



Grants Management Handbook



OVERVIEW

The *Grants Management Guide* serves as a primary reference manual safeguard grant funds and ensure funds are used for the purposes for which they were awarded. This Guide should serve as a day-to-day management tool for Division of Homeland Security and Emergency Management (DHS&EM) award sub-recipients in administering grant programs. For additional information on grants management, please visit the DHS&EM website at <http://ready.alaska.gov/grants.htm>.

DHS&EM is pleased to respond to any questions not covered by this Guide and welcome suggestions to improve the utility and content of the Guide. Please contact the Grants Program Support Staff at 1-800-478-2337 or 907-428-7000 with any questions or suggestions revisions. In addition, comments can be directed to DHS&EM via e-mail at mva.grants@alaska.gov.

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GRANT APPLICATION PROCESS

DHS&EM has the responsibility of providing for and managing federal and state assistance programs. Federal grant program announcements can be found at Grants.Gov (www.grants.gov).

DHS&EM will post application opportunities for sub-recipients on the website at <http://ready.alaska.gov/grants.htm>. Eligible applicants can apply based on guidance provided by DHS&EM.

All applications will be carefully screened and reviewed for completeness. Any application determined to be incomplete will be disqualified. Sub-recipients whose application is deemed disqualified will be notified in writing with instructions on how to appeal the disqualification.

Completed applications will be reviewed in the following areas regardless of which federal or state assistance program being applied for:

1. Progress in achieving project timelines and milestones
2. Ability to expend grant funds in a timely manner
3. On-time versus delinquent quarterly reports
4. Ability to meet any prior award special conditions
5. Timeliness and justification for award extensions and reallocations
6. Results of desk and on-site monitoring reviews
7. Compliance with procurement and contracting requirements
8. Compliance with property management and reporting requirements
9. Record of participation in DHS&EM grant management training and/or conferences
10. Record of significant findings during a professional audit

Applications recommended for funding will be approved by the State Administrative Agency (SAA) director. Upon approval by the SAA sub-recipients will be notified of the intent by DHS&EM to issue a grant award.

APPLICANT ELIGIBILITY

All sub-recipients must have an active Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number in order to apply for federal financial assistance. Organizations may receive a DUNS number at no cost by calling 1-866-705-5711.

In addition, all sub-recipients must register with the Central Contractor Registration (CCR) database as well. The CCR is the primary registrant database for the U.S. Federal Government and sub-recipients are required to complete a one-time registration.

Sub-recipients must update or renew their registration at least once per year to maintain an active status. Failure to maintain an active status will result in de-obligation of all federal assistance funds. Sub-recipients can register at the CCR homepage at <http://www.ccr.gov>. For additional information call DHS&EM at 1-800-478-2337 or 907-428-7000. Questions can also be directed to DHS&EM via e-mail at mva.grants@alaska.gov.

Those sub-recipients eligible to receive preparedness assistance grants, contracts, and other activities are required to adopt the National Incident Management System (NIMS) in accordance with HSPD-5, Management of Domestic Incidents. The NIMS provides a consistent nationwide template to enable all levels of government, tribal nations, nongovernmental organizations, and private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

All sub-recipients are required to update their respective NIMS Compliance Assistance Support Tool (NIMSCAST) assessments by September 30th each calendar year to remain eligible. Sub-recipient's unable to meet implementation objectives are required to submit a Corrective Action Plan via NIMSCAST no later than October 31st each year. Comprehensive information concerning NIMS implementation is available at the NIMS Resource Center at <http://www.fema.gov/emergency/nims/>. Questions can also be directed to DHS&EM via e-mail at mva.grants@alaska.gov.

GRANT AWARD

All grant awards issued by DHS&EM will include terms and conditions that include requirements concerning compliance with federal regulations and audit requirements. A number of other standard or special conditions may be attached to the award. Sub-recipients may also receive grant assistance through Memorandum of Understanding (MOU) agreements allowing DHS&EM to expend grant funds on behalf of the sub-recipient.

Sub-recipients receiving awards must accept the grant award within 30 days from date of certified receipt or submit a “Notice of Intent to Accept Grant Award” request outlining their need for extension to accept the grant award. The form can be found at <http://ready.alaska.gov/grants.htm>.

