

FY 2021 Emergency Management Performance Grant Sub-Recipient Exhibit list**Exhibit3(a).** Description of Services, Supplies and Equipment:

Exhibit 3 (a). FY 2021 EMPG Notice of Funding Opportunity (FY 2021 EMPG Funding Guidelines – Allowable Costs begins on page H-15) can be located at the following link: <https://www.fema.gov/grants/preparedness/emergency-management-performance>

Exhibit 3(b). FY 2021 AZDEMA EMPG Programmatic Guidance, page 5 – 7, attached.

Exhibit 4(b). Manner of Financing (b): Payment made by DEMA to Sub-Recipient shall be on a reimbursement basis only and is conditioned upon receipt of proof of payment and applicable, accurate and complete reimbursement documents, as deemed necessary by DEMA, to be submitted by Sub-Recipient. A listing of acceptable documentation is attached as Exhibit 4(b). Payments by DEMA to Sub-Recipient will be contingent upon DEMA receiving completing documentation for each expenditure from Sub-Recipient.

Exhibit 4(b). A complete reimbursement request packet must include invoices and proof of payment for expenditures and cost share/match (if applicable). Sufficient payment documentation includes:

- Copies of canceled warrants or Electronic Funds Transfer (EFT) documentation.
- Documentation from an official accounting system which documents the payee, date, amount paid, and warrant or EFT number.
- Copies of invoices.
- Payroll records for personnel expenditures
- Time and Effort Reports are required for two week per quarter
- Other documentation, such as Purchase Orders for purchases over \$10, 000.00 are required

When submitting for training expenditures, identify the type of training, dates, location, and any other information that may be helpful in determining allowability.

For training and exercise expenditures, the following must be submitted:

- Agenda
- Duration
- Location
- Number of participants
- Sign-in Roster

When submitting reimbursement, place the supporting documentation (invoices, proof of payment, etc.) in the order in which they appear on the reimbursement request form.

- For example, if there is equipment and training documentation, place the equipment information first and in order the budgets appear on the reimbursement form. Submitting reimbursements out of order may result in a delay of reimbursement.

Make necessary adjustments to per diems, lodging, or other travel related expenditures; including any applicable taxes, to fit within the state rates.

- Reimbursement of travel related expenditures must be consistent with stakeholder policies and procedures as well as the State of Arizona Accounting Manual and travel policy (found at <https://gao.az.gov/travel/welcome-gao-travel>). Reimbursements that do not reflect the necessary adjustments will be returned to the stakeholder for corrections.

Exhibit 17. Debarment Certification:

Exhibit 17. §200.213 Suspension and debarment. <https://www.sam.gov>

“Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities”.

Exhibit 19. Reporting Requirements: Programmatic Reports – Sub-Recipient shall provide quarterly programmatic reports to DEMA within thirty (30) working days of the last day of the quarter in which services are provided. Sub-Recipient shall use the form provided by DEMA to submit quarterly programmatic reports. The report shall contain such information as deemed necessary by DEMA. Sub-Recipient shall use the Quarterly Programmatic Report format template, a copy of which is attached as **Exhibit 19(a)**.

Exhibit 19(a). See attached example - FY 2021 EMPG Programmatic (GAO) Grant Activity Report.

Exhibit 19(b). Financial Reimbursements: Sub-Recipient shall provide DEMA with quarterly requests for reimbursement. Reimbursements shall be submitted with the Reimbursement Form provided by DEMA, a copy of which is attached as Exhibit 19(d). **Exhibit 19(b).** See attached example – FY 2021 Financial Reimbursement Form.

Exhibit 45. 2021 DHS Standard Terms and Conditions.