



The Grants Gazette

Ohio EMA's Preparedness Grants Updates

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Issue 17

Spotlight of the Month

New Federal Policy (FP 205-402-125-1) for Maintenance Contracts and Warranty Coverage

AUTHORITY: 44 Code of Federal Regulations, Paragraph 13.22 (a) (1) and 13.22 (b).

In general, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty, or contract is purchased. For example, a maintenance agreement purchased with FY 2012 grant funding may not provide maintenance or warranty coverage beyond the expiration of the period of performance for your FY 2012 grant.

The exception to the requirement is if a maintenance contract or extended warranty is purchased at the **same time** and under the **same grant** award as the original purchase of the system or equipment, coverage may exceed the period of performance, as long as the coverage purchased is consistent with what is typically provided for, or available through several types of agreements, warranties or contracts. For example, you may purchase a new generator with a five year warranty regardless of the grant ending performance period. However, if you purchase a stand alone warranty or extend an existing maintenance contract on an already owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty.

Please note, multiple grant years cannot be utilized (pro-rated) for a contract service or maintenance agreement.

As with warranties and maintenance agreements, this policy extends to licenses and user fees as well. If you have any questions implementing FEMA's new policy regarding maintenance contracts and warranty coverage, please contact the Preparedness Grants Branch staff for assistance.

REIMBURSEMENT REQUEST CHECKLIST

To expedite the payment of cash reimbursement requests, recommend use of the following checklist:

Initial Review:

- ◆ Do comments on page require action?
- ◆ Does the discipline and receiving agency match?
- ◆ Does item description match the budgeted item?
- ◆ Is EHP on file (if applicable)?

Invoice:

- ◆ Includes date of Invoice?
- ◆ Invoice (in whole or in part) matches amount being requested?
- ◆ Are any hidden costs included (contract/warranty/shipping/title/fees)?
- ◆ For personal service invoices; is it signed?
- ◆ Do actions being billed match contract?

Planning, Training and Exercise:

- ◆ Sign in sheets and agenda?
- ◆ Receipts for expenses?
- ◆ Are costs (including food) reasonable?

Personnel:

- ◆ Signed OT/timesheets and activity reports?
- ◆ Hours worked and fringe benefits matches request?
- ◆ Are costs (including food) reasonable?

Travel:

- ◆ Travel Policy included or on file?
- ◆ Dates of travel match dates for event (including applicable travel days)?
- ◆ Costs that aren't allowed (alcohol, entertainment, etc.)?
- ◆ Documentation meets requirements of travel policy (receipts, etc.)?

Equipment:

- ◆ Matches budgeted items and quantity?
- ◆ Has been delivered and installed?

Important Dates

- ◆ The new state fiscal year will begin processing cash requests **July 1, 2013.**
- ◆ The performance period for the FY10 UASI and MMRS awards ends **July 31, 2013.**

HSGP Grant Expenditures As of June 28, 2013

Grant	Award	Expended	Remaining
FY 2010	\$40,769,989	\$23,552,268	\$17,217,721
FY 2011	\$20,499,771	\$ 3,022,427	\$17,477,344
FY 2012	\$6,224,189	\$324,247	\$5,899,942

For any questions or comments, please contact your Grant Program Specialist.