE GRANT AWARD LETTER

Date of Award: October 1, 2021
Subrecipient name: Clark County EMA
Contact: Gavan Hebner
Project Title: EMPGC-2021-Clark County EOC Equipment-00024
Final Award Amount: \$39,999.39
Grant Type: FFY 2021 Emergency Management Performance Grant
CFDA #: 97.042
Period of Performance: October 01, 2021 – September 30, 2022

The Indiana Department of Homeland Security (IDHS) is pleased to inform you that your application for Federal Fiscal Year 2021 (FFY21) Emergency Management Performance Grant (EMPG) funds has been approved in the amount shown above.

Please carefully review this award letter, as it contains important information regarding your grant award, including certain steps that each subrecipient must complete in order to properly process your sub-grant agreement and administer your funds. If you have any questions regarding the steps listed below, please submit a support ticket to the IDHS Grants Management staff via:
<http://dhs.in.gov/grants.htm>

STEP 1: REVISE PROJECT BUDGET TO REFLECT THE AWARD AMOUNT

Your budget must reflect the amount shown above; therefore, if the above amount is not the same as the amount for which you originally applied, you must log in to IntelliGrants and revise your budget to reflect this change.

- Supply form- Change POETE from "Organization" to "Planning"

Your budget must also be updated to match the current authorized equipment list (AEL) coding for any equipment you intend to purchase with your grant funds.

Note: Federal funds shall not be used to purchase any of the following: food, beverages or equipment sustainment (i.e., routine maintenance, oil changes, etc.).

STEP 2: SUBMIT ENVIRONMENTAL PLANNING AND HISTORICAL PRESERVATION (EHP) DOCUMENTATION

The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that U.S. DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties.

Any project that may impact the environment or a historic property must be reviewed by U.S. DHS/FEMA to ensure compliance with its EHP Policy Guidance (FEMA Policy # 108-023-1) and the EHP Policy (FEMA Policy # 108.24.4). If you requested funding for a project that involves construction of communication towers, modification or renovation of existing buildings, structures and facilities or new construction, including replacement of facilities or any other project that may impact the environment, you must comply with these policies by submitting the required EHP documentation to grants@dhs.in.gov no later than **January 15, 2022**.

STEP 3: SIGN THE SUB-GRANT AGREEMENT

This grant award is being made subject to general and special terms and conditions, which will be set out in the sub-grant agreement and are also included as (State of Indiana Terms and Conditions) and (Federal Terms and Conditions). **Your grant agreement MUST be signed through the State of Indiana's Supplier Contract Management system (SCM) within five (5) business days of receipt of the notification email that your agreement is ready for eSignature in SCM.**

The following links provide instructions for logging into SCM, signing an agreement, and troubleshooting any issues that may arise while attempting to login and sign an agreement:

eSigning a document in SCM Using Adobe Reader 11:

https://www.in.gov/idoa/files/Procurement_SupplierContracts_Instructions_eSigning.pdf

eSigning a document in SCM using Adobe DC:

https://www.in.gov/idoa/files/Procurement_SupplierContracts_Instructions_eSigning_AdobeDC.pdf

Troubleshooting:

<https://www.in.gov/idoa/files/eSigningTroubleShootingGuide.pdf>

IT IS VITALLY IMPORTANT THAT YOUR SIGNATORY IS ABLE TO LOG IN TO SCM PRIOR TO THE RECEIPT OF THE AGREEMENT FOR SIGNATURE. If he or she is currently unable to login, please contact the IDHS Grants Management staff IMMEDIATELY.

STEP 4: REGISTER WITH SAM

All subrecipients should be registered with the System for Awards Management (SAM), if they are not already, prior to submitting any requests for reimbursement. Registration can be completed through the following link: <https://www.sam.gov/portal/SAM/##11>.

ADDITIONAL AWARD INFORMATION:

Grant funds must be obligated and the project completed (ordered, accepted delivery, installed equipment and full completion of performance of any service agreements or contracts) during the performance period of the sub-grant award, which is October 1, 2021, through September 30, 2022. Obligations incurred during the performance period must be paid within 45 days following the end of the performance period. If this sub-grant award is not closed out by the subrecipient within 45 days following the end of the performance period of the sub-grant award, all unexpended grant funds paid to the subrecipient must be returned to the Indiana Department of Homeland Security by **October 15, 2022**. However, if you determine you will be unable to expend all funds by the end of the grant period, it is imperative the funds are returned to IDHS as soon as possible.

PAYMENT OF GRANT FUNDS

Subrecipients will not receive a disbursement of funds for any project expenditures until the grant agreement is fully executed in SCM. Grant funds will be disbursed to subrecipients (according to the approved project budget) once IDHS receives the invoice/receipt indicating the project deliverable has been completed and the proof of payment for that invoice/receipt via IntelliGrants. Proof of payment must take the form of either a cancelled check or an auditor or treasurer report. All funds will be paid in arrears after the submission of required documentation.

PROCUREMENT AND RECORDS

The subrecipient shall comply with all state, local and federal procurement standards, including those set out in 2 CFR 200, Subpart D, 2 CFR 200.318 through 200.326. Subrecipients are required to maintain and retain the following:

1. Backup documentation, such as bids and quotes.
2. Cost/price analyses on file for review by federal personnel, if applicable.
3. Other documents required by federal regulations applicable at the time a grant is awarded.

Subrecipients who fail to fully document all purchases will find their expenditures questioned and subsequently disallowed.

REPORTING

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.

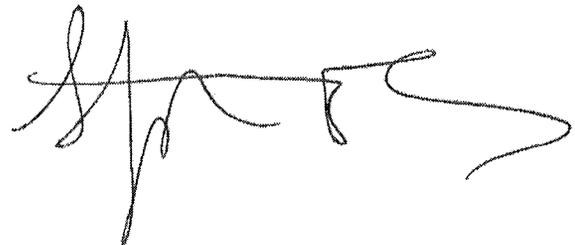
GRANT ADJUSTMENT NOTICES

All grant adjustment notices (GANs) must be submitted in IntelliGrants at least 30 days prior to the project's end date in order to ensure IDHS's consideration of the request. GANs will not be considered or approved if they are received by IDHS after the grant end date. GANs may be requested to be approved to move funds from one authorized category to another, but a new spending category may not be added that would change the original purpose of the grant.

EQUIPMENT

The state of Indiana identifies equipment or property as "tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$500 or more per unit acquired in whole or in part with grant funds." All subrecipients will use the tracking tool in IntelliGrants to track equipment purchased with federal preparedness funding, the person to whom equipment was assigned and reconciled items. Subrecipients must enter the required data in the IntelliGrants equipment inventory module. Failure to do so will increase the subrecipient's risk assessment score and may result in disqualification for future grant funding. The EMPG grant guidance requires any equipment purchased with federal grant funding to be marked prominently with the following phrase "Purchased with funds provided by the U.S. Department of Homeland Security."

Pursuant to the terms and conditions outlined in this award letter the Indiana Department of Homeland Security hereby obligates \$39,999.39 in FFY21 Emergency Management Performance Grant funds to the subrecipient, Clark County EMA, in accordance with the pass-through requirements set out in the FFY21 Emergency Management Performance Grant Notice of Funding Opportunity. The subrecipient may begin expending these funds in accordance with the terms and conditions contained herein, the subrecipient's approved grant application, and the subrecipient's updated budget.



Stephen Cox, Executive Director

Indiana Department of Homeland Security