STATE OF IOWA
HMGP / FMA PROGRAM / PDM PROGRAM
PROGRESS REPORT

PERIOD COVERED BY THIS REPORT: **Activity Completion Report**

LOCAL CONTACT NAME: _____
SUBGRANTEE: _____
ADDRESS: _____
TELEPHONE NUMBER: _____ FAX NUMBER: _____
PROJECT TITLE: _____
GRANT AGREEMENT NUMBER: _____ PROJECT NUMBER: _____
ACTIVITY COMPLETION TIMEFRAME: _____ _____

	FEMA FEDERAL	STATE	LOCAL	FEMA
TOTAL FUNDS APPROVED:	$	$	$	
TOTAL FUNDS EXPENDED TO DATE:	$	$	$	$
PROJECTED OVERRUN / (UNDERRUN):	$	$	$	$

Performance Update: Percentage Complete_____%

Total Project Status:	Description of significant activities this quarter, include comparison of actual accomplishments to the objectives identified in your application:
❑ On Schedule ❑ Suspended ❑ Delayed ❑ Canceled ❑ Completed	(attach sheet if needed)

Work Schedule (Milestones) – from paper or e-grant application

#	Description:	Anticipated Completion Date:	Actual Completion Date:
1			
2			
3			
4			
5			
add'l	**If you had more than 5 milestones listed, please attach an add'l sheet**		

100% GROSS PROGRAM INCOME AMOUNT PER 44 CFR, SECTION 13.25 (*to date*): $_____
(attach a separate sheet of the detailed information from all sources of income)

INTEREST EARNED FROM FEDERAL FUNDS AWARDED PER 44 CFR, SECTION 13.21(f)
$_____ ***(to date that has NOT been returned to the Federal Government, through HSEMD)***

I, the undersigned, hereby certify that the above information is accurate and true, and in accordance with the approved scope of work and state and federal regulations and policies governing this grant.

_____ _____
(Signature of Subgrantee's ***Authorized Representative***) (Date)

HMGP Finance Guide

6/28/2010

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Contents

Contents 3

Introduction 5

Hazard Mitigation Subgrant Life Cycle 6

Procurement for Governmental Organizations 7

- Methods and Documentation 7
- Contract Considerations 8
- General Types of Contracts 9
- Required Federal Contract Clauses for Governmental Organizations 10

Procurement for Non-Profit Organizations 11

- Methods and Documentation 11
- Contract Considerations 12
- General Types of Contracts 12
- Cost Principles 13
- Required Federal Contract Clauses for Non-Profits 14

Requesting Payment 16

- Request for Funds Process 16
- Payment Advance 17
- Payment Reimbursement 18

Match 19

- Cash match 19
- In-kind match 20

Reporting Requirements 22

Subgrant Close-Out 23

Additional Resources 24

Appendices 25

- Payment Request Form 26
- Personnel Activity Report (PAR) Template 27
- Payment Checklists 28
  - Planning Grant 28
  - Project Grant 29
  - Acquisition Grant 30

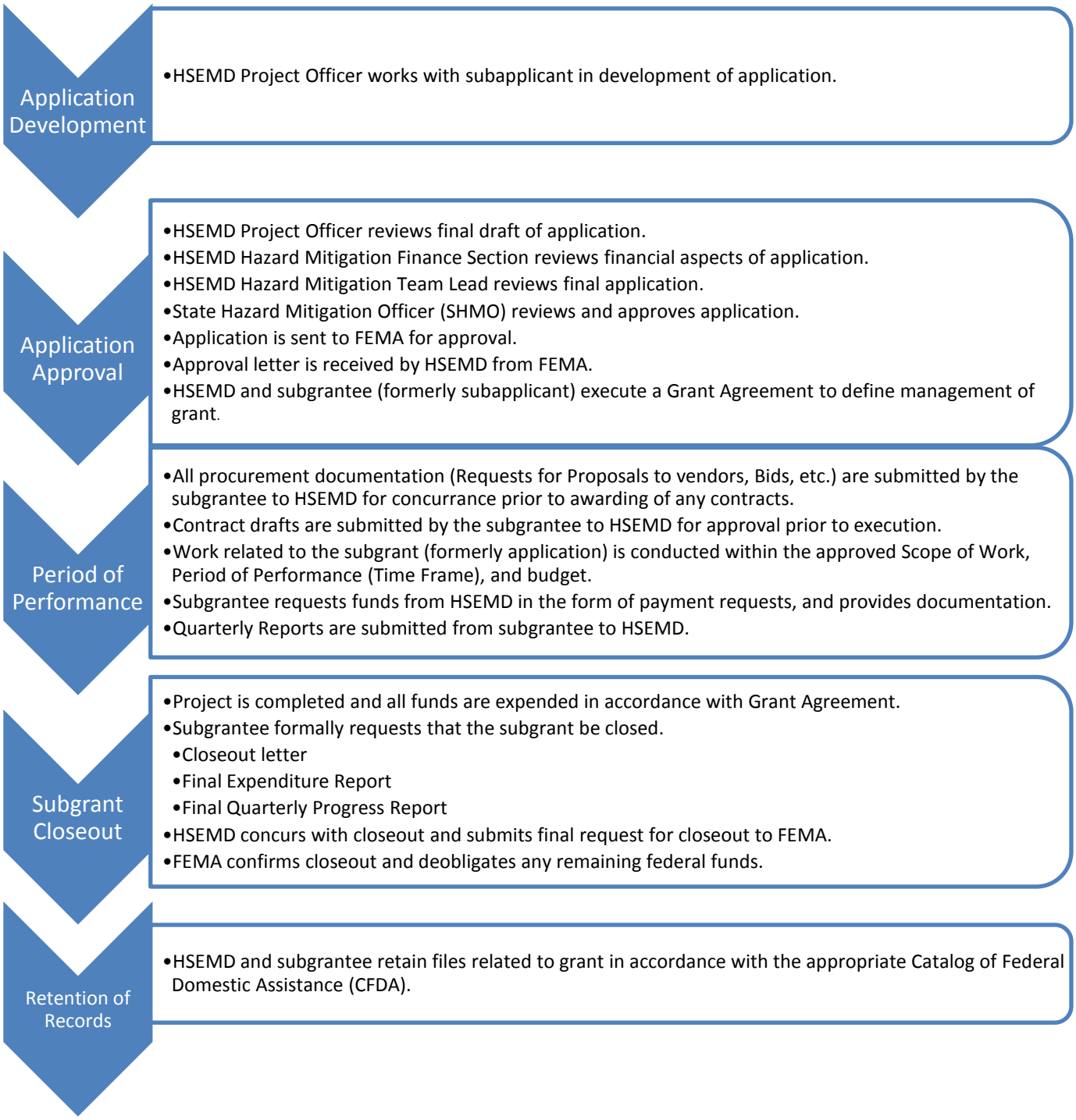
Authorized Representative Resolution Template 31
Subgrantee Procurement Cover Sheet 32
Quarterly Progress Report 33

Introduction

This document is designed to assist in determining payment request methods, necessary match documentation and tools, and the methods of procurement for all paid outside goods and services.

This is merely an overview guide, and does not include all of the nuances and variations that may occur with individual grants. Should you have any questions, or need assistance, please contact the Iowa Homeland Security and Emergency Management Division Hazard Mitigation Finance Section.

Hazard Mitigation Subgrant Life Cycle



Procurement for Governmental Organizations

Methods and Documentation

Methods of Procurement			
Small Purchase	Sealed Bids	Competitive Proposals	Noncompetitive Proposals

As the Hazard Mitigation Grant Program is funded with Federal dollars, HSEMD monitors for compliance with applicable State and Federal regulations. One significant area involves the review of procurement/purchasing procedures used by subgrantees in contracting/purchasing for services and goods. Federal regulations emphasize competition as a part of any contract or purchase. These provisions are also included in the Grant Agreement between the state and the subgrantee.

