



# EMPG Award Monitoring

Disaster and Emergency Services Division  
Emergency Management Performance Grant

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

<b>File Completeness</b> ( <i>Does the file contain the following information?</i> )	Yes	No	In Progress or N/A	Notes
<b>Application &amp; Award</b>				
1. Completed Application				
2. Award Letter/Articles of Agreement				
3. Annual Time Certification				
4. Signed Obligating Document for Award				
<b>Legal/Regulatory/Standards</b>				
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.)				
<b>Monitoring Visits/Audits</b>				
1. MT DES Monitoring Visit Documentation				
2. Audit Findings (summary page regarding federal grants)				
3. Corrective Actions Documentation				
<b>THIRA/SPR/NIMS</b>				
1. THIRA/SPR Participation				
2. NIMS Participation				
3. LEPC Survey				
<b>Integrated Preparedness Plan (IPP)</b>				
1. Workplan ( <i>Have you made progress on the priority areas listed in your workplan?</i> )				
2. Completed Exercise(s) and AAR/ IP				
<b>Program Performance Measures</b>				
1. Emergency Operations Plan (EOP) Signature Page (current copy)				
2. EOP Revision /Review Record of Changes				
3. Resource List (Equipment and Personnel)				
4. Distribution Management Plan ( <i>New Requirement</i> )				
<b>Training</b>				
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)				
<b>Grants Reports</b>				
1. Status Reports: (Submitted to AmpliFund by 10 <sup>th</sup> of the month following the end of the quarter)				
2. Accrual Form & Supporting documents (4 <sup>th</sup> Quarter): [Submitted to your Grant Coordinator by the 2 <sup>nd</sup> 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				
<b>Closeout Letters</b>				

Records Retention	Yes	No
Are EMPG records, paper or electronic, stored in such a way as to protect against tampering?	<input type="checkbox"/>	<input type="checkbox"/>
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> )	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion	Yes	No
Did Sub Recipient efforts indicate compliance with grant award guidelines and expectations?	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

EMPG Authorized Representative \_\_\_\_\_

Date completed: \_\_\_\_\_

MT DES District Field Officer \_\_\_\_\_

Date completed: \_\_\_\_\_

MT DES Grant Program Manager \_\_\_\_\_

Date completed: \_\_\_\_\_