

FY 2007 Citizen Corp Program, “Cash Request” Instructions

In accordance with DHS financial guidelines, the State must develop procedures for the timely disbursement of Federal funds. The procedures will ensure the funds requested are the minimum needed for disbursement and will be disbursed immediately (within a ten business days) upon receipt. FY07 CCP Cash Requests will be made and processed only for those costs properly incurred and activities accomplished as necessary to fulfill projects as per the budget narrative. The FY07 CCP funds will not be issued as a ‘cash advance’ in order to initiate/continue project tasks or for costs that will not be accomplished in time to properly disburse (pay out) the requested funds.

To complete the Cash Request:

1. Enter the Sub-Grantee’s **Agency Name** and **Grant Agreement** number. *No request will be completed without the appropriate agreement number.*
 - ❖ **Note: Items not reflected on the current budget worksheet on file with Ohio EMA will not be paid.** All budget changes must be pre-approved with Ohio EMA before any such items are ordered. Failure to coordinate changes may result in delays or non-payments.
2. For the **Planning Category**: (note, rows expand as you type into table to accommodate numerous items and their respective information)
 - a. For each eligible item, enter the total cost needed to be paid for the items via this cash request.
 - ❖ **Attach copies of the respective invoices/billing statements/receipts that clearly show/justify the eligible costs. Requests will not be processed without copies of an item’s invoice/billing statements/receipts/statements of work.**
 1. **For Staff costs, attach payroll reports or time-attendance records that clearly identify individuals to be paid, the hours worked, and the respective wage rate. Payment of salaries and fringe benefits must be in accordance with the policies of the local government agency/department for the individual(s) in question.**
 - a. **Also, attach copies of the individual’s position description that clearly indicates their responsibilities as it pertains to homeland security. Submit this once for the life of the grant.**

- b. For personnel who are paid from one or more funding sources, attach copies of time & attendance reports that clearly show the time/work that is paid from this grant. NOTE, the sub-grantee should have time & attendance reports that shows costs for the other funding sources to ensure supplanting is not an issue and that dual payments were not made for the same time/work.**
 - 2. For Contractor costs, attach a copy of their contract (submit this only once for life of grant) that defines their scope of work, deliverable, timelines, rate of pay, and method of payment.**
 - 3. For Conference-Workshop costs, bills should clearly itemize costs as appropriate (i.e. room charges, meals, supplies, etc.). Ensure ineligible costs (i.e. liquor) are not included in the cash request. Also, include a copy of the conference-workshop agenda.**
 - 4. For Material costs, bills should itemize materials used/expended such as paper, printing, toner, etc.**
 - 5. For Travel costs, include receipts for eligible expenses (e.g., airfare, mileage, per diem, hotel) by employees who were on travel status for official business as related to a defined planning project.**
- b. Add all item costs, and enter a total cost to be paid in the sub-total Planning box.
 - c. In the Item-Activity column, simply identify the eligible item costs incurred and/or activities completed (i.e. 1 FTE for Evacuation Plan updates).
 - ❖ In the Recipient columns, identify the specific department (*by agency name or contractor name*) that will receive the direct funding support and the respective amount of funding they will receive for the work completed.
 - d. Identify the “discipline type” as follows for each department that receives funding for the eligible costs. The department may be public or private.

EMA - Emerg. Management
EMS - Emerg. Medical Service
FS - Fire Service
HM - Hazmat Team

LE - Law Enforcement
PW - Public Works
PH - Public Health
NP - Non/Not for Profit

HC - Health Care (incls Hospitals)
GA - Governmental Agency
PSC - Public Safety Comm.
CY - Cyber Security

- ❖ For Contractors, if they are working for a specific agency & project within that agency, then identify the contractor with that agency's discipline. If the contractor is working on a countywide project for *all* disciplines but is paid by the county as a whole, then identify the discipline as GA.

- f. To validate the planning costs, provide a concise summary of the planning activities completed for this request. Include the individuals/agencies involved in coordinating/completing the planning projects. The summary must address accomplishments as it specifically relates to the sub-grantee's planning project narratives-goals-objectives. The summary must also address the status of the project(s) in terms of what work remains to be completed.

