

# Emergency Management Performance Grant (EMPG)

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- The EMPG Program is to support a comprehensive, all hazard emergency preparedness system by building and sustaining the core capabilities contained in the National Preparedness Goal.
- The National Preparedness Goal seeks to create “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.”

# Understanding the Elements

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- Maintain an emergency plan and program.
- Certificates of completion of NIMS 100, 200, 700, and 800 training.
- Complete the IS Professional Development Series or the National Emergency Management Basic Academy.

# Understanding the Elements

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- Review, update and submit EOPs to the SAA every two years.
- Designate a primary and alternate EOC.
- Develop and maintain a Resource List.
- Actively participate in your LEPC and/or TERC.

# Understanding the Elements

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- Develop a Training and Exercise Plan.
- Participate in three exercises within a twelve-month period, for all EMPG funded personnel.
- Complete and submit an AAR/IP within 90 days of an EX or real world event.

# Understanding the Elements

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- Attend MT DES' sponsored workshop or meeting during the grant period.
- Actively participate in the THIRA/ SPR process.
- Submit a Grant Risk Assessment.
- Submit timely quarterly programmatic and financial reports.

# Understanding the Elements

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- Have on file with MT DES:
  - Oath of Office
  - Applicant Agent Letter
  - State/Tribal and Local Agreement
  - Annual Time Certification
  - Funding Commitment Letter
  - EOP signed by the Principle Executive Officer

# Allowable/ Unallowable Costs

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- Allowable costs must be verifiable, reasonable, allocable, allowable, and necessary.
- Meet generally accepted accounting principles, including accrual documentation.
- Comply with all Federal, State, Tribal, and Local Requirements and Regulations.
- Be identified in the Grant Application.

# Allowable/ Unallowable Costs

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- Costs Must:
  - Be adequately documented and verifiable.
  - Not be counted more than once.
  - Follow sound business practices.

# Allowable/ Unallowable Costs

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- Costs must:
  - Conform to market prices for comparable goods or services.
  - Be prudent.
  - Not intentionally or unjustifiably increase the cost.

# Allowable/Unallowable Costs

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- Funding may be used for:
  - Planning – to develop or enhance emergency management planning activities
  - Organization – all-hazards emergency management operations, staffing and day-to day activities in support of emergency management

# Allowable/Unallowable Costs

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- Funding may be used for:
  - Equipment: Items over \$5000.00 with a lifespan of greater than 1 year and must be identified within the AEL prior to purchase approval
  - Accountable Supplies: Items which are expendable, durable, typically above \$3,000 and having a lifespan of greater than 1 year
  - Supplies: Items which are expendable, below \$3,000, in cost, typically having a lifespan of less than 1 year

# Allowable/Unallowable Costs

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- Funding may be used for:
  - Training – activities to enhance the capabilities of emergency management personnel through the establishment, support, conduct, and attendance of training
  - Exercise – activities to enhance the capabilities of emergency management personnel through the establishment, support, conduct, and attendance of exercise

# Allowable/Unallowable Costs

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- If in question, contact your DFO or Grant Program Manager prior to making any investment that does not clearly meet all the expense criteria.
- Additional allowable and unallowable cost information can be located in the:
  - 2016 State and Local Agreement Procedures Manual
  - 2 CFR 200, Subpart E-Cost Principles.

# Claims (Reimbursements)

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- All claims submitted via [www.fundingmt.org](http://www.fundingmt.org) (webgrants)
- Claims are due 45 days following the end of the quarter
- Quarterly reports are due prior to claims being processed

# Claims

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- Claims go through 5 levels of review:
  - District Field Officer Review: on site review of documentation
  - Grant Program Manager: second review of documentation and grant budget
  - Grant Bureau Chief: approval of claim
  - Administrative Assistant: enters payment information into State System
  - Financial Specialist: verifies payment and marks as paid in webgrants

# Claim Documentation

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- Local Documentation

- General Ledger
- Invoices/Receipts
- Mileage Logs
- Event Agenda/Sign-in sheet
- Equipment/Accountable Supplies

- Webgrants Documentation

- General Ledger
- Mileage Logs
- Event Sign-in sheet
- Equipment/Accountable Supplies

# Soft Match (In-Kind Contributions)

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- A non-cash contribution made directly to the grant project
  - Time spent for individual attending a class/meeting/training/exercise who are not federally funded
  - Donated time and effort
  - Real and nonexpendable property
  - Goods and services
- Some contributions may not be eligible for Soft Match. If you are not sure - please reach out to your DFO or Grant Manager.