All awards require three signatures in order to fully accept the grant award. A completed “Signatory Authority Form” must be completed by all sub-recipients. This form identifies the primary officials responsible for accepting the grant award on behalf of the sub-recipient. A primary Project Manager, Chief Financial Officer, and Signatory Official must be designated by signature. Any changes in any one of these officials may require an amendment to the grant award. The form can be found at <http://ready.alaska.gov/grants.htm>.

CHANGES TO AWARD

All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time the request. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions will result in an amendment to

this award. No transfers of funds between allocations will be authorized, only de-obligation of funds, except on a case-by-case basis.

Types of award adjustments:

- Change of address
- Changes in award period – Written requests should be at least 90 calendar days before the end date of the award
- Changes in project scope
- Change in project site
- Changes that increase or decrease the total cost of the project
- Change in or temporary absence of the project manager, chief financial officer, or signatory official
- Transfer of project
- Addition of an item to the project budget requiring prior approval
- Release of special conditions, if required
- Changes in key personnel
- Change of State Administrative Agency (SAA)

SPECIAL CONDITIONS

Sub-recipients with special conditions on their awards are prohibited from expending any funds until those identified conditions are released by amendment, unless otherwise noted. Special conditions usually relate to national incident management system (NIMS) compliance, environmental and historic preservation (EHP), State Preparedness Report (SPR), Gap Analysis, and grant award kick-off meeting. Failure to comply with any and/or all special conditions may result in de-obligation of grant funds.

PROJECT BUDGET DETAIL (PBD)

All awards issued by DHS&EM will contain project budget details. The PBD will show the approved budget category (i.e. equipment, planning, training, or exercise), project description, and the allocated amount. No changes between budget categories are allowed.

Sub-recipient project managers must submit written requests to DHS&EM for budget realignments. No budget revisions will be authorized within the last 30 days of the grant award without requesting a grant extension.

Any project having a special condition must be released before expending any funds towards such project even if identified on PBD.

GRANT REPORTING

Sub-recipients shall submit timely quarterly *Narrative* and *Financial Progress Reports* to the project manager at DHS&EM. Instructions and blank forms are located electronically at <http://ready.alaska.gov/grants.htm>, and may be reproduced. Sub-recipients must check the web site quarterly for the most current forms. Reports must be signed by an authorized sub-recipient representative. The Signatory Authority Form documents those authorized by the sub-recipient to sign reports, awards, and amendments. The form can be found at <http://ready.alaska.gov/grants.htm>. Use of outdated forms **will not** be accepted. Quarterly reports are due:

April 20 th	Reporting period January 1 – March 31
July 20 th	Reporting period April 1 – June 30
October 20 th	Reporting period July 1 – September 30
January 20 th	Reporting period October 1 – December 31

Narrative Progress Reports shall describe the status of the project, compare actual accomplishments to the objectives established for the reporting period in the project timeline, report reasons for deviation, provide justification for timeline adjustment requests, and must support the *Financial Progress Reports*: narrative reports should include any significant events or activities. Progress must be reported relative to the project timeline and milestones stated in the sub-recipient's application. *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required.

The *Final Narrative Progress Report* is a summary report, evaluating project activities and measuring performance against project goals and objectives for the entire performance period. A *Final Narrative Progress Report* is required *in addition* to the last quarterly report. The final report is due 45 days after the end of the sub-recipient's grant award performance period. A *Final Financial Progress Report* is not required but may be submitted.

All exercise projects must have an *After–Action Report/Improvement Plan* (AAR/Improvement Plan). All AARs must be submitted within 30 days of the conclusion of an exercise. Forms are available at <http://ready.alaska.gov/grants.htm>.

REIMBURSEMENTS

All requests for reimbursements must be substantiated by the *Narrative Progress Report* and submission of the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative, project budget details, grant guidelines, and the submission of timely quarterly *Narrative* and *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies or for use of outdated forms. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.). Sub-recipients are encouraged to utilize the *Procurement Method Report* to support all procurements or contracts. Additional procurement information can be found at <http://ready.alaska.gov/grants.htm>.

- **Personnel Costs**: Payroll reports signed and certified by the Chief Financial Officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The sub-recipient shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per recordkeeping requirements. Personnel costs related to the State Homeland Security Grant Program (SHSP) is subject to the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110-412 – the PRICE Act).
- **Contracts**: All sole-source procurements, single vendor response to a competitive bid, and contracts over \$100,000 require DHS&EM pre-approval prior to implementation. Final signed copies of all contracts are required for submission to DHS&EM with the request for reimbursement.
- **Program Income and Local Match**: Program income may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.