Note

1) Procurement methods need not be utilized when the outside service is a Council of Government (COG), as COGs are considered an extension of the local government according to the Code of Iowa §28H.5. However, the Federal Contract Clauses still apply. 44 CFR 13.36 (i) Contract Provisions
2) Local procurement procedures must comply with federal regulations as outlined in 44 CFR

Small Purchase: 44 CFR 13.36 (d)(1)

1) The total costs associated with the contract do not cost more than $100,000. Note that according to State of Iowa Procurement Standards (Iowa Administrative Code 105.3(1)) this amount is $50,000. However this amount may be less according to local procurement procedures.
2) Three or more prospective vendors are identified and invited to bid.
    a. Should less than three bids be received, two bids are acceptable when accompanied by a written explanation stating the reason why three bids were not possible.
3) HSEMD requires written, or electronic, certification from the subgrantee documenting: (Often referred to as a 'Bid Tabulation Sheet'.)
    a. The rationale for the method of procurement. (see appendix page 21) 44 CFR 13.36(b)(9)
    b. Selection of the contract type. 44 CFR 13.36(b)(9)
    c. Contractor selection or rejection and associated justification. 44 CFR 13.36(b)(9)
        i. Small and minority firm, women's business enterprise and labor surplus area firm issues must be addressed in accordance with 44 CFR 13.36 (e)

Sealed Bids: 44 CFR 13.36 (d)(2) Bids are publicly solicited for a firm-fixed-price contract.

1) Three or more prospective vendors are invited to bid through sealed bids. HSEMD will require:
    a. Copy of the public invitation for bids (newspaper advertisement, etc.) 44 CFR 13.36 (d)(2)(ii)(A)
        i. Includes a complete, adequate, and realistic description of work/product(s). 44 CFR 13.36 (d)(2)(i)(A)
    b. Copies of submitted bids. A minimum of three bids is required. 44 CFR 13.36 (d)(2)(i)(B)
    c. Written, or electronic, certification from the subgrantee documenting: (Often referred to as a 'Bid Tabulation Sheet'.)
        i. The rationale for the method of procurement. (see appendix page 21) 44 CFR 13.36(b)(9)
        ii. Selection of the contract type. 44 CFR 13.36(b)(9)
        iii. Contractor selection or rejection and associated justification. 44 CFR 13.36(b)(9)

1. Small and minority firm, women's business enterprise and labor surplus area firm issues must be addressed in accordance with 44 CFR 13.36 (e)

Competitive Proposals: 44 CFR 13.36 (d)(3)(ii) Proposals are solicited from three or more qualified sources.

1) Three or more prospective vendors are invited to bid through requests for proposals, invitations to bid, or any other type of document soliciting a bid; along with public notification of the request for bids.
    a. All proposals received shall be honored to the maximum extent practical. 44 CFR 13.36 (d)(3)(i)
    b. Includes a complete, adequate, and realistic description of work/product. 44 CFR 13.36 (d)(2)(i)(A)
2) HSEMD will require:
    a. Copies of submitted bids. A minimum of three bids is required. 44 CFR 13.36 (d)(2)(i)(B)
    b. Written, or electronic, certification from the subgrantee documenting: (Often referred to as a 'Bid Tabulation Sheet'.)
        i. The rationale for the method of procurement. (see appendix page 21) 44 CFR 13.36(b)(9)
        ii. Selection of the contract type. 44 CFR 13.36(b)(9)
        iii. Contractor selection or rejection and associated justification. 44 CFR 13.36(b)(9)
            1. Small and minority firm, women's business enterprise and labor surplus area firm issues must be addressed in accordance with 44 CFR 13.36 (e)

Noncompetitive Proposals (Single/ Sole Source): 44 CFR 13.36 (d)(4)(i)(A) The procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

This method may only be used when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals.

1) HSEMD will require certification that:
    a. The item(s) or service is only available from a single other source. 44 CFR 13.36 (d)(4)(i)(A)
    b. After solicitation of a number of sources, competition is determined inadequate. 44 CFR 13.36 (d)(4)(i)(D)
    c. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. 44 CFR 13.36 (d)(4)(i)(B)
    d. The awarding agency authorizes noncompetitive proposals 44 CFR 13.36 (d)(4)(i)(C)
    e. Written, or electronic, certification from the subgrantee documenting: (Often referred to as a 'Bid Tabulation Sheet'.)
        i. The rationale for the method of procurement. (see appendix page 21) 44 CFR 13.36(b)(9)
        ii. Selection of the contract type. 44 CFR 13.36(b)(9)
        iii. Contractor selection or rejection and associated justification. 44 CFR 13.36(b)(9)
            1. Small and minority firm, women's business enterprise and labor surplus area firm issues must be addressed in accordance with 44 CFR 13.36 (e).

Contract Considerations

These are items to consider when drafting a contract. Please note that all contract drafts must be reviewed by HSEMD prior to their execution. Also, it is advisable that the subgrantee seeks legal counsel regarding contracts.

1) Description of work is consistent with the approved Scope of Work for the project.
2) Confirms location of project.
3) Denotes who is responsible for obtaining permits, if applicable.
4) Specifies the method, basis, and frequency of billing and payment.

5) Does not include provisions for a cost plus a percentage or fixed amount. 44 CFR 13.36 (f)(4)
6) The contractor is not debarred from participating in federally funded projects (visit www.epls.gov for a listing of debarred contractors).
7) Contract is not a retainer contract.
8) Specifies a 'not to exceed' amount.
9) Salvage rights are addressed, if applicable.
10) Contains performance measures and termination clauses.
11) Specifies the process to be followed in resolving any conflicts.
12) Contracts in excess of $100,000 are required to be bonded. 44 CFR 13.36 (h)
13) Includes the Federal Contract Clauses and language as outlined in 44 CFR 13.36 (i) Contract Provisions.
14) Certification of the awarded contract having been approved by HSEMD prior to execution by subgrantee and contractor.

General Types of Contracts

Unit Price

Unit Price contracts specify a set cost for particular tasks and products. These contracts are typically used when the individual work tasks are known, but the total amount of work cannot be quantified. For example, service A is $____, service B is $____, and service C is $____

Lump Sum

Lump Sum Contracts are typically used when the entire scope of work for the contract can be quantified. These contracts specify a finite scope of work, time frame, and cost. For example, the entire costs of the necessary services will not exceed $____.

Time & Materials

Time and Materials contracts are used when the scope of work necessary to achieve the desired outcome is unknown. These contracts typically specify a rate based on either time or another unit of measurement. For example: this service will be $___ per hour.

Required Federal Contract Clauses for Governmental Organizations

44 CFR 13.36

(i) ***Contract provisions.*** A grantee's and subgrantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. **(Contracts more than the simplified acquisition threshold)**

(2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. **(All contracts in excess of $10,000)**

(3) Compliance with Executive Order 11246 of September 24, 1965, entitled ''Equal Employment Opportunity,'' as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). **(All construction contracts awarded in excess of $10,000 by grantees and their contractors or subgrantees)**

(4) Compliance with the Copeland ''Anti-Kickback'' Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). **(All contracts and subgrants for construction or repair)**

(5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a–7) as supplemented by Department of Labor regulations (29 CFR Part 5). **(Construction contracts in excess of $2000 awarded by grantees and subgrantees when required by Federal grant program legislation) *DOES NOT APPLY TO DISASTER FUNDING**

(6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR Part 5). **(Construction contracts awarded by grantees and subgrantees in excess of $2000, and in excess of $2500 for other contracts which involve the employment of mechanics or laborers)**

(7) Notice of awarding agency requirements and regulations pertaining to reporting.