3. For the **Equipment Category**:

- a. List each item purchased and the total number of those items received that will be paid via this cash request.
- b. For each item, identify its unit cost and then the total cost for the total number of those items purchased (quantity times unit cost).
 - ❖ Do not include the shipping or other related costs for the items in this section. Report those costs at the end of the form under the "Other Related Costs" category.
- c. For each item, identify the invoice/billing statement number and its date on the request.
 - ❖ ***For costs related to required down payments, attach copies of purchase order/contract that clearly defines the down payment requirement and amount. Submit final invoice for equipment with separate cash request when ready to pay final cost.***
- d. For each item, identify the specific department (*by agency name*) that will receive the item(s) and the quantity they receive.

4. For the **Training Category**:

- a. All costs must be directly related to eligible training courses as pre-approved by Ohio EMA. Complete this section in the same manner as discussed under the Planning Category. Refer to the planning comments above to address staff, contractor, travel, and meeting-conference costs. Also, attach copies of invoices/billing statements/receipts for the additional eligible costs.

- 1. **For Overtime costs, identify the individuals to be paid overtime as directly related to planning, attending, or conducting eligible training courses to include the respective hours and rates of pay for their costs. Attach copies of student rosters for each course attended.**

2. **For Backfill costs, identify the individuals to be paid to include the respective hours and rates of pay for their costs and the date(s)/course(s) for which the backfill was necessary.**
 3. **For Contractor costs, receipts for costs incurred and the courses/training activities provided. Additionally submit copies of credentials of contractor (one time only if same contractor will continue to provide training in future) to support/deliver training programs.**
 4. **For Training supplies, include receipts that clearly shows the costs directly related to planning and conducting an eligible training course and includes facility rental, course materials & supplies, reproduction of materials, and necessary equipment (not already on-hand) to teach/conduct/host/attend the course.**
 5. **For Other costs, clearly itemize the items/costs to be paid in order to ensure eligibility under the grant program.**
- b. To validate the training costs, provide a concise summary of the training activities completed for this request. The summary must address accomplishments as it specifically relates to the sub-grantee's training project narratives-goals-objectives, to include the individuals involved in coordinating or completing the training tasks. The summary must also address the status of the training project(s) in terms of what remains to be completed. This summary must include listing the name of the course(s) attended, developed, or conducted, the date(s) of the training, and the number/discipline of attendees for each course.
5. For the **Exercise Category**:
- a. All costs must be directly related to eligible exercise activities as pre-approved by Ohio EMA. Complete this section in the same manner as discussed under the Planning Category. Refer to the planning comments above to address staff, contractor, travel, and meeting-conference costs. **Exercise costs must comply with the HSEEP methodologies.** Also, attach copies of invoices/billing statements/receipts for the additional eligible costs.
 1. **For Overtime costs, identify the individuals to be paid overtime as directly related to planning, attending, or conducting eligible exercise activities courses to include the respective hours and rates of pay for their costs.**
 2. **For Backfill costs, identify the individuals to be paid backfill to include the respective hours and rates of pay for their costs.**
 3. **For Exercise supplies, include receipts that clearly shows supplies that were expended during the planning**

and/or completion of eligible exercise activities (ie. copy paper, gloves, tape, non-sterile masks, disposable protective equipment, etc.).

4. For Other costs, clearly itemize the items/costs to be paid in order to ensure eligibility under the grant program. These costs may include the rental of space/locations for exercise planning and conduct, rental of equipment (e.g., portable toilets, tents), food, refreshments, gasoline, exercise signs, badges, etc.

b. To validate the exercise costs, provide a concise summary of the exercise activities completed for this request. The summary must address accomplishments as it specifically relates to the sub-grantee's exercise project narratives-goals-objectives, to include the individuals involved in coordinating or completing the exercise tasks. The summary must also address the status of the exercise project(s) in terms of what remains to be completed. If not already submitted, the exercise's required After-Action Report/Corrective Action Plan/Improvement Plan must accompany the final exercise cash request.