- Equipment: Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB) at <https://www.rkb.us/index.cfm>. Documentation is required per instructions attached to DHS&EM quarterly reports.
- Travel: **All travel must be pre-approved by DHS&EM.** Reimbursement for travel will be calculated in accordance with the sub-recipient's local travel policy not to exceed the federal per diem rate. Sub-recipients with no local travel policy will follow the federal (unless a state funded grant) per diem rate for Alaska. All travel meeting this criteria will be based on the (OTHER) locality when determining per diem and lodging rates. If lodging costs exceed the maximum lodging rate, pre-approval from DHS&EM must be obtained prior to commencement of travel for reimbursement over the federal level.
- Training: Requires DHS&EM pre-approval prior to registering or participating in training opportunities.
- Exercise: Requires submission of an After-Action Report/Improvement Plan within 30 days after conclusion of the exercise.
- Food and Beverages: Per federal allowances, food and/or beverage expenses provided by recipients are allowable costs if related to a grant funded exercise and meet the following criteria:
 - a. The food and/or beverages are provided to participants at exercise sessions, meetings, or conferences are allowable activities under federal program guidelines; and
 - b. Expenses incurred for food and/or beverages, and provided at exercise sessions, meetings, or conferences, satisfy the following tests:
 1. The cost of the food and/or beverages provided is considered to be reasonable;
 2. The food and/or beverages provided are subject of a work-related event and work continues after meals are served;
 3. Participation by all participants is mandatory; and
 4. The food and/or are not related to amusement and/or social event. (Any event where alcohol is being served is considered a social event; therefore, costs associated with the event are not allowed.) In the event

food/meal(s) are being provided, the amount charged for per diem must be reduced accordingly.

- **Overtime and Backfill: All overtime and backfill must be pre-approved by DHS&EM.**

All personnel costs are subject to the funding restrictions identified by the PRICE Act (Public Law 110-412).

NON-REIMBURSEABLE EXPENSES

Unallowable costs include:

- Contracts, single vendor response to a competitive bid, and procurements over \$100,000 not pre-approved by DHS&EM;
- Sole source contracts and procurements not pre-approved by DHS&EM;
- Training and related travel costs not pre-approved by DHS&EM;
- Construction and renovation;
- Indirect costs;
- Management and Administration (M&A) costs to manage sub-contracts;
- Supplanting;
- Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus;
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of an exercise;
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities;
- Weapons and ammunition;
- Entertainment and sporting events;
- Personal items such as personal hygiene items, magazines, in-room movies, personal travel;
- Travel not pre-approved by DHS&EM;
- Travel insurance, visa, and passport charges;
- Lodging costs in excess of federal per diem, as appropriate;

- Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room;
- Lunch when travel is wholly within a single day;
- Stand-alone working meals;
- Bar charges, alcoholic beverages;
- Tips;
- Finance, late fees, or interest charges;
- Lobbying, political contributions, legislative liaison activities;
- Organized fund-raising, including salaries of persons while engaged in these activities;
- Land acquisition;
- Organizational Costs;
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Allowable unsupported expenditures will be returned to the sub-recipient for resubmission.

PROCUREMENT

Procurements shall comply with sub–recipient procurement policies and procedures, and conform to applicable State and Federal law and the standards identified in the Procurement Standards Sections of *44 CFR Part 13, “Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.”* If sub–recipient has no local procurement policy or procedure or its less restrictive than state procurement code the following rules apply.

Amount	Documentation Required
P card up to \$2500	Secure 1 quote
< \$5000	Self-assure reasonable and adequate competition
\$5000 - \$25,000	Certification that 3 verbal or written quotes were secured
\$25,000 - \$50,000	Submit summary of 3 (minimum) written quotes
> \$50,000	Submit documentation of Invitation to Bid process
>\$100,000	DHS&EM pre-approval required
All Sole Source	DHS&EM pre-approval required

