



**State & Local Agreement (SLA)
Administrative Manual
FFY 2018**

October 1, 2017

Introduction

The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide Federal grants to states to assist state, local, territorial, and tribal governments in preparing for all hazards, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended (42 U.S.C. §§ 5121 et seq.) and Section 662 of the Post Katrina Emergency Management Reform Act of 2006, as amended (6 U.S.C. § 762). Title VI of the Stafford Act authorizes FEMA 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 and the 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.

The state, in turn, makes a large portion of this funding available to county emergency management organizations through the State and Local Agreement (SLA).

The SLA consists of a formal agreement that stipulates the terms and conditions of the grant, the work plan that supports the building and sustainment of the core capabilities across the Mitigation, Preparedness, Response, and Recovery mission areas.

The funding level is based on a formula that includes a base amount, adjustments for population, and percentage of time of the County/District Emergency Manager position. The funding is used for essential county/district emergency management expenses and requires 50% non-federal match. All requirements of the SLA must be satisfied to receive funding.

This SLA Administrative Manual will guide the County/District Emergency Manager through the various administrative, training, and financial requirements of the program. It also references some of the terms and conditions of the SLA under which such reimbursements are made.

Note to the County Auditor:

The EMPG is provided to counties to pay up to 50% of the county emergency managers' salary and the administrative costs accrued as a result of maintaining an office. The CFDA number is 97.042. This grant and any other associated with SDOEM shall be accounted for within fund 226.

SLA Administrative Manual

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Section 1: Definitions & Acronyms

A. Definitions

1. **AEL.** *AEL* refers to the Authorized Equipment List which provides information on allowable equipment expenditures for the EMPG grant program.
2. **Authorized Local Official.** *Authorized Local Official* refers to the individual on the local level who has the authority to sign the EMPG Subaward Agreement.
3. **CERT.** *CERT* refers to the Community Emergency Response Team.
4. **CFR.** *CFR* refers to the Code of Federal Regulations.
5. **Closeout Projects.** *Closeout Projects* refers to any project not pertaining to salary, benefits, or other administrative costs, to include equipment, deemed allowable under the SLA program.
6. **CRMCS.** *CRMCS* refers to the Comprehensive Resource Management and Credentialing System.
7. **DENR.** *DENR* refers to the Department of Environment & Natural Resources.
8. **DHS.** *DHS* refers to the Department of Homeland Security.
9. **DPS.** *DPS* refers to the South Dakota Department of Public Safety which is the state agency the SDOEM is a part of.
10. **Duty Officer.** *Duty Officer* refers to the rotational position within the SDOEM designed to serve as a single point of contact to government entities when state-level assistance is needed.
11. **Emergency Manager.** *Emergency Manager* refers to the position appointed by the executive officer or governing body of the county, and who shall have direct responsibility for the development and implementation of emergency and disaster plans, organization, administration, and operation of the local organization for emergency management.
12. **EMF.** *EMF* refers to Emergency Management Functions.
13. **EMPG.** *EMPG* refers to the federal Emergency Management Performance Grant.
14. **EOC.** *EOC* refers to the Emergency Operations Center.
15. **FEMA.** *FEMA* refers to the Federal Emergency Management Agency.
16. **Grant Subaward Agreement.** The *Grant Subaward Agreement* is the signatory document that commits grant funds to the subrecipient and acknowledges subaward terms and conditions.
17. **IAP.** *IAP* refers to an Incident Action Plan created to help organize an incident.
18. **Match.** *Match* refers to the 50% match provision required.
19. **Merit Personnel System.** *Merit Personnel System* refers the personnel system standards each subrecipient must adopt as a condition of eligibility for Federal assistance.
20. **NIMS.** *NIMS* refers to the National Incident Management System.
21. **Regional Coordinator.** *Regional Coordinator* refers to a SDOEM employee who serves as a liaison between SDOEM and the local jurisdictions.
22. **SDHAN.** *SDHAN* refers to the South Dakota Health Alert Network which is a web-based highly reliable, persistent messaging system.
23. **SDOEM.** *SDOEM* refers to the South Dakota Office of Emergency Management.
24. **SLA.** *SLA* refers to the State and Local Agreement.
25. **SLA Terms & Conditions.** The *SLA Terms & Conditions* is the document that identifies the applicable requirements subrecipients must comply with.
26. **SLA Work Plan.** The *SLA Work Plan* is the document that outlines the objectives required to be completed during the SLA's performance period.
27. **State.** *State* refers to the State of South Dakota.
28. **Subaward.** *Subaward* refers to an award provided by a pass-through entity (SDOEM) to a subrecipient.