6. For the **Administration Category**:

a. All costs are limited to those activities needed to solely administer the grant (i.e. completion of forms, fiscal-cash management, etc.). This section will not include costs directly related to the completion of eligible planning, training, or exercise activities. Complete this section in the same manner as discussed under the Planning Category. Also, attach copies of invoices/billing statements/receipts for the additional eligible costs.

1. For Office Equipment costs, identify the specific items purchased and their costs that were essential and necessary (not already on-hand) to manage the grant.

2. For Recurring Office Fees, clearly identify type of cost and attach documentation of the fee associated with certain equipment, such as cell phones, faxes, etc. necessary and essential to manage the grant. NOTE these costs are allowable only within the grant performance period. NOTE do not include or submit indirect costs under this category – Indirect costs are not allowable expenses under this grant.

3. For Lease-Rental costs, include of the lease/rental agreement (one time only for life of this grant) that defines the cost. NOTE this cost is limited to office space needed for newly hired personnel or personnel hired with previous HS grants. This does not include equipment storage-space lease costs, those are to be reflected on the equipment budget/cash request.

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- b. To validate the administrative costs, provide a summary of the administrative costs reflected on the request.
 - ❖ **For example**, Twenty hours work by County EMA secretary over past two weeks to draft/file three cash requests and one budget revision. Purchased toner for copier used for office grant activities.
7. Add the sub-total costs for each category and insert the **total cost** of all funds being requested to pay these respective costs.
8. To confirm the local balance of funds, enter the following information:
 - A. The FY07 CCP budget total as reflected on the approved 07 CCP Budget Worksheet currently on file with Ohio EMA.
 - B. The total amount of funds requested to date *including this request*.
 - C. Then subtract the amount requested from the budget total, and enter this amount to reflect the amount remaining in Sub-Grantee's 07 CCP budget.
9. Finally, enter the Sub-Grantee's authorized designee name/title, and have the designee sign and date the form.

To submit the request:

1. Fax the "Cash Request" form to Ohio EMA's Plans Branch at **614-799-3652, ATTN: 2007 Citizen Corps**.
2. Grant Coordinator will *contact the Sub-grantee in one to two (1-2) business days to confirm the receipt of the Request*. If that contact is not made, please contact the office as the Request *may not* have been received.
3. The Grant Coordinator will verify:
 - a. The costs listed on the request matches the approved budget and project narrative on file, to include coordinating with Ohio EMA's Training and Exercise sections for costs related to those program activities,
 - b. The items and costs match the information submitted on the invoices/billing statements, and
 - c. Grant funds remain available via the Sub-grantee's award to cover the costs.

As long as no errors exist and funds are available, the Grant Coordinator will forward the request to Ohio EMA Fiscal for processing and payment.

If errors/omissions exist, the Grant Coordinator will hold the request and work with the Sub-Grantee to resolve the issues before processing.

4. The Ohio EMA Fiscal office will process the approved request thru the State Accounting's Office of Budget & Management (OBM) and funds will be drawn from DHS for eventual transfer to the Sub-Grantee. Ohio EMA's Fiscal office will forward the requested funds via electronic fund transfer (EFT) or warrant (check). When the funds are transferred, the Fiscal Office will notify the Sub-Grantee that funds are being forwarded.

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- a. If the Sub-Grantee does not receive the requested funds or a notification that funds were forwarded within fifteen (15) business days of request's submission, contact your respective Grants Coordinator.
- Upon receipt of the funds, the Sub-Grantee has ten (10) business days to properly disburse (pay out) the funds against the respective invoices/billing statements identified on the Cash Request.***
 - o Should circumstances prevent the immediate disbursement of received funds, the Sub-Grantee will immediately contact the Grant Coordinator as to what actions must be taken and/or immediately return the funds to Ohio EMA.

Should it be determined that the Sub-Grantee repeatedly does not disburse (pay out) the funds within the ten-day period, Ohio EMA may suspend or negate the Sub-Grantee's grant award.