- *All Professional Services procurement quotes must be obtained in writing*

- \$5K to \$25K – Certification: Statement that either three verbal or written quotes were secured and signed by Signatory Officials. This can be accomplished by including the statement within the narrative report form.
- \$25K to \$50K – Summary: Brief description of the procurement method and policies used by the local jurisdiction. Include a description of the methods of securing informal quotes (phone vendors and record verbal quotes, written (fax) solicitations, sourcing from General Services approved vendor lists, Internet and catalog price comparisons); list of vendors and quotes, a description of the vendor award/selection criteria, and finally why the vendor was selected.
- \$50K or Greater – Summary information from above along with documentation. Include Invitation to Bid or Request for Proposal documents, vendor list or advertising order, copy of any submitted Proposals/Vendor Bids, summary of selection process, and copy of contract (should include project budget, including time and effort costs and travel

costs, and timelines and remedies). *Documents can be submitted for review and approval of compliance with federal requirements in advance if desired.*

- *\$100K or Greater – All of the above is required along with Pre-Approval by DHS&EM. Submit all documentation for each step in the bid process to DHS&EM for pre-approval.*

Contractors that develop or draft specifications, requirements, Statements of Work (SOW), and/or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements.

Procurement transactions shall be conducted to provide maximum open and free competition. Should sub-recipients elect to award procurement or contract without competition, sole-source justification will be required. Justification must be provided for all non-competitive procurement. A *Request for Noncompetitive Procurement* form is available at <http://ready.alaska.gov/grants.htm> to assist with the approval process.

Procurements of \$100,000 or more require pre-approval from DHS&EM prior to execution of the procurement. To facilitate this process a Pre-Approval of \$100,000 Procurement Form is available at <http://ready.alaska.gov/grants.htm>. Complete the form and submit with the required documents to DHS&EM for approval. Approval to proceed should be accomplished within 72 hours after all documentation has been received. Failure to obtain pre-approval may result in non-reimbursement of funds. Remember all sole-source procurement, single vendor response to a competitive bid, and all purchases in excess of \$100,000.00 require pre-approval of DHS&EM. Questions can be directed to DHS&EM by calling 1-800-478-2337 or 907-428-7000 or via e-mail at mva.grants@alaska.gov.

CONTRACTS

Any contract entered into shall comply with local, state and federal government contracting regulations. To the extent that sub-recipient's of a grant use contractors, sub-recipients shall use small, minority, women-owned or disadvantaged business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, State and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants. A summary of documentation required for levels of contracting is attached to the instructions on the quarterly *Financial Progress Reports*.

PUBLICATIONS

Publications created with funding under the Department of Homeland Security grants shall prominently contain the following statement: *“This document was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S. Department of Homeland Security and the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security or the State of Alaska”.*

PROPERTY AND EQUIPMENT MANAGEMENT

The sub-recipient shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. An *Equipment Control Handbook* is available at <http://ready.alaska.gov/grants.htm> for sub-recipient's purchasing equipment with federal grant funds from DHS&EM. A *Property Inventory Report Form* is also available at <http://ready.alaska.gov/grants.htm> and shall be submitted to DHS&EM annually each **January 20** with the *Financial Progress Report* during the performance period, and continued submission is required annually until final disposition of the equipment is acquired. DHS&EM will attempt to provide Property Inventory Reports to jurisdictions annually to assist with annual reporting requirements.

The sub-recipient shall, when practical, prominently display the following on any equipment purchased with award funds: ***Purchased with funds provided by the U.S. Department of Homeland Security***, labels are available if needed. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHS&EM, prior to the jurisdiction's encumbrance or expenditure for that equipment. Management of property and equipment shall be in accordance with State laws and procedures as outlined in 44 CFR Part 13, sections 13.31 and 13.32.

Questions can be directed to DHS&EM by calling 1-800-478-2337 or 907-428-7000 or via e-mail at mva.grants@alaska.gov.

AUDIT REQUIREMENTS

The State of Alaska requires a sub-recipient expending \$500,000 or more in federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with *OMB Circular A-133*. The sub-recipient will permit the State of Alaska project officials, program officials and auditors to have access to the sub-recipient's and third-party contractor's records and financial statements as necessary for the State of Alaska to comply with *OMB Circular A-133*. Copies of audit findings must be submitted to DHS&EM within 30 days after the sub-recipient receives the audit report, or within a 9-month period of the grant closeout date, whichever is earlier, in accordance with *2 AAC 45.010*. Include the federal agency name, program, grant number, and year; the Catalog of Federal Domestic Assistance (CFDA) title and number; and the name of the pass-through agency.

SUB-RECIPIENT MONITORING POLICY

Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHS&EM reserves the right to periodically monitor, review and conduct analysis of sub-recipient's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The Monitoring Policy is available at <http://ready.alaska.gov/grants.htm>.