29. **Subrecipient.** *Subrecipient* refers to a non-Federal entity that receives a subaward from a pass-through entity (SDOEM).
30. **WebEOC.** *WebEOC* is a web-enabled crisis information management system developed for emergency management.

Section 2: Grant Subaward Process

A. Notice of EMPG Funding Opportunity

1. Each federal fiscal year (FFY) the SDOEM will present the initial SLA award documents to all participating jurisdictions in the form of an Emergency Management Performance Grant Subaward Agreement, SLA Terms & Conditions, and SLA Work Plan.

B. Development of Objectives

1. Incorporated into the SLA is an annual work plan that includes mandatory statewide objectives. Jurisdictions that choose to participate in the SLA are required to complete three custom objectives. The three objectives are developed by the County EM and/or a statewide SLA committee. These three objectives must be submitted to SDOEM for review and approval with the Quarterly Activity Report due by July 30 for the next period of performance.

C. Submission of SLA by Jurisdiction

1. Each participating jurisdiction will sign the initial Grant Subaward Agreement and return it to their Regional Coordinator by mail prior to October 1st of each year. **Note:** Electronic submissions of the initial Grant Subaward Agreement will not be accepted.

D. Initial and Final Subaward Agreements

1. Once SDOEM receives the Grant Subaward Agreement with the jurisdiction's signature, the Director of SDOEM will sign the agreement and an executed copy will be returned to the jurisdiction.
2. The exact funding amounts are not available at the time the initial Grant Subaward Agreement is signed. This initial agreement formalizes participation in the SLA program and serves as an agreement to the SLA Terms & Conditions and SLA Work Plan.
3. When exact funding is identified, SDOEM will send an amended Exhibit A with all details and amounts to the Sub-Recipient.

Section 3: Reimbursement Process

A. Quarterly Reporting Requirements

1. Required Documentation. All quarterly reimbursement claims must include the following four items in order to be processed. Sample forms can be found in the WebEOC File Library. For access to the WebEOC File Library, please contact your Regional Coordinator.
 - a. SLA Form 85-21 (State and Local Management Expenses Claimed for Contributions)
 - i. All claims for reimbursement must be submitted on SLA Form 85-2.
 - ii. All expenditures submitted on SLA Form 85-21 will be used by the SDOEM to match Federal EMPG funds. Therefore, the county/district may not use any of these expenses as financial “match” for any other program or grant opportunities.
 - iii. Copies of all invoices and travel vouchers must be submitted with the SLA Form 85-21 to substantiate the claim. Documentation of all claims should be clear and specific in regard to the expense.
 - b. Salary and Benefits Claims Records or actual payroll records.
 - i. Amounts reported should reflect only that portion of salaries and benefits that were related to the emergency management position. The auditor must certify that the emergency manager worked the required hours per the Schedule of Required Hours in Appendix B.
 - c. State Time Sheet
 - i. Emergency Management work hours, and non-emergency management work hours if applicable, must be recorded on the State Time Sheet (WebEOC File Library) and submitted for each month with the quarterly report.
 - ii. During a disaster response, hours worked by the emergency manager may be claimed through the SLA or under a Presidential Disaster declaration if made. However, the hours can only be claimed from one source. The jurisdiction cannot be reimbursed twice for the same hours.
 - d. Quarterly Activities Report
 - i. The Quarterly Activities Report can be found in the WebEOC File Library under County EM – SLA.
 - ii. This form should be completed and include short descriptions for each additional objective. The form must be signed by the Chairman of the County Commission certifying that all objectives reported are completed.
2. Methods for submission. Quarterly reports may be submitted electronically or mailed to the respective Regional Coordinator. If submitted electronically, forms which require signatures must be scanned copies showing signature. All supporting documentation must be attached electronically.
3. Deadline for submission. All work items, quarterly reports, and other deliverables identified within the SLA Work Plan must be submitted to the respective regional coordinator within thirty (30) days following the end of each quarter (January 30, April 30, July 30, and October 30).

B. Reimbursement Timeline

Subaward reimbursement will be made incrementally. Due to the timing of this federal funding, reimbursement will most likely be made in two disbursements.

1. Quarters 1 – 3 may be combined and paid within 90 days following the receipt of federal funding.
2. Quarter 4 will be paid within 90 days following the end of Quarter 4 (Sept 30).
3. Reimbursement may be withheld if all requirements have not been met.

4. An email notification will be sent to the jurisdiction when a payment request has been submitted to the DPS finance office. Please allow 10-14 business days for the payment process to be completed.