# Soft Match

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- Eligible Sources
  - Contributions that are necessary for the proper and efficient accomplishment of the project or are in support of EMPG projects and/or directives submitted in the application
  - Mileage of attendees to an event hosted by the applicant
  - Time of attendees
  - Donations of supplies and materials. Retail value or fair market value of supplies and materials is an allowable in-kind donation.

# Soft Match

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- Ineligible Sources
  - Costs or donations not necessary or reasonable for proper accomplishment of the project
  - Costs or donations not allowable under 2 CFR 200
  - Cost or donations of in-kind contributions for another federal grant

# Soft Match

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- Documentation

- Roster and Agendas for the meeting/training/exercise.
  - Rosters must be signed by each individual attendee (if 2 day course, initials on 2nd day are accepted)
  - Must indicate if the individual is federally funded – only non-federally funded individuals may be used for in-kind
  - Volunteer Rate – updated in March/April

# Soft Match

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- Documentation (continued)
  - Mileage – record of number of miles traveled.
    - Uses current IRS rate – updated in January
    - Time spent traveling can not be used for soft match.
  - Goods and Services – record of donor, dates of donation, fair cost or retail cost of goods or services provided.

# EMPG Quarterly Programmatic Report

Reporting Period	Progress Report Due Date in Webgrants:
October 1 - December 31	January 5
January 1 - March 31	April 5
April 1 – June 30	July 5
July 1 – September 30	October 5

# EMPG Quarterly Programmatic Report

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- Quarterly Programmatic Reports should include:
  - Progress and status of Work Plan projects
  - All Training received/provided for the quarter
  - All Exercises attended/conducted within the quarter

# EMPG Quarterly Programmatic Report

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- Work Plans:
  - Initial objectives should be outlined in the application.
  - Should describe how the activities support the jurisdictional Emergency Management program.
  - Should show sustainment, enhancement or improvement of core capabilities.

# Monitoring / Technical Assistance

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- Types of Technical Assistance
  - District Field Officers
    - On-site or desk review of programmatic and financial documentation quarterly
    - Assistance on emergency management program
    - Work plan development and execution

# Monitoring / Technical Assistance

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- Types of Technical Assistance
  - Grants Team Technical Assistance
    - On-site review every other grant cycle
    - Risk based reviews – as needed
    - Desk review quarterly for programmatic and financial requirements

# Monitoring / Technical Assistance

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- Expectations
  - Review documentation
  - Review and discuss progress on work plan objectives
  - Review EMPG elements
  - Budget review and expenditure rates

# Fiscal Year End Accrual Process

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- State Accrual Process
  - Why we perform accruals
  - Montana Operations Manual Policy 375
    - General Criteria for valid obligations
    - Supporting Documentation
    - Types of Accruals
  - How to complete the Accrual as a sub-recipient



# Why we perform accruals

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- MT DES is required by the state to record all activity in accordance with Generally Accepted Accounting Principles (GAAP)
  - GAAP requires that expenditures be recognized in the accounting year incurred.
- Montana Operations Manual (MOM) Policy 375
  - Defines an expenditure accrual as the recognition of expenditure activity prior to its actual receipt or disbursement

# Expenditure Accruals

## Valid Obligation Criteria

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- Materials and Supplies
  - Should generally be expended in the fiscal year received
  - Goods ordered but not received as of fiscal year end may be accrued if a purchase order was issued
- Services
  - Services should, as a general rule, be charged against the fiscal year in which the services will be received.
- Equipment
  - Equipment should, as a general rule, be charged against the fiscal year in which a purchase order (PO) was issued.
- Contracts
  - Commitments related to unperformed legally binding contracts in process at year end may be accrued

# Supporting Documentation

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- Responsibility of the person approving
- Supporting documentation must be kept by the agency
  - Estimates for services should be well documented
  - Contracts, Purchase Orders, Invoices need to be submitted with the accrual (when applicable)

# Types of Accruals

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- “A” Accrual
  - Have a valid PO to purchase items or contract for services to be received *AFTER* June 30<sup>th</sup>
  - A accruals must have supporting documentation in order to be accounted for
- “B” Accrual
  - Received goods or services *BEFORE* June 30<sup>th</sup> and the payment (reimbursement) will not be made until the new state fiscal year

# Accrual Estimate Form

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- Sub-recipient must prepare a separate accrual for each project
- Must have the Grant Number
- Must be signed by the preparer and approver (can be the same person)
  - Responsibility of the approver to verify that the accrual meets the valid obligation criteria and that supporting documentation is sufficient and retained
- Description – must be broken out into categories
  - Can no longer be 3<sup>rd</sup> Quarter Reimbursement with a lump sum
  - Estimates must be made on supporting information