RECORDKEEPING REQUIREMENTS

Grant financial and administrative records shall be maintained for a period of three years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three years following the final disposition, replacement or transfer of the property and equipment.

Sub-recipients are expected to see that records of different federal fiscal periods are separately identified and maintained so that information desired may be readily located.

Sub-recipients are also obligated to protect records adequately against fire or other damage. When records are stored away from the sub-recipient's principal office, a written index of the location of records stored should be on hand and ready access should be assured.

Access to sub-recipient records must include DHS&EM, the federal granting agency, the Office of the Inspector General, the Comptroller General of the United States, or any of their authorized representatives, who shall have the right of access to any pertinent books, documents, papers, or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. The right of access must not be limited to the required retention period but shall last as long as the records are retained.

However, only under extraordinary and rare circumstances would such access include review of the true name of confidential informants or victims of crime. When access to the true name of confidential informants or victims of crime is necessary, appropriate steps to protect this sensitive information must and will be taken by the recipient and awarding agency. Any such access, other than under a court order or subpoena pursuant to a bona fide confidential investigation, must be approved by DHS&EM.

PENALTY FOR NON-COMPLIANCE

For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the [sub-recipient](#) of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The [sub-recipient](#) must respond within five (5) days of receipt of notification for any of the reasons listed below.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Special Conditions of grant award
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems which do not meet federal required management standards

TERMINATION FOR CAUSE

If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five days notice to the [sub-recipient](#) stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse [the sub-recipient](#) only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM and the awarding federal agency.

TERMINATION FOR CONVENIENCE

DHS&EM may terminate any project, in whole or in part, when a sub–recipient materially fails to comply with the terms and conditions of an award, which includes the unauthorized use of payment access codes by someone other than the grantee of record, or when the sub–recipient and DHS&EM agree to do so. In the event that a project is terminated, the DHS&EM will:

1. Notify the sub–recipient in writing of its decision;
2. Specify the reason;
3. Afford the sub–recipient a reasonable time to terminate project operations; and
4. Request the sub–recipient seek support from other sources.

A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period. Refer to 28 CFR Part 18 for appeal rights in event of termination.

TRAVEL POLICY

All travel must be pre-approved by DHS&EM. Reimbursement for travel will be calculated in accordance with the sub-recipient's local travel policy not to exceed the federal per diem rate. Sub-recipients with no local travel policy will follow the federal (unless a state grant) per diem rate for Alaska. All travel meeting this criteria will be based on the (OTHER) locality when determining per diem and lodging rates. If lodging costs exceed the maximum lodging rate, pre-approval from DHS&EM must be obtained prior to commencement of travel for reimbursement over the federal rate.

MMRS Steering Committee Travel Policy – Southeast

1. Members of the MMRS Steering Committee must have their travel requests approved by the Chairperson of the Steering Committee prior to making any travel arrangements.
2. Members of the committee will have their perspective travel processed by their local jurisdiction under local jurisdiction travel policies. Reimbursement for travel will be calculated in accordance with the local jurisdiction travel policy not to exceed the federal rate.
3. Members traveling from a jurisdiction with no local travel policy will follow the U.S. General Services Administration (GSA) Per Diem Rates for Alaska. All travel meeting this criteria will be based on the (OTHER) locality when determining rates. If lodging costs exceed the maximum lodging rate, pre-approval from DHS&EM must be obtained prior to commencement of travel for reimbursement over the federal rate.
4. Member reimbursement for travel will be submitted to their perspective local jurisdiction for processing.
5. Local jurisdictions will request reimbursement for travel expenses from the City and Borough of Juneau under the MMRS grant.
6. The City and Borough of Juneau is responsible for reviewing the submitted documents and reimbursing the local jurisdictions.

7. The City and Borough of Juneau will submit reimbursement to DHS&EM under the MMRS grant.

Example #1:

Member from Ketchikan is traveling to Juneau for a 2–day meeting with lodging costs at \$129 per day plus taxes during the month of November. Ketchikan has a local travel policy which authorizes \$60 per day per diem and actual cost for lodging.

