



# The Grants Gazette

## Ohio EMA's Preparedness Grants Updates

March 2012

Issue 2

### Spotlight of the Month

#### Reimbursement Requests

To help ensure a timely payment, remember to include supporting documentation. Some common examples are listed below, though the list is not all inclusive. These items must be included with your cash request :

1. Please ensure the invoice is not a proposal or quotation and provides an itemized description of the quantity received or services provided. Be careful of hidden costs (shipping, maintenance, warranty, etc.) not originally agreed or budgeted.
2. An agenda or outline of the curricula (to include times) for all trainings, conferences, and exercises. In addition, include dated sign-in sheets.
3. Staff costs need supporting documentation to include activity reports, hourly rate, fringe benefit rate, total hours, and the signed time and effort sheets by the employee and supervisor. For overtime and backfill costs we will also need signed overtime slips and sign in sheets for the event.

### Compliance Tip of the Month

#### Equipment Accountability

*44 CFR, Part 13.32 (1) and (2)*

Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

A physical inventory of the property must be taken and the results reconciled with the property records *at least once every two years.*

#### Ensure Compliance By:

Maintain property records to include all twelve (12) required elements and perform a physical inventory of equipment every two (2) years. A sample Microsoft Excel Worksheet "Master Asset Listing" is available on the Preparedness Grants Branch web site under "Toolkit Assistance" for your use.

<http://ema.ohio.gov/PreparednessGrantsBranch.aspx>

### HSGP Grant Expenditures

*As of March 31, 2012*

Grant	Award	Expended	Remaining
FY 2009	\$42,082,519	\$17,954,995	\$24,127,524
FY 2010	\$40,769,989	\$6,125,766	\$34,644,223

### Important Dates and Deadlines

#### **FY2009 SHSP Award - Performance Period Ending April 30, 2012**

The Fiscal Year 2009 State Homeland Security Program (SHSP) deadline is fast approaching. If you don't have an approved budget, please submit one as soon as possible, and ensure you are actively drawing down your funds. Draw down funds as expenses are being incurred, rather than holding until the grant closing. All work needs to be completed, equipment in hand, and funds requested by the end of **your performance period**. If you're planning to de-obligate your funds, please let your grants program specialist know as soon as possible.

**FY2011 SHSP Award** - Grant agreement, assurances with original signature, and the application submitted through EGMS are due to the Ohio EMA, Preparedness Grants Branch NLT **April 24, 2012**. When all documents are received and your budget approved, your grant agreement will be signed by the Ohio EMA Executive Director and an approved copy forwarded for your files.