C. Allowable Expenses

1. Each reimbursement request submitted to SDOEM will be analyzed to ensure compliance. Only actual and allowable expenses may be claimed. Claims not properly justified and documented will not be processed. In general, only personnel and administrative expenses (day-to-day type expenses) are eligible. See Appendix A: Summary of Allowable and Unallowable Costs.
2. Only expenses **incurred** during the period of performance (see State & Local Agreement Sub-Recipient Agreement) are eligible for reimbursement.
3. If a county encounters an expense that was incurred prior to September 30th, but does not process payment in time to include on the 4th Quarter 85-21 form, the county can submit a supplemental 85-21 prior to December 31st. This supplemental will only be submitted if the county has funding remaining in their grant.

D. SLA Closeout Projects

1. SDOEM requires prior approval of any SLA Closeout Projects. SLA Closeout Projects are categorized as any project not pertaining to salary, benefits, or other administrative costs, to include equipment, deemed allowable (see Appendix A - Summary of Allowable and Unallowable Costs) under the SLA program. In addition, any emergency management related equipment purchases must be on the Authorized Equipment List (AEL) with EMPG listed as an applicable grant program to be eligible.
2. SDOEM accepts requests for SLA Closeout Projects at any time during the year and requests must be submitted in writing (email will suffice) in order to be considered for reimbursement. Approval or denial correspondence for the SLA Closeout Projects will be sent to the emergency management director.
3. If approved, the jurisdiction will request reimbursement for the project and include documentation of approval with the Quarterly Activity Report due October 30.
4. SLA Closeout Projects will only be reimbursed if the jurisdiction has funds remaining in their subaward at the end of the grant year.

Section 4: Personnel Procedures

A. Compliance with Merit System Standards

To be eligible to receive EMPG grant funds, counties must comply with the Standards for a Merit System of Personnel Administration found in 5 CFR Chapter 1, Subpart F, Subsections 900.601 - 900.604 and must have a signed Acceptance of Merit System Standards certificate on file with SDOEM. This form can be accessed through WebEOC. The standards are as follows:

1. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.
2. Providing equitable and adequate compensation.
3. Training employees, as needed, to assure high quality performance.
4. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected.
5. Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, age (as defined by the Age Discrimination in Employment Act of 1967, as amended), disability, genetic information (including family medical history), marital status, political affiliation, sexual orientation, status as parent, labor organization affiliation or nonaffiliation in accordance with chapter 71 of title V, or any other non-merit-based factor, or retaliation for exercising rights with respect to the categories enumerated above, where retaliation rights are available, and with proper regard for their privacy and constitutional rights as citizens. This “fair treatment” principle includes compliance with the Federal equal employment opportunity and nondiscrimination laws.
6. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

B. Hiring Procedures

Procedures for hiring county emergency management directors, assistant directors, and clerical personnel are outlined below and may be of assistance when hiring. Each jurisdiction’s method of hiring is acceptable unless the allegations of noncompliance in 5 CFR 900.604 causes a review by the United States Office of Personnel Management. Additional questions may be directed to the Regional Coordinator for your area or to the SDOEM in Pierre at 605-773-3231.

1. Advertising of the position available may be accomplished by announcement in the official county newspaper fourteen (14) days prior to the closing date for receiving applications. A sample announcement can be accessed through WebEOC.
2. Applications should be submitted on the county’s employment application form.
3. Hiring is the sole responsibility of the county/district. The SDOEM recommends the following qualifications and/or considerations to assist the county with the hiring decision:
 - a. If the candidate is being considered for a part-time position, identify if the candidate holds another job that might interfere with the emergency manager’s ability to respond to a disaster or emergency. For example, an active firefighter cannot fight a fire and perform emergency management responsibilities at the same time. The same would be true of candidates actively involved in other operational disciplines such as law enforcement, medical response, dispatching, etc.

- b. The candidate should have organizational skills and the ability to manage an office. Computer skills are essential.
- c. The candidate should be able to travel and be prepared for extended on-scene presence at disaster or emergency scenes.
- d. The candidate should have public speaking skills.

C. New Personnel

- 1. A Certification of Authorized Official form must be filed with SDOEM within 30 days for any new emergency manager hired. This form authorizes the employee to conduct emergency management business for the county. This form must be on file at SDOEM before expenses can be claimed. This form can be accessed through WebEOC.

D. Personnel Action Form

- 1. A Personnel Action Form must be completed every time an SLA-funded employee is hired, terminated, retired, receives a change in salary or a promotion, etc. and submitted to the SDOEM within 30 days. This form can be accessed through WebEOC.

Appendix A: Summary of Allowable and Unallowable Costs

The basic criterion for allowable costs under EMPG is that they must represent necessary and essential state and local emergency management personnel and administrative expenses. These costs must comply with the CFR Cost Principles found in 2 CFR Part 200 Subpart E. General guidance is as follows. SDOEM has final authority regarding allowable costs.