Leave Ketchikan at 2:02 pm arriving Juneau 5 pm – \$48 per diem (Lunch & Dinner)
Meeting (2 days @ \$60) = \$120 per diem
Leave Juneau at 9 am arriving Ketchikan 12:20 pm – \$12 per diem
Lodging (3 nights at \$129 plus 10% tax) = \$425.70
Airline ticket \$391
Total expenses: \$996.70
Total Reimbursement by City: \$996.70

City of Ketchikan requests reimbursement of \$996.70 from City and Borough of Juneau. Juneau compares reimbursement request with GSA Per Diem scale to check for federal rate. Authorized federal per diem rate is \$80 per day with maximum lodging rate at \$109 per day. Based on submitted documentation the reimbursement due City of Ketchikan is as follow:

Requested per diem amount: \$180	Authorized reimbursement: \$180
Requested airline expense: \$391	Authorized reimbursement: \$391
Requested lodging costs: \$425.70	Authorized reimbursement: \$359.70
Total requested: \$996.70	Total reimbursed: \$930.70

Difference of \$66 is based on the maximum lodging amount under the federal rate for Juneau at \$109 plus tax.

Example #2:

Member from Ketchikan is traveling to Wrangell for a 2–day meeting with lodging costs at \$139 per day plus taxes during the month of July. Ketchikan has a local travel policy which authorizes \$60 per day per diem and actual cost for lodging.

Leave Ketchikan at 8:56 am arriving Wrangell 9:42 am – \$60 per diem (Full day)
Meeting (2 days @ \$60) = \$120 per diem
Leave Wrangell at 5:08 pm arriving Ketchikan 5:44 pm – \$0 per diem
Lodging (2 nights at \$139 plus 10% tax) = \$305.80
Airline ticket \$235
Total expenses: \$720.80
Total Reimbursement by City: \$720.80

City of Ketchikan requests reimbursement of \$720.80 from City and Borough of Juneau. Juneau compares reimbursement request with GSA Per Diem scale to check for federal rate. Authorized federal per diem rate is \$67 per day with maximum lodging rate at \$140 per day. Based on submitted documentation the reimbursement due City of Ketchikan is as follow:

Requested per diem amount: \$180	Authorized reimbursement: \$180
Requested airline expense: \$235	Authorized reimbursement: \$235
Requested lodging costs: \$305.80	Authorized reimbursement: \$305.80
Total requested: \$720.80	Total reimbursed: \$720.80

Ketchikan is due the full amount as expenditures did not exceed the federal rate.

Example #3:

Member from Hoonah is traveling to Juneau for a 2–day meeting with lodging costs at \$129 per day plus taxes during the month of November. Hoonah has no local travel policy so the member is traveling under the GSA “Other” rate which authorizes \$71 per diem and \$100 maximum lodging per day. City of Hoonah requested permission to reimburse lodging at actual cost, approved by DHS&EM.

Leave Hoonah at 3 pm arriving Juneau 3:20 pm – \$38 per diem (Dinner)
Meeting (2 days @ \$71) = \$142 per diem
Leave Juneau at 8 am arriving Hoonah 8:20 am – \$15 per diem
Lodging (3 nights at \$129 plus 10% tax) = \$425.70
Airline ticket \$276
Total expenses: \$896.70
Total Reimbursement by City: \$896.70

City of Hoonah requests reimbursement of \$896.70 from City and Borough of Juneau. Juneau compares reimbursement request with GSA Per Diem scale to check for federal rate. Authorized federal per diem rate is \$80 per day with maximum lodging rate at \$109

per day. Based on submitted documentation the reimbursement due City Hoonah is as follow:

Requested per diem amount: \$195	Authorized reimbursement: \$195
Requested airline expense: \$276	Authorized reimbursement: \$276
Requested lodging costs: \$425.70	Authorized reimbursement: \$425.70
Total requested: \$896.70	Total reimbursed: \$896.70

Because City of Hoonah had permission to reimburse based on actual lodging cost no difference in federal rate is calculated.

CLOSEOUT

Within 45 days after the end date of the grant award or any approved extension there of (revised end date), the following must be submitted by the sub-recipient to DHS&EM:

- a. **Final Narrative Progress Report.** This report is a summary report, evaluating the project activities and measuring performance against goals and objectives for the entire performance period.
- b. **Final Financial Progress Report.** This report is not required unless a final reimbursement is being requested. All eligible expenses must be paid and finalized prior to the end of the 45 day period.
- c. **Inventory Report.** This report is required for any equipment purchased with a single per unit cost in excess of \$5,000. Inventory reports are required annually by January 20th to DHS&EM or until disposition is requested.