(8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

(9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

(10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

(12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). **(Contracts, subcontracts, and subgrants of amounts in excess of $100,000)**

(13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871). [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995]

Procurement for Non-Profit Organizations

This addendum applies to non-profit, non-governmental, organizations only.
For full explanation of the requirements, please refer to 2 CFR Parts 215 and 230.
Unless otherwise specified in this section, previous sections apply.

Methods and Documentation

These provisions are also included in the Grant Agreement between the state and the subgrantee.

Procurement Procedures

1) The subgrantee must have written procurement procedures. HSEMD will need a copy of these procurement procedures. 2 CFR 215.44 (a) These procurement procedures must include:
   a) Codes of Conduct that govern the performance of the subgrantee's employees engaged in the award and administration of contracts. 2 CFR 215.42
   b) Competition Standards. All procurement must be conducted in a manner that provides, to the maximum extent practical, open and free competition. Note that in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. 2 CFR 215.43

Requests for Proposals (RFP)

2) All Requests for Proposals (RFPs) must contain: (HSEMD needs a copy of the RFP and a listing of vendors it was distributed to, and/or the public notice for the RFP).
   a) Clear and accurate description of technical requirements and minimum standards for the service or materials to be procured. The description shall not contain features which unduly restrict competition. 2 CFR 215.44 (a)(3)(i) 2 CFR 215.44 (a)(3)(iv)
      i) Again, note that contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. 2 CFR 215.43
   b) Requirements that the bidder must fulfill, and evaluation factors to be used in evaluating the bids. 2 CFR 215.44 (a)(3)(ii)
   c) Products dimensioned in the metric system. 2 CFR 215.44 (a)(3)(v)
   d) Preference, as feasible, to products and services that conserve natural resources and protect the environment and are energy efficient. 2 CFR 215.44 (a)(3)(vi)
   e) Positive efforts to utilize small business, minority-owned firms, and women's business enterprises whenever possible. 2 CFR 215.44 (b)

Selection of Vendor

3) Basis for contractor selection. The scoring used to evaluate each bid must be documented (Bid Tabulation). HSEMD will need copies of the bid tabulation. 2 CFR 215.44 (e) 2 CFR 215.46
   a) Consideration shall be given to:
      i) Contractor integrity 2 CFR 215.44 (d)
      ii) Record of past performance 2 CFR 215.44 (d)
      iii) Financial and technical resources or accessibility to other necessary resources 2 CFR 215.44 (d)
      iv) Cost or price analysis 2 CFR 215.45
   b) HSEMD and 2 CFR 215.46 require that procurement records and files for purchases in excess of the small purchase threshold ($25,000) shall include the following at a minimum:
      i) Basis for contractor selection;

ii) Justification for lack of competition when competitive bids or offers are not obtained; and
iii) Basis for award cost or price.

Contract Considerations

These are items to consider when drafting a contract. Please note that all contract drafts must be reviewed by HSEMD prior to their execution. Also, it is advisable that the subgrantee seeks legal counsel regarding contracts.

1) Draft contracts must be approved by HSEMD prior to execution of the contract. A copy of the executed contract is also required by HSEMD. Contracts must include:
   a) Federal Contract Clauses and language as outlined in 2 CFR 215.48.
   b) Contracts in excess of $25,000 must contain provisions or conditions that allow for remedies in the event of a breach of the contract. 2 CFR 215.48 (a) These contracts must also contain termination clauses. 2 CFR 215.48 (b)
   c) Contracts in excess of $100,000.00 require:
      i) Bid Guarantees, which may take the form of a bid bond, certified check, or other negotiable instrument. 2 CFR 215.48 (c)(1)
      ii) Performance Bond for 100% of the contract price. 2 CFR 215.48 (c)(2)
      iii) Payment Bond for 100% of the contract price. 2 CFR 215.48 (c)(3)
   d) Provisions for the State of Iowa, Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific program. 2 CFR 215.49 (d)
2) Contract cannot include provisions for a cost plus a percentage or cost plus a fixed amount. 2 CFR 215.44 (c)
3) Description of work is consistent with the approved Scope of Work for the project.
4) Confirms location of project.
5) Denotes who is responsible for obtaining permits, if applicable.
6) Specifies the method, basis, and frequency of billing and payment.
7) The contractor is not debarred from participating in federally funded projects (visit www.epls.gov for a listing of debarred contractors).
8) Contract is not a retainer contract.
9) Specifies a 'not to exceed' amount.
10) Salvage rights are addressed, if applicable.

General Types of Contracts

Unit Price

Unit Price contracts specify a set cost for particular tasks and products. These contracts are typically used when the individual work tasks are known, but the total amount of work cannot be quantified. For example, service A is $____, service B is $____, and service C is $____

Lump Sum

Lump Sum Contracts are typically used when the entire scope of work for the contract can be quantified. These contracts specify a finite scope of work, time frame, and cost. For example, the entire costs of the necessary services will not exceed $____.

Time & Materials

Time and Materials contracts are used when the scope of work necessary to achieve the desired outcome is unknown. These contracts typically specify a rate based on either time or another unit of measurement. For example: this service will be $___ per hour.

Cost Principles

Note that although indirect/allocated costs are allowed according to 2 CFR 230, they are not allowed for subgrantees under the Hazard Mitigation Grant Program (44 CFR 207.3 and 44 CFR 207.6(b)).

Required Federal Contract Clauses for Non-Profits

2 CFR 215.48

1. *Equal Employment Opportunity* —All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964–1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2. *Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)* —All contracts and subgrants in excess of $2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

3. *Davis-Bacon Act, as amended (40 U.S.C. 276a to a–7)* —When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than $2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a–7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. ***This does not apply to Federal disaster funding unless otherwise specified by local regulations.***

4. *Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333)* —Where applicable, all contracts awarded by recipients in excess of $2000 for construction contracts and in excess of $2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR part 5). Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 11/2times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. *Rights to Inventions Made Under a Contract or Agreement* —Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

6. *Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended* —Contracts and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401