A. Allowable Costs

1. Personnel Compensation and Benefits

- a. **Full-Time Status.** Personnel can be funded as full-time employees if 100% of their job duties are dedicated to performing emergency management program elements required by such projects and their job descriptions.
- b. **Part-Time Status.** Part-time positions may be funded within an emergency management agency, even though the individual may hold a separate part-time position in another department or in the private sector, provided the duties of the other position do not conflict with or impair the emergency management functions assigned to the individual. Part-time positions will be funded at a percentage directly related the percentage of duties included within their job description that relate to emergency management. Personnel compensation and benefits for an employee of a department of local government other than emergency management, including persons serving as full-time or part-time local emergency program managers, are allowable. An acceptable current position description that includes the specific emergency management duties and functions of the employee may be requested by the SDOEM.
- c. **Elected Officials.** Salaries of local emergency management employees who also hold a part-time elective office by appointment to fill a vacancy may be allowable for a matching contribution under the EMPG Program. It must be demonstrated that the holding of such elective office does not conflict with or impair performance of the emergency management duties for which salaries are being paid. Time and attendance records must be kept to demonstrate that the costs charged to emergency management are in accordance with time and effort spent on emergency management activities.
- d. **Retirement Funds.** The federal share of any payment to a retirement fund must be in a prorated amount apportioned on the basis of time worked in a position while it was federally assisted. The cost must be related to a particular fiscal year and be charged only while that year's funds remain available.

2. Travel and Transportation

- a. **Air Travel.** Air travel is allowable only for emergency management personnel on authorized emergency management travel. Airfare shall not exceed the basic least expensive unrestricted accommodations class (coach) offered by commercial airlines.
- b. **Duty Station.** For the purposes of funding travel costs, the person's duty station shall be the location specified under the terms of employment.
- c. **Travel by emergency management office personnel.** Travel expenses incurred by emergency management office personnel including EOC staff to complete SLA objectives or attend SDEMA Conference.
- d. **Travel or Vehicle Expenses.** Travel or vehicle expenses are limited to actual expenses of authorized official emergency management travel. Official travel is to be substantiated by vehicle mileage records, receipts for travel, vehicle operating expenses, or other appropriate documentation.

3. **Equipment, Supplies, and Contractual Expenses**

- a. **Citizen Corp Programs.** Expenditures for the Citizen Corps' CERT program are eligible for reimbursement; however, any equipment purchases will be limited to basic issued individual equipment to volunteer civilian responders and the CERT program must be registered as an active program with DHS.
- b. **Equipment**
 - i. **Administrative Office Equipment.** Limited to costs of office machines, furniture, and items of office equipment, including audio visual, required for administration and operation of the emergency management office
 - a. **Computer Equipment and Software.** Funding levels for computer equipment and software are limited to the pro rata share of emergency management activities.
 - a. **Lease-Purchase Agreements.** Allowable only up to the amount that would be spent had the entity purchased the property on the date the lease agreement was executed.
 - b. **Mobile and Portable Communications Equipment.** Limited to costs of equipment required for day-to-day emergency management business of emergency management agency personnel.
 - c. **Operation and Repair.** Includes equipment obtained through loan or donation.
 - ii. **Emergency Management Training Equipment.** Limited to costs of training equipment and supplies for use by emergency management personnel in training other governmental personnel and volunteers with emergency responsibilities.
 - iii. **Closeout Project Equipment.** Equipment that is identified as a Closeout Project under Section 3D of this manual.
- c. **Insurance and Indemnification.**
 - i. **Insurance Costs.** Allowable insurance costs under the EMPG Program are limited to payments for the following:
 - a. Liability insurance covering emergency management administrative facilities, vehicles, and equipment.
 - b. General liability insurance required for protection of the political subdivision.
 - c. Insurance covering administrative emergency management facilities, vehicles, and equipment for damages caused by fire, theft, and collision, as well as water, wind, rain, snow, hail, and other natural causes.
 - d. Errors and omissions insurance, whereby if after audit, any EMPG expenditures by participating local jurisdictions are disallowed, the insurance carrier reimburses the federal government for the loss.
 - ii. **Self-Insurance.** Within the limitation expressed in 2 CFR 200.447, contributions to a self-insurance program are allowable to the extent that the type of coverage, scope of coverage, and the rates and premiums would have been allowed had the insurance been purchased to cover the risks.
 - iii. **Insurance Premiums.** Allowable cost amounts for insurance premiums are limited to the pro rata share of premiums paid for coverage during the current federal fiscal year.
 - iv. **Workmen's Compensation.** Reimbursement is allowable for payment of workmen's compensation claims paid in accordance with State law in each fiscal year, but only if specifically approved in the grant agreement. Reimbursement is limited to an amount not exceeding the rates and premiums for comparable insurance protection from commercial

