

EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION AND REIMBURSEMENT REQUEST GUIDANCE SHEET

A. What documents are mandatory to establish a Sub-Grant under the EMPG each year:

1. Signed Acceptance of Conditions Form
2. Completed Budget
3. Signed Waiver of Match Form
4. Master Staffing Pattern

These documents are available from your DEMHS Regional Office.

B. Once these 4 forms are completed a sub-grant package is prepared by the DEMHS Strategic Planning and Grants Administration (SPGA):

1. The subgrant package is sent to the town for signature via email and cc'ed to the DEMHS Regional Office.
2. After signing the package the towns send the package via regular mail to their DEMHS Regional Office for review by the Regional Coordinator.
3. The Regional Coordinator signs the package and sends it to DEMHS HQ in Hartford.
4. The DEMHS Commissioner signs the sub-grant and a copy of the fully approved sub-grant is sent to the town via email and cc'ed to the DEMHS Regional Office.

C. What forms are mandatory each time a town submits a request for Reimbursement? Forms must be filled out in the following order to ensure that information is carried forward into the next form on the list:

1. Quarterly Financial Report – This form must be sent each quarter even if no reimbursement is requested
2. FEMA 85-21 Form (With required backup documentation*)
3. Reimbursement Request Form
4. Quarterly Progress Report – This form must be sent each quarter even if no reimbursement is requested.

These forms are available on the DEMHS Website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>

D. What is the procedure for processing Reimbursement Requests:

1. Each town sends their completed forms to the DEMHS Regional Coordinator for review.
2. The Regional Coordinator signs off on the package and sends it to DEMHS HQ in Hartford for payment.
3. DEMHS HQ performs two reviews, a programmatic review for eligibility of all costs and a fiscal review to ensure accurate accounting and payment.
4. The package is then sent to DEMHS Accounts Payable for payment.

Review and payment of reimbursement requests takes approximately 60 days.

*For use on the FEMA 85-21 Form backup documentation refers to regular costs (e.g. payroll, support services such as phone and fax lines etc.) and consists of check numbers and dates the checks were paid. For the purchase of specialized equipment such as radio transmitters additional documentation (copies of quotes) will be needed to determine conformance with interoperable communications protocols prior to the purchase of the equipment. Copies of the paid invoices or cancelled checks must be submitted at the time of reimbursement to verify that the purchase was executed and to provide a record for inventory purposes.

FREQUENTLY ASKED QUESTIONS

ABOUT THE EMERGENCY MANAGEMENT DIRECTOR POSITION...

Question: Can the Chief Elected Official authorize him or herself to sign the Acceptance of Conditions?

Answer: No, the Chief Elected Official must be authorized by a municipal board empowered to make such authorizations. (This is normally done for all grants each year).

ABOUT THE LOYALTY OATH...

Question: How often must the loyalty oath be taken?

Answer: The Oath must be taken at least annually by all civil preparedness (emergency management) personnel.

Question: Who issues the loyalty oath to a new EMD?

Answer: Among others, the DEMHS Commissioner or Deputy Commissioner, the DEMHS Director, or the Regional Coordinator. See DEMHS Advisory Bulletin No. 2007-4.

Question: Who issues the loyalty oath to the deputy EMD or anyone else working for the Emergency Management Office?

Answer: The EMD can issue the loyalty oath to anyone working for the Emergency Management Office, including the deputy EMD.

ABOUT THE EMPG PROGRAM IN GENERAL...

Question: If the EMD needs to deputize several persons to assist him or her during a disaster or other emergency, what is the procedure?

Answer: The EMD can assemble everyone in the same room or place and administer the oath to all persons orally with the right hand raised. The names of all persons taking the oath must appear on the oath form. The oath may also be administered individually. See Conn. Gen. Stat. section 28-8a for detailed legal process.

Question: Are maintenance costs for the Emergency Management Director's vehicle an eligible cost or in-kind service under the EMPG?

Answer: No, the costs to maintain vehicles are not eligible as either a cash match or an in-kind match.

Question: Is the cost of a uniform for an EMD or any other type of first responder eligible under the EMPG?

Answer: No, uniforms cannot be paid for with EMPG funds and cannot be used as a match either.

Question: Which mileage rate (State or Federal) the towns should follow when calculating their budgets for EMPG?

Answer: Towns should use the State of Connecticut Mileage reimbursement rate (currently \$0.50 / mile) for EMPG related travel. If the rate changes, the towns can use the effective rate at that time. The overall impact on budgets from a change in the State rate should be very small.

Note: Travel is approvable on a case by case basis by the Regional Coordinators. If the Regional Coordinator sees excessive mileage or other travel costs being budgeted by a town, he or she may advise those towns to reduce the amounts. In the opinion of the DEMHS EMPG Coordinator, excessive travel would be anything over \$300 per year or greater than 3% of the total EMPG budget (whichever is greater).