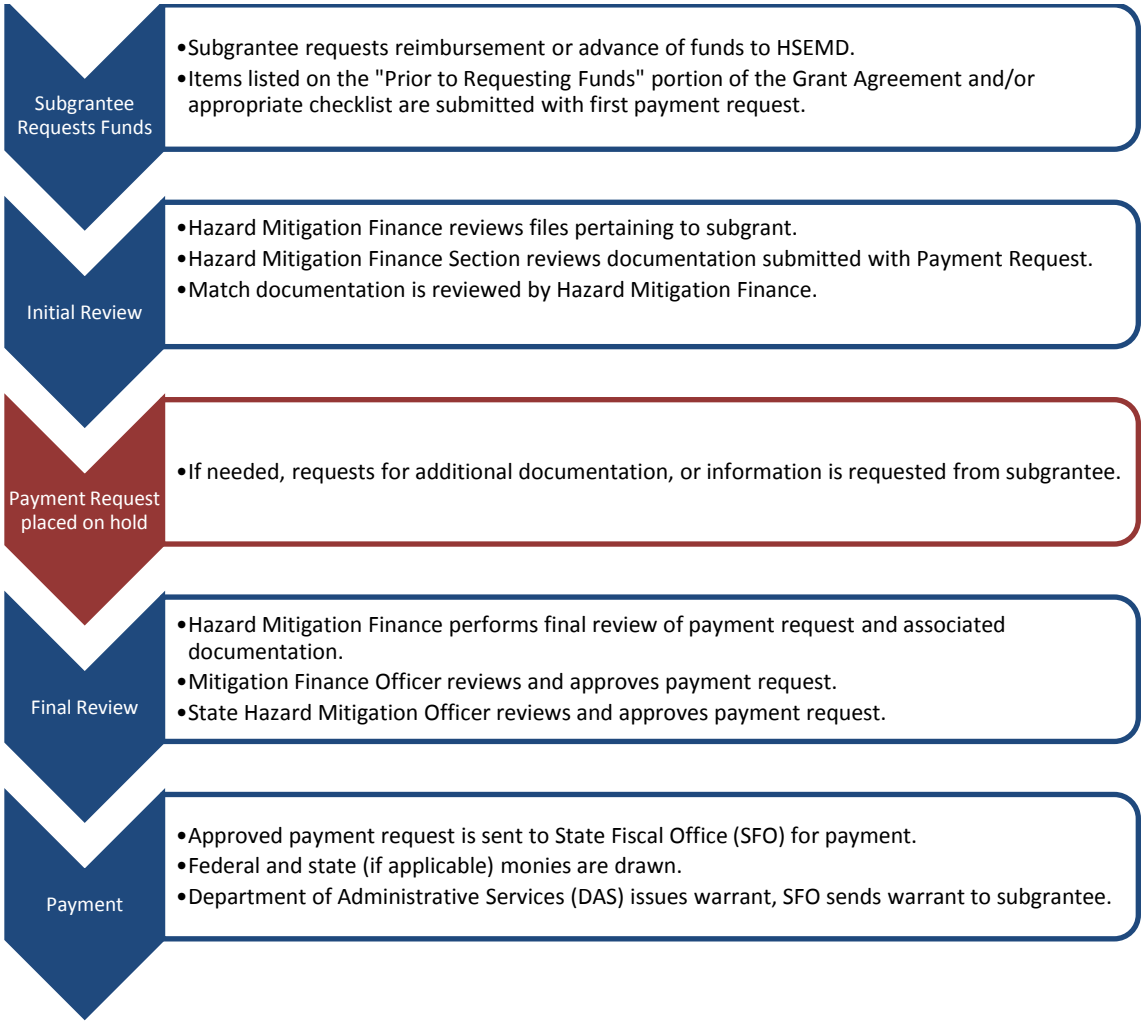
et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 *et seq.*). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

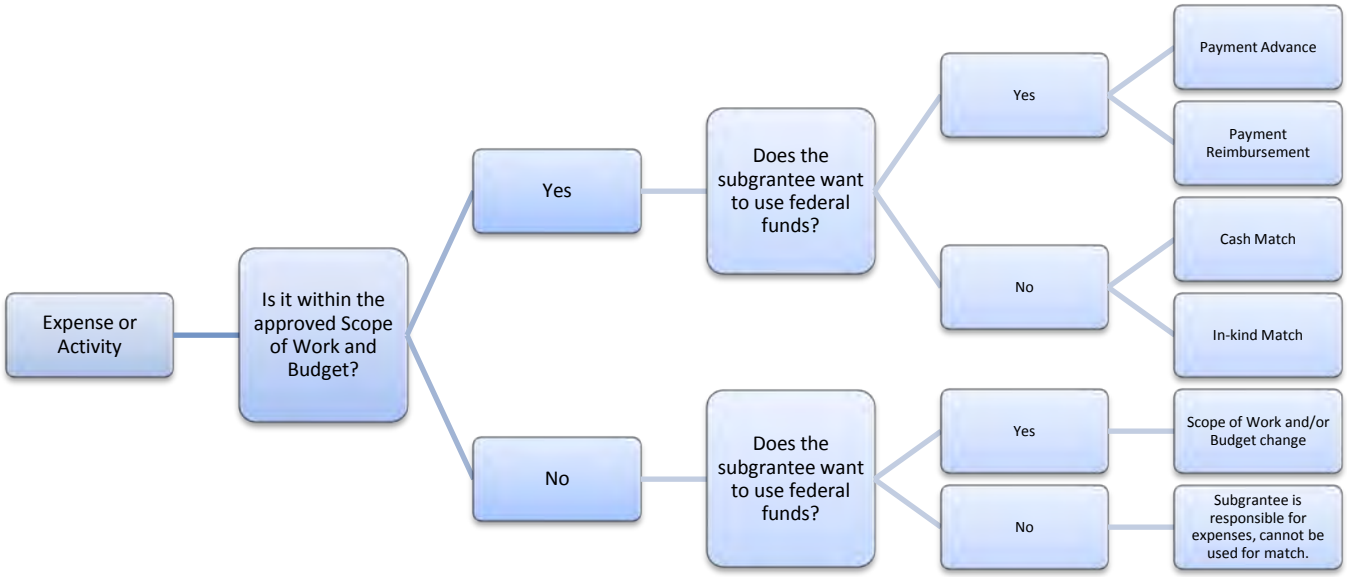
7. *Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)* —Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

8. Debarment and Suspension (E.O.s 12549 and 12689)—A contract award with an amount expected to equal or exceed $25,000 and certain other contract awards (see 2 CFR 180.220) shall not be made to parties listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.
[69 FR 26281, May 11, 2004, as amended at 70 FR 51879, Aug. 31, 2005]

Requesting Payment

Request for Funds Process: Below is the process that HSEMD Hazard Mitigation Finance utilizes in processing Payment Requests once received from the subgrantee:





There are two methods of requesting funds:

Payment Advance: This option is for the subgrantee (city, county, or COG) to request the funds before they incur the expense. Here is what is required:

1) Fulfillment of the items listed on the "Prior to requesting funds" section of the appropriate Checklist (see appendix).
    i. Documentation of a separate record keeping of expenditures and revenues related to the grant (Chart of Accounts). 44 CFR 13.20(2), 44 CFR 13.20(6), 44 CFR 13.20 (b)(2)
        1. Depending on the subgrantee's financial management system, the first step may be to establish separate charge codes or to open separate non-interest-bearing checking accounts exclusively for managing the grant. Be sure that federal funds are kept separate from non-federal funds. A good financial record keeping system has these characteristics:
            a. Complies with Federal grant management guidelines as dictated by the Office of Management and Budget (OMB).
            b. Documents and tracks all funds originating with a Federal agency.
            c. Documents and tracks all non-federal share funds (i.e. State and local match funds, including Community Development Block Grants).
            d. Has internal controls governing the management of funds and records.
            e. Is regularly audited by an independent auditor.
2) Cover letter describing the items that payment is being requested for.
3) Completed Payment Request Form (see appendix), signed by the subgrantee or Authorized Representative, preferably in blue ink.
    i. Sample Authorized Representative Resolution is in Appendix
4) Copy of the invoice(s) that the payment is to cover.
5) A copy of the check, or subgrantee's ledger, within 30 days of receiving funds from the state, confirming payment of the invoice(s).

Payment Reimbursement: This option is to reimburse the subgrantee for expenses.