- insurance companies. Reimbursement applies only to emergency management positions for the fiscal year.
- d. **Janitorial and Custodial Services.** Limited to housekeeping and maintenance costs of space occupied by personnel engaged in the administration of the emergency management program.
 - e. **Local newsletters and publications.**
 - f. **Meetings and Conferences.**
 - i. **Personnel.** Costs of attending emergency management meetings and conferences are limited to expenditures of the participating political subdivision for emergency management personnel.
 - ii. **Technical Information Meetings.** Meeting costs where the primary purpose is dissemination or exchange of technical emergency management information.
 - g. **Memberships.** Memberships in business, technical, and professional organizations are allowable if membership dues are billed in the name of a person holding a position of the participating political subdivision and the billing is paid for by a check drawn against the political subdivision, the membership can be considered an agency membership under the name of the person holding the position.
 - h. **Rent and Maintenance.**
 - i. **Office and EOC Space.** Rent, or charges made in lieu of rent, may not exceed 50 percent of the prevailing rental rates for comparable space in privately owned buildings in the community. If the participating emergency management agency has an EOC, the emergency management staff should be located there for day-to-day administration of the program.
 - ii. **Local Government Buildings.** Rent, or maintenance and utility charges made in lieu of rent, for space occupied by an emergency management agency in a building owned by a local government.
 - iii. **Federally Financed Space.** Rental charges for emergency management office space leased from the Federal Government do not require prior FEMA approval.
 - i. **Rental Vehicles.** Rent paid for temporary possession or use of vehicles used solely in administration of the emergency management program; however, vehicles must be rented from an established firm or organization regularly engaged in the business of renting motor vehicles, and the rental payments must be in accord with the terms of the written contract. Rates must be reasonable and comparable to rates available elsewhere in the area.
 - i. **Car Rental.** Car rental costs paid to local government motor pools are allowable if the charges are based on experienced rates, are fixed to recover costs, and doing so constitutes a normal practice of the applicant government.
 - j. **Utility costs.** Includes recurring land line charges and equipment rental costs associated with emergency communications (telephones and warning systems), service call charges, telephone directory charges, and environmental or other surcharges.

B. Unallowable Expenses

1. Personnel Compensation and Benefits

- a. **Alternatively Compensated Work.** Personnel compensation and benefits for performance of work for which the individual receives other compensation from federal funds.

- b. **Benefits for Volunteers.** Includes liability insurance, accident or health benefits insurance, workmen's compensation, and other personnel benefits for volunteer and emergency workers.
 - c. **Citizen Corp Programs.** Compensation and benefits for work performed for the Citizen Corps program.
 - d. **Disaster Operations.** EMPG funds may not be used to pay personnel costs for additional staff during disaster operations.
 - e. **Elected Officials Salaries.** Salaries of elected officials, or appointees to fill a vacancy in an elective office, or employees who hold part-time partisan elective office.
 - f. **Emergency Services Compensation.** Any portion of compensation or benefits for dispatchers, communicators, or other personnel who are required to be on assigned duty shifts at specific locations to perform police, fire, or other first-responder functions, even though some functions related solely to emergency management are performed during these periods.
 - g. **General Executive Salary.** Salaries and benefits of the chief executive of a political subdivision.
 - h. **Legislator's Salaries.** Salaries and other expenses of members of government bodies such as county commissions, the city council, school board, etc., whether incurred for the purpose of legislation or executive direction.
2. **Travel and Transportation**
- a. **First Class Airfare.** First-class air accommodations are unallowable except as provided in 2 CFR 200.474.
 - b. **Motor Vehicles.** Purchase of all motor vehicles, as well as rent-purchase contract costs.
 - c. **Travel and Per Diem Expenses.** Travel and per diem expenses for students attending schools operated by FEMA or expenses reimbursed by another agent.
3. **Equipment, Supplies, and Contractual Expenses**
- a. **Advertising.** Costs of promotional advertising for emergency management.
 - b. **Bad Debts.** Bad-debts, including losses, arising from uncontrollable accounts and other claims. Related collection and legal costs are also unallowable.
 - c. **Citizen Corp Programs.** The following Citizen Corps program are not eligible for reimbursement:
 - i. Fire Corps
 - ii. Neighborhood Watch
 - iii. Medical Reserve Corps (MRC)
 - iv. Volunteers in Police Program (VIPS)
 - d. **Contingency Funds.** Contributions to a contingency reserve or any similar provision for unforeseen events.
 - e. **Contributions and Donations.**
 - f. **Costs Funded/Supported Under Other Federal Programs.** All costs otherwise eligible for Federal financial contributions under other federal programs, except administrative expenses incurred in conduct of normal emergency management activities and not part of an approved application, are not allowable under EMPG.
 - g. **Employees From Other Departments.** Rent, or charges in lieu of rent, for space occupied by employees assigned from other departments of the local government for emergency management duties, when these personnel are located in space other than the emergency management administrative office. However, such charges may be included as part of indirect costs.

