

1) **What is EMA related activity?**

Preparedness Grants Branch staff will be working with our leadership and legal counsel to ensure guidance for future grant cycles properly defines EMA related activity. Please continue to consult with grant staff if you have questions on whether a particular activity is EMA related.

2) **Tracking more than 80 hours from multiple funds?**

Need to see all of the compensated time and then the split of how many hours were worked toward EMPG.

3) **Per Diem Rates for food and hotels?**

If you are traveling under your county policy it will dictate the per diem rates for food and hotels and that is the rate we will use for reimbursement. If you do not have a county travel policy consult gsa.gov to ensure you are meeting the per diem requirements established there as we will use those rates to determine your rate of reimbursement.

4) **When are the Workplan Updates and Baseline Workplans necessary to re-submit and what should they have?**

Workplan updates are due the 10th day after the end of each quarter and must be completed based on all activity within that quarter to track the fiscal and programmatic progress. In the milestone section on page 2, to indicate your progress through your EMA's projects please list quantifiable milestones (i.e. EOP revisions, Tabletop exercise, HAZMAT plan, public outreach events, etc...) and their percentage of completion.

Baseline Workplans are required with your county's quarterly whenever your EMA makes changes to what was originally budgeted on your Baseline Workplan.

5) **Financials on the quarterly report section?**

EMPG is a 50% reimbursement grant. This means in the Federal amount next to award you would put the full amount on your grant agreement and then the local amount, these numbers would be the same. So please list the full grant award amount, the funds you have expended to date (all funds spent toward this particular grant), outstanding obligations (this is your county's encumbered debt not yet reimbursed by the grant), and the balance still remaining of your grant award.

6) **Could the PowerPoint slide deck be emailed out?**

The final PowerPoint slide deck accompanies this FAQ sheet.

7) **What is necessary for a valid contract?**

All contracts should be submitted to your County Prosecutor as a first line review to ensure that they contain all local requirements. Ohio EMA staff cannot assure that you or your county is adequately protected by a contract so that necessitates review by your County Prosecutor. Once that review is complete feel free to submit the contract to preparedness grants branch staff for review based on

grant guidance. Some things to keep in mind: the performance period of the contract cannot extend beyond the performance period of the grant, there should be a scope of work that clearly spells out the responsibilities of all parties involved, and measurables detailing when project milestones are to be completed are encouraged as well.

8) For travel, what is required?

All items seeking reimbursement must adhere to the GSA rate for per diem food and hotel. We must also have a County Policy for mileage or a MapQuest readout that shows distance. All expenses must have backup invoices and entries on the auditor's ledger and you must provide an agenda/curriculum with a sign-in sheet or agenda.

9) For Maximus cost allocation, what documentation do we need?

According to Appendix V to Super-Circular 2-200, the following documents must be submitted with the cost allocation plan:

- a) An organization chart sufficiently detailed to show operations including the central service activities of the state/local government whether or not they are shown as benefitting the central service functions;
- b) A copy of the Comprehensive Annual Financial Report (or a copy of the Executive Budget if budgeted costs are being proposed) to support the allowable costs of each central service activity included in the plan; and
- c) A certification that the plan was prepared in accordance with this Part, contains only allowable costs, and was prepared in a manner that treated similar costs consistently among the various Federal awards and between Federal awards and non-Federal awards/activities (see Appendix V to Part 200 Subsection 4 for the language of the required certification).

10) What can we do if we feel you have kicked back a cost that is eligible?

The Executive Director of Ohio EMA is the SAA and has final say as to what is or is not allowable. If you feel grants staff is incorrect upon the initial review of your review, you can ask for SAA review.

11) Can you provide the EMA grants retention schedule?

A copy of the grants retention schedule accompanies this FAQ sheet and can also be found online in the Preparedness Grants Branch Toolkit at http://ema.ohio.gov/PreparednessGrants_Toolkit.aspx.

12) How often do I look at the SAM.gov list of debarment list of contractors throughout the year? Each purchase or at contract signing?

You must refer to the SAM.gov debarment list each time procurement is done. If a contract or service is procured once a year then you will need to refer to the debarred list at least once a year for that vendor.

13) If replacing a TV but not the wall mount which it is mounted on, do you need an EHP?

When there is a determination of whether an EHP is required for installation or repair of a equipment or piece of equipment that was installed, we always recommend doing an EHP. Completing an EHP is stipulated by the federal guidance and not something that Preparedness Grants has the authority to waive. It is always better to do an EHP survey and have FEMA say it is not necessary rather than deciding not to do one and having an auditor ask for money back because they deemed it necessary. This in effect protects your counties' investments and ensures the safety of your counties' constituency.

14) How long do we (counties) have to track equipment? What is the dollar threshold necessary to track for compliance? Do we have to track it and report it even if an item is lost from a previous old grant?

All equipment purchased through any grant program administered the Ohio EMA's Preparedness Grants Branch must be tracked for the complete functional life of the equipment. When the equipment has reached the end of its functional life, is damaged, or is destroyed, the county must fill out the equipment disposal form and send it to the Preparedness Grants Branch to notify them. This item must then be tracked as destroyed and it is the responsibility of the county to replace this item with an item of similar or better condition at their own cost.