1) Fulfillment of the items listed on the "Prior to requesting funds" section of the appropriate Checklist (see appendix).
    i. Documentation of a separate record keeping of expenditures and revenues related to the grant (Chart of Accounts). 44 CFR 13.20(2), 44 CFR 13.20(6), 44 CFR 13.20 (b)(2)
        1. Depending on the subgrantee's financial management system, the first step may be to establish separate charge codes or to open separate non-interest-bearing checking accounts exclusively for managing the grant. Be sure that federal funds are kept separate from non-federal funds. A good financial record keeping system has these characteristics:
            a. Complies with Federal grant management guidelines as dictated by the Office of Management and Budget (OMB).
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            c. Documents and tracks all non-federal share funds (i.e. State and local match funds, including Community Development Block Grants).
            d. Has internal controls governing the management of funds and records.
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2) Cover letter describing the items that payment is being requested for.
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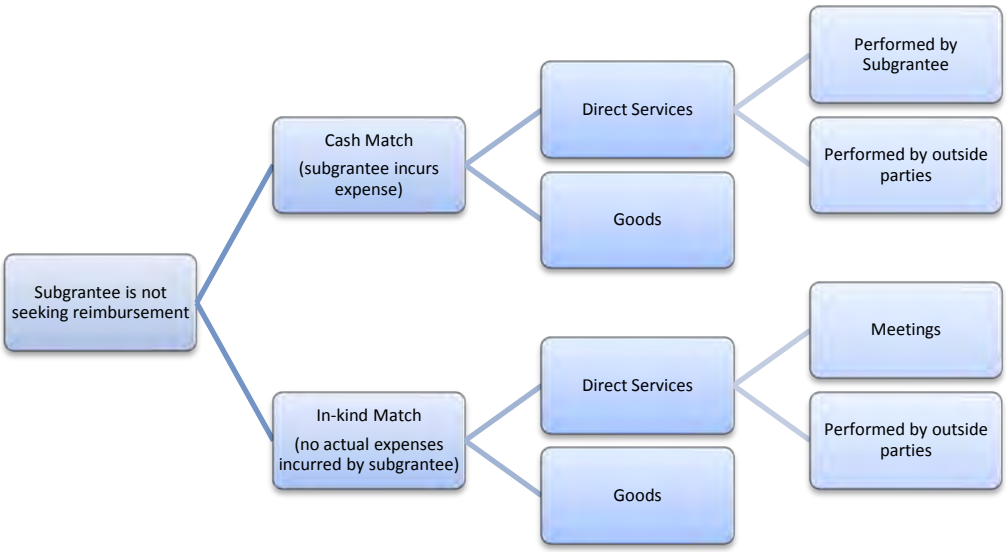
5) A copy of the check, or subgrantee's ledger, confirming payment of the invoice(s).

Match



There are generally two types of local match:

Cash match Expenses are actually incurred by the subgrantee (i.e. subgrantee is utilizing their eligible expenses for match). These are similar procedures as if the subgrantee was seeking reimbursement for the expenses.

1) Services:
    a. Performed by employees of the subgrantee, and the subgrantee is not seeking reimbursement:
        i. Personnel Activity Report(s) (PARs) (see appendix page 18), that must show:
            1. Hourly rate of pay. 44 CFR 13.24(a)(2), 2 CFR 225.35 Appendix B (i)(2)
            2. Account for the total activity for each employee for each period covered by the PAR. 2 CFR 225.32 h(5)(a-c)
            3. Signed by both the employee and supervisor. 2 CFR 225.32 h(5)(d)
            4. Copies of the subgrantee's ledger alone do not sufficiently prove the eligibility of the expense within the approved budget and/or Scope of Work. Thus, PARs are necessary to prove eligibility.
        ii. If an employee of a subgrantee worked solely on the grant for the entirety of one or more pay periods, in lieu of PARs, a certification letter from the person who manages the subgrantee's payroll stating: 2 CFR 8h(3)
            1. That all of the salaries for the subgrantee's employee for the specified pay period can be directly attributed to the grant.
            2. The amount.
            3. The letter is also signed by the subgrantee's employeer.
        iii. Certification from the subgrantee or their Authorized Representative that no other federal funds other than those of this grant were used. 44 CFR 13.24(B)(1)
        iv. Expenses related to elected government officials, when serving in an official capacity are not allowable. 2 CFR 225.19a (1-2)
        v. Other services normally provided to the public (i.e. police and fire) are not allowable, unless provided as a direct cost. 2 CFR 225.19a (5)
    b. Services from outside parties that are paid by the subgrantee, and the subgrantee is not seeking reimbursement from grant funds.
        i. Procurement Documentation: See section regarding procurement.

ii. Copy of the executed (signed) contract between the subgrantee and the service provider.
iii. Invoices from the service provider.
iv. Documentation supporting the payment of the invoice by the subgrantee. This may be either a copy of the check sent to the service provider, or a copy of the subgrantee's ledger showing the transaction. 44 CFR 13.20(2), 44 CFR 13.20(6), 44 CFR 13.20 (b)(2)

2) Goods:
   a. Procurement Documentation: See section regarding procurement.
   b. Copy of the invoice for the goods.
   c. Documentation supporting the payment of the invoice by the subgrantee. This may be either a copy of the check sent to the vendor, or a copy of the subgrantee's ledger showing the transaction. 44 CFR 13.20(2), 44 CFR 13.20(6), 44 CFR 13.20 (b)(2)

In-kind match No direct expenses are incurred by the subgrantee (i.e. volunteer time at meetings or other volunteer work or donated goods).

1) Meetings: If the time being donated was spent in a mitigation planning grant meeting, the following is needed:
   a. Sign-in sheets bearing the signature of attendees. 44 CFR 13.24(b)(6)
   b. Agenda of the meeting. 44 CFR 13.24(b)(6)
      i. This shows the eligibility of the meeting within the approved grant Scope of Work.
   c. Minutes from the meeting. 44 CFR 13.24(b)(6)
      i. Confirms that items listed in the agenda were discussed.
   d. If any of the attendees are employed by the subgrantee and they received no compensation for their time, a letter from the subgrantee or their Authorized Representative certifying that:
      i. Those employed by the subgrantee that attended the meeting received no compensation for their time at the meeting and that they attended the meeting on a voluntary basis.
      ii. The services that were volunteered would have been allowable expenses borne by the subgrantee had the subgrantee paid for them. 44 CFR 13.24(b)(7)(i)
      iii. The monetary rate that was used for the in-kind match is the standard rate for similar services. 44 CFR 13.24(b)(7)(ii), 44 CFR 13.24(c)(1), 44 CFR 13.24(b)(6)
      iv. That the amount specified for match is not being used as match or charged to an any other federal award.
   e. That any elected officials in attendance were not there as an official part of their duties, were not compensated for their time, nor is their time being used as match for any other federal grant. (If elected officials are on the planning committee, it would need to be shown that it was a planning meeting and not an official council or board meeting.) 2 CFR 225.19a (1-2)
2) Services from outside parties:
   a. Letter from the person or organization providing the services specifying:
      i. The service they provided.
      ii. The date(s) of service.
      iii. The amount of time of service.
      iv. The rate of pay that they normally would have charged, if they would have charged for their services. 44 CFR 13.24(c)(2)
   b. Letter from the subgrantee or Authorized Representative stating:
      i. The person(s) or organization that donated the service.
      ii. That the services provided would have constituted an allowable expense should the subgrantee have had to pay for them. 44 CFR 13.24(b)(7)(i)
      iii. That the monetary rate noted by the donor is a reasonable rate for similar services in the area. 44 CFR 13.24(c)(2)
3) Goods:

a. Letter from the donor stating:
   i. Specifying the goods donated, and the normal rate charged for such items. 44 CFR 13.24(d)
   ii. Date of their donation.
b. Letter from the subgrantee stating:
   i. The date which they received such goods.
   ii. That the goods would have been allowable expenses. 44 CFR 13.24(b)(7)(i)
   iii. That the price(s) of the goods are normal and standard for such goods in the area (fair market value). 44 CFR 13.24(d)

Reporting Requirements

As each quarter draws to a close, each subgrantee is required to submit a Quarterly Progress Report for each quarter, beginning with the quarter in which the subgrant is awarded through the quarter that the subgrant is closed by FEMA.

There are specific timeframes in which Quarterly Progress Reports are accepted by HSEMD, and are communicated when updated Quarterly Progress Reports are sent to subgrantees.

Report Preparation

- Hazard Mitigation Finance updates each subgrantee's Quarterly Progress report based on:
  - The most recently submitted Quarterly Progress Report
  - Any Payment Requests and/or match documentation processed since the last Quarterly Progress Report was submitted.
- Hazard Mitigation Finance electronically sends (e-mail) the updated Quarterly Progress Report to the subgrantee or their Authorized Representative.