- h. **Entertainment.** Expenditures for entertainment, including amusements, social activities, and related incidental costs such as meals, beverages, lodging, rentals, transportation, and gratuities.
- i. **Equipment Operation.** Operational costs of equipment except for emergency management administrative office equipment and emergency management training equipment.
- j. **Equipment Purchase.** All other equipment that is not identified in the Allowable Expense section.
- k. **Federally Donated Property.** Costs of acquisition, transportation, installation, or rehabilitation of property obtained by donation from a federal source under the Federal Property and Administrative Services Act or other federal authority.
- l. **Fines and Penalties.** Fines and penalties, including costs resulting from violations of or failure to comply with Federal, State, and local laws and regulations.
- m. **Fiscal Arrangements.** Interest on borrowings (however represented), bond discounts, costs of financing and refinancing operations, and related legal and professional fees.
- n. **Food.** Any food other than per diem.
- o. **Inmate Labor.** Costs of inmate labor, including compensation, gratuities, meals, or other benefits for prisoners. **Note:** These costs are allowable under a disaster declaration; just not under EMPG funding.
- p. **Memberships.** Memberships to civic organizations.
- q. **Occasionally Used Space.** Rent, or charges in lieu of rent, for space not used in day-to-day administration of the emergency management program.
- r. **Prepayments.** Any billing that contains a claim for prepayment for more than 12 months, except for periodical subscriptions, rent, utility charges, and insurance premiums, must be prorated to charge the appropriate fiscal year in which those costs were incurred.
- s. **Real Property.** Expenditures for purchase of land and for purchase or construction of buildings.
- t. **Rent and Maintenance.** If the emergency management agency has EOC space that is not utilized, rent, or charges made in lieu of rent, is unallowable. Also, rent for space in federally-funded EOC's is unallowable.
- u. **Training.** Travel and training expenses for classes or courses that are not part of the emergency management curriculum.
- v. **Uninsured Losses and Federally Supported Property.** Actual losses that could have been covered by permissible insurance, through an approved self-insurance program or otherwise and losses with regard to property on loan from, or donated by, the Federal government.
- w. **Unnecessary and Nonessential Expenses.** Costs that are clearly unnecessary or are nonessential for an effective emergency management program.

Appendix B: Schedule of Required Hours

Month	Work days each month	Hours per day	Hours Required based on Percentage of Time Worked											
			100%	90%	85%	75%	70%	66%	60%	50%	43%	40%	30%	25%
Oct-17	21	8	168	151	143	126	118	111	101	84	72	67	50	42
Nov-17	20	8	160	144	136	120	112	106	96	80	69	64	48	40
Dec-17	20	8	160	144	136	120	112	106	96	80	69	64	48	40
Jan-18	21	8	168	151	143	126	118	111	101	84	72	67	50	42
Feb-18	19	8	152	137	129	114	106	100	91	76	65	61	46	38
Mar-18	22	8	176	158	150	132	123	116	106	88	76	70	53	44
Apr-18	21	8	168	151	143	126	118	111	101	84	72	67	50	42
May-18	22	8	176	158	150	132	123	116	106	88	76	70	53	44
Jun-18	21	8	168	151	143	126	118	111	101	84	72	67	50	42
Jul-18	21	8	168	151	143	126	118	111	101	84	72	67	50	42
Aug-18	23	8	184	166	156	138	129	121	110	92	79	74	55	46
Sep-18	19	8	152	137	129	114	106	100	91	76	65	61	46	38

The months of November and April have additional declared holidays at the option of your participating county or district.

The above figures represent actual working days and hours required. These do not include holidays, as they are not required working days. Declared holidays, such as the Friday following Thanksgiving may be deducted (on % scale) from that particular month, depending upon your county or district's requirements.

The above figures are based on a 40 hour week.

