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STATE OF ALABAMA
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JEFF SMITHERMAN
DIRECTOR

May 6, 2024

MEMO

TO: County Directors

FROM: Craig Bolling, Mission Support Division Chief *C. Bolling*
Alabama Emergency Management Agency

SUBJECT: Clarification on Certified Local Emergency Manager (CLEM) Salary Supplement

You previously received correspondence from me on November 29, 2023, regarding the CLEM Salary Supplement. I wish to provide further clarification on certain aspects outlined in that communication. We have convened and rectified our procedures concerning the CLEM Salary Supplement to ensure strict adherence to the Alabama Code outlined in 31-9-62.

Outlined below is the revised reimbursement process for the CLEM Salary Supplement:

- If a County has a CLEM Director, an invoice (on letterhead) should be sent requesting the eligible amount for FY24, which is 35% of the total salary up to the max amount of \$17,000. This can be claimed with a separate reimbursement claim form (24CLEM) which was provided in my email. The submission of the Reimbursement Claim Form, along with the accompanying letter, constitutes the formal request for the Salary Supplement. The county must make this request annually.
- The Cooperative Agreements will be established based on the County's request.
- Given that the Salary Supplement constitutes reimbursement of salaries, it is imperative to note that reimbursement for the same expense cannot be sought from two different grants. Reference OMB A-123 Appendix C part I for further details. AEMA will utilize your EMPG monthly claims to validate and support the quarterly reimbursement of the salary supplement. We will ensure that there is no duplication of expenses in the reimbursement process of either grant.

As you are receiving this memorandum alongside your cooperative agreement (CA), it indicates that all necessary steps from your end have been completed. Upon receipt of your signed CA, AEMA will initiate the payment process for the salary supplement, disbursing payments quarterly throughout the fiscal year.