Subgrantee Completes Report

- Subgrantee, or their Authorized Representative, completes the Quarterly Progress report making note of significant progress made during the quarter.
- Subgrantee, or their Authorized Representative, updates the completed or in progress milestones.
- Subgrantee, or their Authorized Representative, electronically submits the completed Quarterly Progress Report to Hazard Mitigation Finance within the specified time frame as outlined by HSEMD.
  - Note that Final Quarterly Progress Reports need signatures, all others during the subgrant's Period of Performance do not.

HSEMD Review

- Hazard Mitigation Finance reviews the submitted Quarterly Progress Report and requests that the subgrantee makes revisions (as needed).
- Hazard Mitigation Finance compiles all Quarterly Progress Reports from respective subgrantees and prepares reports for submission to FEMA.

Submission

- Hazard Mitigation Finance in cooperation with State Fiscal Office prepare state-wide Quarterly Progress Reports and submit to FEMA.
- Subgrantee Quarterly Progress Reports are submitted to FEMA.

FEMA Review

- FEMA reviews submitted Quarterly Progress Reports for compliance with applicable agreements and laws.

Subgrant Close-Out

There are several essential items that are required for grant closeout, in addition to the items listed earlier for payment requests:

1) A certification letter from the subgrantee, or their authorized representative, stating:
    a. All items within the Scope of Work of the subgrant have been satisfactorily completed.
        i. In the case of any construction project, an additional letter from the architect and/or engineer is also required.
    b. Certification that all funds were received and expended in accordance with the FEMA-State agreement.
    c. Requesting that the subgrant be now closed.
2) Certifications by the subgrantee, or their authorized representative, that all transactions on the HSEMD provided Expenditure Report are correct. 44 CFR 13.50 (b)(2)
3) A completed and signed Final Progress Report, as provided by HSEMD. 44 CFR 13.50 (b)(1)
4) A copy of the subgrantee's ledger that shows all of the transactions related to the subgrant. 44 CFR 13.50 (b)(2)
5) With regard to specific grants, the above is required, with the addition of:
    a. Planning grants:
        i. A copy of the letter from FEMA approving the plan.
        ii. A copy of either the minutes from the meeting in which the plan was adopted or a letter stating the date that the plan was adopted by the applicable jurisdiction(s). 44 CFR 201.6 (c)(5)
        iii. Verification that the Local Hazard Mitigation Data Collection Worksheet was submitted to HSEMD.
    b. Project grants:
        i. Testing & Maintenance schedule
        ii. Site visit checklist to be completed by HSEMD, in cooperation with the subgrantee.
        iii. Photos of the completed project.
    c. Property Acquisition grants:
        i. A copy of the deed recorded for each property and attached deed restrictions for the property. 44 CFR 80.21(a)
        ii. Certification of completion. 44 CFR 80.21(e)
        iii. Completed, and signed, Statement of Voluntary Transaction from each property owner. 44 CFR 80.21(e)
        iv. Site visit checklist to be completed by HSEMD, in cooperation with the subgrantee.
        v. A photo of each property site after project completion. 44 CFR 80.21(b)
        vi. The latitude-longitude coordinates of each property site. 44 CFR 80.21(c)

Note that records must be retained in accordance with the appropriate CFDA as outlined in the Grant Agreement.

Additional Resources

- 2 CFR online: http://ecfr.gpoaccess.gov
- 44 CFR online: http://ecfr.gpoaccess.gov
- Catalog of Federal Domestic Assistance (CFDA) online: https://www.cfda.gov/
- Code of Iowa online: http://www.legis.state.ia.us/IowaLaw.html
- Iowa Homeland Security and Emergency Management (HSEMD) online: http://www.iowahomelandsecurity.org/

Appendices

A. Payment Request Form
B. Personnel Activity Report (PAR) template
C. Authorized Representative Resolution template
D. Payment Checklists:
    a. Planning Grant
    b. Project Grant
    c. Acquisition Grant
E. Subgrantee Procurement Cover Sheet
F. Quarterly Progress Report

Payment Request Form

Program Name

IOWA HOMELAND SECURITY AND EMERGENCY MANAGEMENT DIVISION

MITIGATION PAYMENT REQUEST FORM

SECTION I: TO BE COMPLETED BY REQUESTING AGENCY / ENTITY

"X" only **ONE** [ ] Advance Request [X] Reimbursement Request

SUBGRANTEE NAME:
SUBGRANTEE FEDERAL ID #: **PAY REQUEST #:**
GRANT AGREEMENT NUMBER: **PROJECT NUMBER:**
PROJECT NAME:
MAILING ADDRESS:
CITY / STATE / ZIP:
POC NAME & PHONE #:
Email :

Source document(s) must accompany this request in order to receive payment. For a **REIMBURSEMENT** request: this must include payment verification (i.e. paid invoices, receipts, payroll records with personnel activity reports, cancelled checks, general ledger print outs.) For an **ADVANCE** request: this must include a detailed cost estimate (i.e. invoices, quotes, or other document). **Note**: If this request is an **ADVANCE**, payment verification source documents for this advance must be submitted to HSEMD within 30 days after the funds are advanced, future advances will not be made until this documentation is recieved.

Total Approved Project Amount:

Grant Year		FEDERAL GRANT	STATE GRANT	LOCAL SHARE	Total Funds	Approved Admin Funds
Approved Grant Award Amounts				$0.00	$0.00	
Less Funds received to date					$0.00	
Funds available before this Request		$0.00	$0.00	$0.00	$0.00	
Amount this Payment Request #					**$0.00**	
HSEMD use only (adjustments)						
Funds Spent to Date		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
Remaining Grant Funds Available		$0.00	$0.00	$0.00	$0.00	
Percentage of funds spent		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

I certify that this Payment Request does not exceed the total amount of HMGP Grant Assistance in accordance with the Grant Agreement; that all claimed project work has been/will be completed; and all project costs which are claimed have been/will be paid in full, and that all costs incurred are eligible and allowable.

^ SUBGRANTEE AUTHORIZED REPRESENTITIVE ^ SIGNATURE ^ DATE

Description **Grant Year**

SECTION II: TO BE COMPLETED BY IOWA HOMELAND SECURITY AND EMERGENCY MANAGEMENT DIVISION

FUND	ORG	SUB ORG	OBJECT	FED Approved	STATE Approved	ADMIN Approved
Totals						
					APPROVED EXPENDITURE REQUEST TOTAL	$ -

I certify that this Pay Request was reviewed and that funds claimed will be expended in accordance with provisions set forth in the FEMA-State Agreement.

^ FINANCE OFFICER DATE ^ GAR/DESIGNEE DATE

Personnel Activity Report (PAR) Template

IOWA EMERGENCY MANAGEMENT DIVISION

PERSONNEL ACTIVITY REPORT BY EMPLOYEE *(Reference: OMB Circular A-87, Attachment B, item 11(h) -- support of salaries and wages)*

EMPLOYEE NAME: _____
(please print)

DEPARTMENT/ SUBGRANTEE _____
(please print)

PAY PERIOD: ___/___/___ (M) (D) (Y) to ___/___/___ (M) (D) (Y)

RATE OF PAY: $ _____ /hour or /period *(circle one)*

BENEFIT FACTOR: _____ % (if applicable)
(written policies must be on file and a copy of the benefit computation provided to IEMD)

		DISTRIBUTION OF TIME BY ACTIVITY CODE (hours worked)														
		DAY 1 M	DAY 2 T	DAY 3 W	DAY 4 Th	DAY 5 F	DAY 6 Sat	DAY 7 Sun	DAY 8 M	DAY 9 T	DAY 10 W	DAY 11 Th	DAY 12 F	DAY 13 Sat	DAY 14 Sun	TOTAL HOURS BY ACTIVITY
ACTIVITY*	DATE (M / D)															
TOTAL HOURS PER DAY																

** Identify each activity separately (direct cost activities, indirect cost activities, activities supported by Federal awards, activities supported by non-Federal awards) Since salaries and wages of employees used in meeting cost sharing or matching requirements of Federal awards must be supported in the same manner as those claimed as allowable costs under the Federal award, an activity code must be set up for this purpose. The activities should be coded HMGP-(Grant Number); FMA-(Grant Number); etc.*

I certify that the above distribution of time is based on actual activity performed for the specified performance period stated above. All activities for which I am assigned to and compensated for are reported accurately.