The dollar value requirement to track for all grant programs administered by Ohio EMA is the strictest between the Federal and your local county policy. The Federal threshold is \$5,000 but if your county policy stipulates that you track items of lower dollar value then you must follow your county policy. This means your county is responsible for tracking all equipment above this threshold for the entirety of its functional life.

If an item is lost or stolen from a previous grant, a police report must be filed and Ohio EMA Preparedness Grants Branch must be notified. It is the county's responsibility to replace the item with a piece of equipment of a better or similar condition at their own cost.

15) How much leave can we claim for payout toward the grant and what documentation is necessary?

For vacation and leave payouts, you can only payout through EMPG the amount of leave that was accrued and not used within the period of performance. This means you will have to show us the official report of the county's calculation of how much leave was accrued during the performance period and how much leave was used.

16) What LEPC expenses are allowable through EMPG and what documentation is necessary?

Typically, counties can enter into a contract with the LEPC for either a certain amount of hours toward strictly LEPC activities **OR** funding toward payment of utilities and services in support of the EMA office in exchange for the services provided by the EMA toward the LEPC.

So if your contract stipulates you will be funded by the LEPC for a certain amount of hours we will need to see:

- 1) Your county's LEPC contract
- 2) Timesheets that split out your compensated time between EMA hours and LEPC hours.
- 3) Your county auditor's report (this should indicate the formula you used for splitting the gross and your employer-paid benefits between funding sources.
- 4) Cash Request

But, if your contract stipulates you will be funded by the LEPC for payment for certain utilities or services:

- 1) Your county's LEPC contract
- 2) Timesheets showing all time is worked toward EMPG-eligible hours
- 3) Your county auditor report
- 4) Cash Request
- 5) For the services/utilities being supplemented by the LEPC funding, you will need to explain on the invoice how these bills are split between LEPC and EMA.

17) Will there be a BSIR training?

Upon notification that the BSIR system has opened in the Federal Grants Reporting Tool (GRT), we notify the sub-recipients and give them the due date. During any time within the period the BSIR is open, any county is welcome to call the Preparedness Grants Branch to schedule a time to walk through the system over the phone. In the event that enough counties request an in-person training session, we have held an open house in the State EOC.

18) How many exercises do we need per grant period? Can we use the same exercises over multiple periods because the grants overlap?

Each individual working hours toward the grant must participate or organize 3 exercises (drills, tabletops, functional, or full-scale) within the calendar year. These cannot be reused for another grant period.

19) Is there LEPC funding for calibrating radiation Geiger Counters?

EMPG does not fund the purchase or calibration of response equipment especially if its use does not fall under the purview of the EMA. Also, pursuit of reimbursement for calibration of Geiger counters done by the State would be ineligible as reimbursed costs cannot go toward expenses incurred in dealing with those who facilitate the grant.

20) Would a subscription to On-Star be allowable through the grant?

At this time, no subscriptions are allowable through EMPG.

21) For Homeland Security grants, is it still necessary to get quotes on items that fall below the micro-purchase threshold?

It has been a recommendation from our department that for all Federal grants, each counties should still pursue quotes to ensure that they can provide proof of "reasonable cost" which is stipulated in the 2 CFR 200.

22) If all vendors providing quotes would utilize a single vendor to provide an item then is it alright to just go with the initial vendor providing the product?

To adhere to the Codified Federal Regulation, no matter the nature of the equipment or service being provided, all purchases above \$3,500.00 must follow competitive procurement procedures.

(Quotes or Bids) Sole Source procurement is only allowed during specific pre-approved circumstances. For more information please refer to page 28-29 of the FY15 EMPG Local Guidance.

23) Can we reach out to our senators if we perceive there are issues with the process?

The process for review has been established for the Preparedness Grants Branch and the Director of Ohio EMA has the final authority in the administration of funds through the State of Ohio. While you are welcome to contact your elected representatives, because these grants fall into the specific purview and expertise of the Preparedness Grants Branch, general inquiries or issues voiced often find their way back to our office for us to work out a resolution with you. Please keep in mind, any lobbying activities are ineligible toward EMPG.

24) Do we need to look at the debarment list for every purchase?

The debarment list must be referenced every time you are procuring any contract, equipment, goods, or services.

25) If our auditor's department appears on the debarment list, can we still receive this grant if the money always comes through the auditor's department?

The State of Ohio cannot sub-grant to any sub-recipient that appears on the debarment list. If this appears to be an issue for your auditor's department please contact DAS to figure out your status and be removed, otherwise, while your county has an open exclusion your county remains an ineligible sub-recipient.

26) Do I need to send my county policy for health insurance on each cash request?

For each grant year, we will need to receive at least one copy of your contract or county policy. (Each grant year is considered a discreet grant so we will need this information.) While it is not necessary to resend your county policies and contract information with each cash request during the grant period, it does help us to more easily reference your documentation and often allows for an expedited review of your request for reimbursement.

27) Are memberships for all non-EMA groups unallowable?

All non-EMA memberships and subscriptions are unallowable through the EMPG.