Holidays:

October – Native American Day

November – Veterans Day and Thanksgiving Day

December – Christmas Day

January – New Year's Day and Martin Luther King Jr Day

February – Presidents' Day

May – Memorial Day

July – Independence Day

September – Labor Day

Optional Holidays:

November – Day after Thanksgiving

March/April – Good Friday afternoon

Appendix C: Schedule of Required Forms and Due Dates

<u>NAME OF FORM</u>	<u>WHAT TO SEND</u>	<u>WHEN TO SEND</u>
EMPG Sub-Recipient Agreement	Original to SDOEM Regional Coordinator	Yearly - By October 1
Personnel Action Form	Original or Scanned Copy to SDOEM Regional Coordinator	For All Personnel Changes (Salary, % of time, etc.) Within 30 Days of Change
Acceptance of Merit System Standards	Original or Scanned Copy to SDOEM Regional Coordinator	Upon Entry or Re-Entry to SLA Program
Certificate of Authorized Official	Original or Scanned Copy to SDOEM Regional Coordinator	Upon Appointment of New Emergency Manager
Quarterly Activity Report	Original or Scanned Copy to SDOEM Regional Coordinator	Quarterly - By January 30, April 30, July 30, and October 30

For a complete listing of on-line forms go to:

<https://webeoc.sd.gov> (WebEOC File Library/County EM-SLA)

Appendix D: Additional SLA Work Plan Guidance

The following is additional information and guidance on the Mandatory EMF Objectives found in Appendix 1 of the State & Local Agreement Work Plan.

A. Administration and Finance (FEMA EMF 1)

1. The NIMS Report is located in the File Library in WebEOC under County EM-Forms.
2. The NIMS Spreadsheet Template is located in the File Library in WebEOC under County EM-Templates. To view last year's submission, please contact your Regional Coordinator.
3. If you have further questions regarding EMF 1, please direct them to your Regional Coordinator.

B. Operational Planning (FEMA EMF 6)

1. The Local Emergency Operations Plan Template is located in the File Library in WebEOC under County EM-Templates.
2. If you have further questions regarding EMF 6, please direct them to your Regional Coordinator.

C. Resource Management and Logistics (FEMA EMF 8)

1. Information regarding the State of South Dakota's Comprehensive Resource Management and Credentialing System (CRMCS) can be found at:
<http://southdakota.responders.us/>
 - a. Additional information on maintenance of the system and how-to documents can be located under Resources, CRMCS, and then CRMCS Documents.
 - b. To enter or change resources for your jurisdiction, select Salamander Live under Applications. You will need a username and password in order to access this part of the system.
 - c. For further information and guidance regarding the CRMCS program, please direct questions to your Regional Coordinator or contact the SDOEM CRMCS staff at (605) 773-3231.
2. The forms for County, Municipal, and Township Contacts are located in the File Library in WebEOC under County EM-Forms.

D. Operations and Procedures (FEMA EMF11)

1. Preliminary Damage Assessment (PDA) forms are available in the File Library in WebEOC under PDA Forms.

E. Training (FEMA EMF 13)

1. The SDOEM training calendar can be found at:
http://dps.sd.gov/emergency_services/emergency_management/training_schedule.aspx. At this site, you can find where and when courses are scheduled and get additional information concerning the SDOE Training Program.
2. A description of the Professional Development Series can be found at:
<http://training.fema.gov/is/searchis.aspx?search=PDS>.
3. A description of the Advance Professional Series can be found at:
<http://training.fema.gov/program/aps/>.
4. For further information and guidance regarding EMF 13, please direct questions to your Regional Coordinator or contact the SDOEM Training staff at (605) 773-3231.

F. Exercises, Evaluations, and Corrective Actions (FEMA EMF 14)

1. **OEM Exercise Policy.** A fundamental responsibility of an emergency manager is to establish a program which will effectively provide for the protection of the lives and

property of the public. This goal is attained through a variety of means, including, but not limited to, regular exercising of emergency operations plans and procedures.

- a. In conducting exercises in South Dakota, we utilize the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is a capabilities and performance-based exercise program that provides a standard methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP constitutes a national standard for all exercises.
 - b. There are seven types of exercises defined within HSEEP, each of which is either discussions-based or operations-based.
 - i. Discussions-based exercises familiarize participants with current plans, policies, agreements, and procedures. These types of exercises may be used to develop new plans, policies, agreements, and procedures.
 - a. Seminar. An informal discussion designed to orient participants to new or updated plans, policies, or procedures.
 - b. Workshop. Resembles a seminar, but is employed to build specific products such as a draft plan or policy.
 - c. Tabletop Exercise. Involves key personnel discussing simulated scenarios in an informal setting and can be used to assess plans, policies, and procedures.
 - d. Games. A simulation of operations that often involves two or more teams, usually in a competitive environment using rules, date, and procedures designed to depict an actual or assumed real-life situation.
 - ii. Operations-based exercises validate plans, policies, agreements, and procedures, clarify roles and responsibilities, and identify resource gaps.
 - a. Drill. A coordinated, supervised activity usually employed to test a single specific operation or function.
 - b. Functional Exercise (FE). Examines and/or validates the coordination, command, and control between various multi-agency coordination centers. A Functional Exercise does not involve “boots on the ground” response.
 - c. Full-Scale Exercise (FSE). A multi-agency, multi-jurisdictional, multi-discipline exercise involving functional and “boots on the ground” response.
 - c. **Counties participating in the State and Local Agreement (SLA) as it relates to the Exercise Program are required to conduct or participate in one drill per quarter and one full-scale exercise per year.**
2. **Communications Drills.** The State Exercise Coordinator schedules two communications drills per quarter to fulfill the SLA drill requirement. Counties must fill out and submit the communications drill participation to the State Exercise Coordinator within **one (1) week** of the date of the drill to receive credit for participation. If a county misses a required drill, a make-up drill must be completed within the next quarter. In lieu of participating in a state drill, a county may choose to conduct its own drill. IE: Radio drill, telephone call tree test, etc. A Situation Manual (SitMan) and an After Action Report-Improvement Plan must be submitted for the communications drill credit.
- a. Communications Drill Schedule