_____
(Employee's signature)

I certify that the above distribution of time is in accordance with payroll records maintained by the department. Time sheets and payroll documents are available to be reviewed at any time if requested by IEMD or FEMA.

_____
(Supervisor's signature)

C:\WORK\IEMD\EXCEL\FISCAL\PERSONNEL ACTIVITY REPORT.xls (blr) Page 1 of 1 drafted 10/02/1998

Payment Checklists

Planning Grant

IOWA MITIGATION
CHECKLIST FOR PLANNING PAYMENTS

SUBGRANTEE: _____

Prior to requesting funds

____ Copy of executed Planning Grant Agreement
____ Copy of executed Agreement Amendments, (*if applicable)*
____ Copy of the executed contract between the subgrantee and contractor/agency writing the local hazard mitigation plan, ***if applicable***
  ____ Procurement Documents
    ____ Method of procurement documented (ads, proof of publication, solicitation letters, etc.)
    ____ Bid specifications were approved by HSEMD
____ Signed W-9 (if not previously on file)
____ Chart of Accounts verification (unique revenue & expenditure accounts)
  ____ denotes who is responsible for:
    ____ Receiving funds
      ____ Copy of this person's bonding insurance policy
    ____Approving Bills
    ____Preparing checks/ warrants
    ____Signing checks/warrants
    ____Bookkeeping
    ____Reconciling bank statements

All pay requests

____ A letter from the authorized representative or grant administrator with each pay request
  ___ Request 1 ___ Request 3 ___ Request 5
  ___ Request 2 ___ Request 4 ___ Request 6
____ A "Request for Disbursement" form with each pay request – ***signed by authorized representative***
  ___ Request 1 ___ Request 3 ___ Request 5
  ___ Request 2 ___ Request 4 ___ Request 6
____ Personnel activity reports (i.e., detailed time sheets) showing the hours worked on the subgrantee's multi-hazard mitigation plan – report should be by pay period and must document each activity (federal and non-federal) that was worked on for that pay period -- ***only applicable if the subgrantee does the work; not applicable for contractual services***
____ Copies of invoices ***(copy of check when paid -- proof of payment must be on file at HLSEM through either cancelled check or copy of G/L Report)***
  ___ Invoice # _____, check # _____ ___ Invoice # _____, check # _____
  ___ Invoice # _____, check # _____ ___ Invoice # _____, check # _____
  ___ Invoice # _____, check # _____ ___ Invoice # _____, check # _____
  ___ Invoice # _____, check # _____ ___ Invoice # _____, check # _____
  ___ Invoice # _____, check # _____ ___ Invoice # _____, check # _____

____ Copies of other bills claimed ***(copy of check when paid -- proof of payment must be on file at HLSEM through either cancelled check or copy of G/L Report)***

Final pay request

____ A letter from the authorized representative/grant administrator stating that the plan has been completed, and approved by FEMA **(final payments will not be made until plans are approved)**
____ The "Final Payment Request" form signed in blue ink by the authorized representative
____ All outstanding invoices and payments as listed above
____ Copy of general ledger activity reports – final revenues and expenditures applicable to this grant
____ Final progress report
____ Verification of Mitigation Data Worksheet submittal
____ Certification from the authorized representative on HLSEM's expenditure report

In-kind match (44 CFR, 13.24)—must document record of source of donor, dates, rates, amounts

____ Copies of the multi-hazard mitigation planning agendas
____ Copies of the sign-in sheets from those who are participating in the planning process
____ Copies of the minutes from the meetings showing the beginning and ending times
____ **Any other in-kind match documentation (must be part of the approved budget)**

Project Grant

IOWA MITIGATION - CHECKLIST FOR PROJECT PAYMENTS

SUBGRANTEE: _____
PROJECT #: _____

Prior to requesting funds

____ Copy of executed Project Grant Agreement
____ Copy of executed Agreement Amendments, (*if applicable*)
____ Authorized Representative Resolution
____ Standard Form 424 (SF-424)
____ Construction Assurances
____ Signed W-9 (if not previously on file)
____ Chart of Accounts verification (unique revenue & expenditure accounts)
____ denotes who is responsible for:
____ Receiving funds
____ Copy of this person's bonding insurance policy
____ Approving Bills
____ Preparing checks/ warrants
____ Signing checks/warrants
____ bookkeeping
____ reconciling bank statements
____ Building Permit, ***if applicable***
____ Floodplain development permit (if in a 100-year flood hazard area)
____ Procurement Documents
____Method of procurement documented (ads, proof of publication, solicitation letters, etc.)
____Bid specifications were approved by HSEMD
____ Copy of approved executed contract between the subgrantee and contractor, ***if applicable***
____Site Plans Approved by FEMA Region VII, ***if applicable***

All pay requests

____ A letter from the authorized representative or grant administrator with each pay request
___ Request 1 ___ Request 3 ___ Request 5 ___ Request 7
___ Request 2 ___ Request 4 ___ Request 6 ___ Request 8
____ A "Request for Disbursement" form with each pay request – ***signed by authorized representative***
___ Request 1 ___ Request 3 ___ Request 5 ___ Request 7
___ Request 2 ___ Request 4 ___ Request 6 ___ Request 8
____ Personnel activity reports (i.e., detailed time sheets) showing the hours worked on the subgrantee's Project – report should be by pay period and must document each activity (federal and non-federal) that was worked on for that pay period -- ***only applicable if the subgrantee does the work; not applicable for contractual services***
____ Copies of invoices ***(copy of check when paid -- proof of payment must be on file at HSEMD through either cancelled check or copy of G/L Report)***
___ Invoice # _____, check # _____ ___ Invoice # _____, check #_____
___ Invoice # _____, check # _____ ___ Invoice # _____, check #_____
___ Invoice # _____, check # _____ ___ Invoice # _____, check #_____
___ Invoice # _____, check # _____ ___ Invoice # _____, check #_____
___ Invoice # _____, check # _____ ___ Invoice # _____, check #_____
____ Copies of other bills claimed ***(copy of check when paid -- proof of payment must be on file at HSEMD through either cancelled check or copy of G/L Report)***

Final pay request

____ A letter from the authorized rep/grant administrator stating that the project is complete
____ The "Final Request for Disbursement" form signed in blue ink by the authorized representative
____ All outstanding invoices and payments as listed above
____ Certification from the authorized representative on HSEMD's expenditure report (HSEMD will provide when final payment has been requested)
____ Certification from architect/engineer that construction complies with the approved scope and applicable standards
____ Certification from subgrantee (i.e. Building Inspector certification from building permit)
____ Authorized Representative's sign-off on HSEMD's final expenditure report
____ Maintenance Schedule
____ Testing Schedule
____ Copy of Operation & Maintenance Plan for Safe Room Projects
____ Site photograph/Site Verification