## Accrual Estimate Form

JURISDICTION NAME:		DATE PREPARED	
GRANT NUMBER & Project	PREPARED BY		Approved By
	Signature		Signature
	Typed		Typed
	Title		Title

EXPENDITURE CATEGORY	DESCRIPTION	AMOUNT
<b>TOTAL ACCRUAL</b>		\$ -

A separate accrual form will need to be filled out for each project  
 Accruals must be broken out into expenditure categories. Lump sums will not be excepted  
 Description should include information that can be supported with general ledgers and receipts when requesting reimbursement  
 Form must be signed by an individual with authority (can be applicant agent)

Jurisdictions whom do not submit for accrual and then request reimbursement for goods or services from prior FYE are at risk of non-payment due to lack of accrual funds.

Please see additional informaiton on next page

## Accrual Estimate Form

### General Criteria for determining valid accruals are as follows:

- Materials and supplies should be expended in the fiscal year received.
- Goods ordered but not received as of Fiscal Year End (FYE) may be accrued if a purchase order was issued prior to FYE
- Services should, as a general rule, be charged against the fiscal year in which the services will be received
- Equipment should be charged against the fiscal year in which a purchase order was issued.
- Contracts-Commitments related to unperformed, legally binding contracts in process at year end may be accrued as an "A" accrual

### "A" Accruals:

- Undelivered Orders Outstanding are reimbursable orders in which there is a valid PO or contractual agreement for material or services that will be received after the FYE.
- If there is a valid PO or contract for services, then this must be entered as an A accrual and included on the accrual form

### "B" Accruals and Reimbursements

- Anticipated Reimbursement Authority (April, May, June reimbursement) is the reimbursement amount estimated and is based upon estimated dollar value of reimbursable program expenses
- Equipment purchased under a grant needs to be reimbursed within the same fiscal year as the purchase was made
- Appropriation for reimbursements are amounts earned and collected for property sold or services furnished to the public. These amounts need to be accrued to the year in which they were provided.

### Additional Information

- It is the responsibility of the person approving the accrual to verify the accrual meets valid obligation criteria and that supporting documentation is sufficient.
- Supporting documentation for equipment and "A" accruals needs to be submitted with this form to the requester
- Funds are not accrued unless there is a reasonable assurance that reimbursement requests will be received
- Even if you do not have any accrual items, a response will be required

# KEY DATES

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Quarterly Reports	Submitted in Webgrants (FundingMT)
1st Quarter (1 October – 31 December)	January 5th
2nd Quarter (1 January – March 31)	April 5th
3rd Quarter (1 April – 30 June)	July 5th
4th Quarter (1 July – 30 September)	October 5th

If a due date falls on a weekend or a Holiday, the deadline is adjusted to the next business day

# KEY DATES

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Claims	Submitted in Webgrants (FundingMT)
1st Quarter (1 October – 31 December)	February 15th
2nd Quarter (1 January – March 31)	May 15th
3rd Quarter (1 April – 30 June)	August 15th
4th Quarter (1 July – 30 September)	November 15th

If a due date falls on a weekend or a Holiday, the deadline is adjusted to the next business day

# KEY DATES

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Other Key Dates	
Application Period	Approximately January – March
Accruals	Approximately middle of June
State Preparedness Report	September 30

# Grant Risk Assessment

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- Risk Assessment Overview

- A way for MT DES to capture necessary information about each jurisdiction applying for federal funds
- Information collected will include: financial management, past grant performance, policy and procedures, redundancies in programmatic and financial processes
- Risk assessments will be used in determining future monitoring/technical assistance and any additional requirement to maintain compliance with federal regulations

# Grant Risk Assessment

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- 2 CFR 200.205 requires the Recipient (MT DES) to conduct a financial risk assessment of all sub-recipients before making an award.
- A small risk assessment was conducted in the application (EMPG Applicant Assessment form in the application).
- The risk assessment will continue to be part of the application process.
  - Questions will be revised and refined to ensure the assessment meets the standards and is consistent across all program areas.

# Grant Award

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- Award contains:
  - Award Letter
  - State and Local Agreement / State and Tribal Agreement
  - Applicant Agent Letter

# Grant Notebook Tabs

## Recommended Items

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- Application
- Award
- Procurement Policy
- Quarterly Reports
- Quarterly Claims
- Equipment List
- Federal and State Debarment list
- Communications
- Monitoring Visits
- Close Out
- County Audit
- Resources

# Resources

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- Resources
  - Quarterly Report step-by step guide
  - Claim step-by-step guide
  - Frequently Asked Questions
  - EMPG Policy and Procedures Manual
  - Grant Bureau contact information