Quarterly Drill Schedule			
Qtr.	Month	Drill	Date
1st Qtr.	October	SDHan	2nd Thursday
	November	Radio	1st Wednesday
	December	Open	
2nd Qtr.	January	WebEOC	To Be Announced
	February	Radio	1st Wednesday
	March	Open	
3rd Qtr.	April	SDHan	2nd Thursday
	May	Radio	1st Wednesday
	June	Open	
4th Qtr.	July	WebEOC	To Be Announced
	August	Radio	1st Wednesday
	September	Open	

Drill schedule is subject to change

3. **Full-Scale Exercise.** One full-scale exercise is required per federal fiscal year. A county is able to choose whether the full-scale exercise is a natural or man-made event. When conducting a full-scale exercise, two of the core capabilities being tested must be operational communications and operational coordination. The third and subsequent core capabilities are to be chosen from the Core Capabilities List (CCL).
4. **Real-world Events.** If a county experiences a real-world event during the current SLA year, a county may request permission from the State Exercise Coordinator to use a real-world even in lieu of a full-scale exercise. The following criteria must be met in order for a real-world even to be considered.
 - a. The county's Emergency Operations Center (EOC) must have been operational for at least three (3) operational periods.
 - b. The following five (5) EOC positions must have been filled:
 - i. EOC Manager
 - ii. EOC Logistics
 - iii. EOC Finance
 - iv. EOC Planning
 - v. Public Information Officer (PIO)
 - c. An Incident Action Plan (IAP) must be submitted for each operational period to the State Exercise Coordinator.
5. **Exercise Documentation Required.** To receive credit for the required annual full-scale exercise, each county must fill out and submit the below listed forms to the State Exercise Coordinator:
 - a. Discussions and Operations-Based Exercises
 - i. Exercise Notification – At least **45 days** prior to exercise.
 - ii. Exercise Plan (EXPLAN) – At least **30 days** prior to exercise.
 - iii. Master Scenario Events List (MSEL) – Within **90 days** post exercise.
 - iv. After Action Report-Improvement Plan (each county is required to submit if exercise is done as a multi-county exercise) – Within **90 days** post exercise.
 - v. Exercise sign-in roster/ CRMCS participation summary – Within **90 days** post exercise.
 - b. Real-World Event (Once authorization has been received)
 - i. At least three (3) IAPs with the five (5) EOC positions filled – Within **90 days** post event.
 - ii. After Action Report-Improvement Plan – Within **90 days** post event.

- iii. Exercise sign-in roster/CRMCS participation summary – Within **90 days** post event.
 - c. **Failure to submit all documents outlined in this policy will not receive credit for the FSE SLA requirement.**
- 6. **Additional Exercise Information.** The State Exercise Coordinator is available to travel to the counties. This time may be used for visits with local emergency managers for training on Homeland Security Exercise and Evaluation Program (HSEEP), training on required documents for exercises, and if requested, to assist with evaluating exercises, and to observe exercises.
 - a. The Emergency Management Institute (EMI) conducts Virtual Tabletop Exercises (VTTX) via a video teleconference platform (Digital Dakota Network [DDN] in South Dakota). A VTTX event allows for 10-15 sites across the nation to participate in each offering. The State Exercise Coordinator works with other state agencies and the public and private sector to coordinate and facilitate the VTTX. South Dakota's DDN video portion is a statewide interactive video communications system.

G. Crisis Communication and Public Education and Information (FEMA EMF 15)

- 1. For further information and guidance regarding EMF 15, please direct questions to your Regional Coordinator or contact the SDOEM Public Information staff or SDOEM Preparedness Branch staff at (605) 773-3231.
- 2. The SDOEM Preparedness Branch can assist local jurisdictions with outreach and awareness activities. For more information, please contact the SDOEM Preparedness Branch staff at (605) 773-3231.