Local match

____ Documentation of Local Match Verification

Revised 4/22/08 ja

Acquisition Grant

SUBGRANTEE: _____

OWNER: _____

ADDRESS: _____

Acquisition Source Document Checklist

____ Property is on the approved property list (check approved budget and scope of work)
____ Copy of proof of Citizenship Letter
____ Copy of Signed Statement of Voluntary Transaction
____ Copy of Signed Acquisition Contract
____ *check purchase price (pre-flood ownership complies with local Admin Plan; post-flood ownership is the price the post-flood owner paid with a few exceptions—refer to FEMA's HMGP Handbook)*
____ Appeal (If applicable): (Refer to Administrative Plan for acceptable documentation)
____ Appraisals or other documentation to support revised purchase price
____ Report/Minutes of body that determined revised price.
____ Copy of Tax Assessor's Card *(or other public record of date of ownership and fair market value)*
____ Copy of 2-page Fannie-Mae Appraisal form *(if appraisal was used for pre-flood fair market value)*
____ HMGP Property Settlement Sheet from FEMA Region VII *(DOB verification)*
____ Copy of **Signed** HUD Settlement Statement *(MUST be signed by both parties)*
____ Copy of Invoice for Abstract Work *(if cost is not listed on the HUD Settlement Statement)*
____ Copy of Invoice for Legal Expenses *(if cost is not listed on the HUD Settlement Statement)*
____ Copy of Invoice for Title Opinion *(if cost is not listed on the HUD Settlement Statement)*
____ Copy of Invoice for Closing Costs *(if cost is not listed on the HUD Settlement Statement)*
____ Copy of Invoice for Title Certificate *(if cost is not listed on the HUD Settlement Statement)*
____ Copy of documentation for URA relocation benefits *(if applicable)*
____ Copy of letter certifying Decent, Safe, and Sanitary requirements in 49 CFR 24.
____ Copy of Replacement Housing Worksheet.
____ Copy of replacement housing purchase price documentation (HUD, Assessor's Card, or other).
____ Copy of Moving Expense Letter *(if applicable)*
____ Copy of SHPO recommendation from the State Historical Society of Iowa
_____ Date SHSI concurred with demolition
____ Memorandum of Agreement Required *(if applicable)*
____ Copy of checks to pay:
____ Homeowner
____ Acquisition amount (less any deductibles)
____ Relocation assistance *(if applicable)*
____ Moving allowance *(if applicable)*
____ Tenant relocation assistance *(if applicable)*
____ Abstract Work
____ Legal Expenses
____ Title Opinion
____ Title Certificate
____ Closing Costs
____ Recording fees
____ Revenue tax/stamp
____ Copy of **Recorded** Warranty Deed with required deed restriction language spelled out. (deed restriction languag **must** contain all 7 restrictions to be in compliance with federal laws governing the Hazard Mitigation Grant Program)
____ Copy of Title Certificate

Authorized Representative Resolution Template

STATE OF IOWA
DESIGNATION OF APPLICANT'S AUTHORIZED REPRESENTATIVE

RESOLUTION #_____

Be it resolved by _____ that _____
(Subgrantee) *(Name of Representative)*

_____, is hereby authorized to execute on behalf of
(Official Position)

_____, this mitigation project and to file it with Iowa Homeland
(Subgrantee)

Security and Emergency Management (HSEMD) for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended) and the Code of Iowa, Chapter 29c.

Passed and Approved this _____Day Of _____, 2008.

_____
Signature of Chief Executive Officer

_____
Print Name and Title

_____
Date

_____
Signature of Authorized Representative

_____
Print Name and Title

_____
Date

Attested:

_____
Signature

_____
Print Name and Title

_____
Date

Subgrantee Procurement Cover Sheet

Hazard Mitigation
Subgrantee Procurement Cover Sheet

Subgrantee: _____

Grant Agreement: _____

Date: _____

1) Which Procurement Policy are you following (select one)?

   -select one-

   (If using Local Procurement Policies, please provide a copy of those procedures to HSEMD)

2) What method of procurement are you using for:

   Item: _____

   Method (select one):

   -select one-

✓ Please ensure that you are following the appropriate guidelines depending on the method of procurement, and provide documentation accordingly.

❖ Please remember, that all procurement documents and contracts need to be reviewed by HSEMD prior to the commencement of any work.

HSEMD use only

Please date

_____ Procurement Approved

_____ Contract Draft received

_____ Contract Draft approved

Quarterly Progress Report

STATE OF IOWA
HMGP/ FMA PROGRAM/ PDM PROGRAM
PROGRESS REPORT

PERIOD COVERED BY THIS REPORT _____ to _____
LOCAL CONTACT NAME: _____
SUBGRANTEE: _____
ADDRESS: _____

TELEPHONE NUMBER: _____
PROJECT TITLE: _____
GRANT AGREEMENT NUMBER: _____ PROJECT NUMBER: _____
PERIOD OF PERFORMANCE: _____ to _____

	FEMA FEDERAL	STATE	LOCAL	TOTAL
TOTAL FUNDS APPROVED:				$0.00
TOTAL FUNDS EXPENDED TO DATE:				$ -
PROJECT OVERRUN/ (UNDERRUN):	**$0.00**	**$0.00**	**$0.00**	**$ -**

Performance Update: Percentage of Completion _____
for construction projects only

Project Status (Check One)	Description of significant activities this quarter, include comparison of actual accomplishments to the objectives identified in your application: If delayed, explain reason for delay and if an extension needs to be requested.
☐ On Schedule ☐ Delayed ☐ Canceled ☐ Completed ☐ Suspended	

Application Work Schedule (Milestones)

#	Description:	Submitted Completion Date:	Milestone Status Anticipated Completion Date:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

100% GROSS PROGRAM INCOME AMOUNT PER 44 CFR, SECTION 13.25 (to date) _____
(attach a separate sheet of the detailed information from all sources of income)
INTEREST EARNED FROM FEDERAL FUNDS AWARDED PER 44 CFR, SECTION 13.21(f)
(to date that has NOT been returned to the Federal Government through HSEMD)

Person Completing this Report: _____
Date: _____

I, the undersigned, hereby certify that the above information is accurate and true, and in accordance with the approved scope of work and state and federal regualtions and policies governing this grant.

_____
Signature of Authorized Representative or Subgrantee

Instructions to complete this form

Areas shaded ☐ are to be completed by State HSEMD Personnel.
Areas shaded ☐ are to be completed by the subgrantee or authorized administrator.

This page intentionally blank.

State of Iowa HSEMD – Mitigation Section
DR-1763 Trip Report

Meeting	Site Visit x
Date: 3/23/2010	**Time: 11:30 am**
Applicant: Cedar County	**Project: Property Acquisition**
Location: Rochester Lumber, Tipton, IA	
Meeting: Site Visit: Rochester Lumber in Tipton, IA (Cedar County)	
Individuals Present: **State Staff Present: Dan Jones, Joshua Cox, Acquisition Project Officers** **FEMA Staff: None** **Applicant Representatives: Phil LaRue, Cedar County Environmental and Zoning Director** **Others: Darwin Polk, ECIA Council of Government ; Gary Witmer, owner of Rochester Lumber**	
Summary: The purpose of this site visit was to take interior and exterior photos of the Rochester Lumber Company. This facility was a saw mill until it was substantially damaged by the June floods of 2008. The business has been out of operation since that time. A Phase 1 Environmental Assessment was done earlier this year. After the review of the Phase 1 it was determined there was no evidence of recognized environmental issues in connection with the property. FEMA Environmental was concerned about sufficient documentation and recommended a site visit to take photos. The photos would help FEMA conclude if additional investigation is necessary. This could include a Phase II ESA if warranted.	
Issues: None	
Notes: 40 photos of the exterior and interior of the lumber company were taken. **The owner of the property explained that the business was used as a saw mill and that there were no chemicals or any materials ever used that might cause environmental concerns.** **Besides the saws, the only other items used were brushes to sweep and a hose to clear away the sawdust and other materials on the floor.**	
Follow-Up Required: Project Officers will pass photos on to FEMA and inform the involved parties of their decision concerning the need for a Phase II.	