



EMPG Award Monitoring

Disaster and Emergency Services Division
Emergency Management Performance Grant

Award Name:		Project Monitor			
Award Number:					
Agency:		Quarter: (check one)			
Contact Person:		1	2	3	4
Contact Phone:					
		Monitoring date:			

File Completeness (<i>Does the file contain the following information?</i>)	Yes	No	In Progress or N/A	Notes
Application & Award				
1. Completed Application				
2. Award Letter/Articles of Agreement				
3. Annual Time Certification				
4. Signed Obligor Document for Award				
Legal/Regulatory/Standards				
1. Oath of Office (See EMPG State Guidance Doc.)				
2. Procurement Policy (See EMPG State Guidance Doc.)				
3. Non-Comingling (See EMPG State Guidance Doc.)				
4. Suspension and Debarment (See Award Letter Articles of Agreement)				
5. Form SF 424B Assurances for Non-Construction				
6. Conflict of Interest Policy (See EMPG State Guidance Doc.)				
Monitoring Visits/Audits				
1. MT DES Monitoring Visit Documentation				
2. Audit Findings (summary page regarding federal grants)				
3. Corrective Actions Documentation				
THIRA/SPR/NIMS				
1. THIRA/SPR Participation				
2. NIMS Participation				
3. LEPC Survey				
Integrated Preparedness Plan (IPP)				
1. Workplan (<i>Have you made progress on the priority areas listed in your workplan?</i>)				
2. Completed Exercise(s) and AAR/ IP				
Program Performance Measures				
1. Emergency Operations Plan (EOP) Signature Page (current copy)				
2. EOP Revision /Review Record of Changes (biennially)				
3. Resource List (Equipment and Personnel)				
4. Distribution Management Plan (<i>New Requirement</i>)				
Training				
1. NIMS Training (IS 100, 200, 700, and 800)				



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2. Professional Development Series				
3. MT DES Sponsored Event (1 per grant year minimum)				
Grants Reports				
1. Status Reports: (Submitted to AmpliFund by 10 th of the month following the end of the quarter)				
2. Accrual Form & Supporting documents (4 th Quarter): [Submitted to your Grant Coordinator by the 2 nd week of June]				
3. Grant Amendments (fiscal or programmatic)				
4. Reimbursement Claims: To be eligible, costs must be -				
• Verifiable through the use of individual receipts and General Ledgers (sub-recipient is responsible for ALL documentation)				
• Submitted within proper time frame				
• Easily relatable to Work Plan and identified within Award Budget				
• Allocable, allowable, verifiable, reasonable, and necessary				
• Incurred during the effective dates of the quarter which they are being submitted for				
Closeout Letters				

Records Retention	Yes	No
Are EMPG records, paper or electronic, stored in such a way as to protect against tampering?		
Are records retained for a minimum of not less than three years from the close of the grant period, or the most recent financial action, as appropriate, per accepted records retention policy? (<i>MT DES recommends 7 years</i>)		

Conclusion	Yes	No
Did Sub Recipient efforts indicate compliance with grant award guidelines and expectations?		

Comments:

EMPG Authorized Representative _____

Date completed: _____

MT DES District Field Officer _____

Date completed: _____

MT DES Grant Program Manager _____

Date completed: _____