

## **DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT**

### **Summary of Grant Conditions for All Applicants**

Below are a few items that may assist the applicants with the paperwork requirements for this disaster. For more detailed information, please refer to the Applicant Information Packet.

1. Any additional damages or requests for additional Project Worksheets must be submitted to the Division of Homeland Security & Emergency Management (DHS&EM) within 60 days from the first substantive meeting with the State (Kickoff Meeting).

2. Work must be completed by the project completion deadlines. Should additional time be required to complete the approved work, a time extension request must be submitted prior to the existing completion date which

- a.) Identifies the PW requiring an extension;
- b.) Explains the reason for needing an extension;
- c.) Indicates the percentage of work that has been completed;
- d.) Provides an anticipated completion date.

The reason for needing an extension must be based on extenuating circumstances or unusual project requirements that are beyond the control of your jurisdiction/organization. **Failure to submit a time extension request may result in losing funding for the entire project.**

3. If you wish to make changes to a project that results in a significant change from the pre-disaster configuration (i.e.; different location, footprint, function or size) a written request must be submitted to DHS&EM and approved before the work is performed. DHS&EM will notify the applicant if the changes are approved. Any subsequent changes you wish to make to the scope of work to a written, obligated Project Worksheet (PW) also require written approval.

4. Once a PW is complete, there are several pieces of documentation required before the applicant can receive funding. The State requires the applicant/subgrantee to submit all back-up documentation (timesheets, pay stubs, invoices, etc.) to substantiate all costs associated with the Project Worksheet. Please review the additional information within this packet for a complete list of other documentation the State requires.

5. If you expect to have a cost overrun, a written request must be submitted to DHS&EM before expenditures are made, identifying why there will be an overrun along with an itemized list of expenses. DHS&EM will notify you, in writing, if these expenses are eligible items.

6. If you wish to appeal a decision made by the State, you must submit a written appeal to DHS&EM within 60 days from the date of written notice of the determination being appealed.

7. Project Worksheets will not receive funding until all regulatory and statutory requirements have been met.

8. You may request up to a 30 percent advance of funds by completing the "Request for Advance" form (DHS&EM Form 30-3). The advance should be used within 30 days of receipt. The applicant must submit copies of invoices, timecards and other documentation to demonstrate expenditures of the 30 percent before any additional funds will be advanced.

9. The Administrative Allowance for applicants covers direct and indirect costs incurred in requesting, obtaining and administering public assistance grants. No other administrative or indirect costs incurred by an applicant are eligible.

**Examples of the activities that this allowance is intended to cover include:**

- **Identifying damage**
- **Attending the Applicants' Briefing;**
- **Completing forms necessary to request assistance;**

- **Establishing files, and providing copies and documentation;**
- **Assessing damage, collecting cost data, and developing cost estimates; and**
- **Working with the State during projects monitoring, final inspection, and audits.**

The allowance is not intended to cover direct costs of managing specific projects that are completed using public assistance funds. These costs are eligible as part of the grant for each project, as long as they can be specifically identified and justified as necessary to do the work.

The Administrative Allowance for an applicant is calculated as a percentage of all approved eligible costs that the applicant receives for a given disaster. Therefore, only an estimate of the Administrative Allowance can be provided until project completion. At closeout, applicants will provide a summary of eligible administrative expenses to date for payment.

10. Applicants are required to submit Project Quarterly Reports (DHS&EM Form 30-60) on each project that remains open to include total Administrative Funds expended. See the Quarterly Report Form due dates.

11. The applicant will cause work on the project to commence within a reasonable time after receipt of notification from the Division of Homeland Security & Emergency Management that funds have been approved and will see that work on the project proceeds to completion with reasonable diligence. The applicant will furnish quarterly progress reports for all projects and any other reports as required by DHS&EM.

A. The applicant must complete all work associated with the Project Worksheet. If the work is not completed, the applicant will be required to return all State funding.

B. Failure to submit required reports and documentation will result in deobligation of the Project Worksheet, and the applicant will be required to return all State funding.

12. Complete records and cost documents for all approved work must be maintained for at least 3 years after the Division of Homeland Security & Emergency Management closes the disaster. During this time, all approved Project Worksheets are subject to State audit/review.

By signing this document, you attest that you have read the information within this packet and understand the forms and requirements of documentation required to receive funds for the {disaster}. If you have questions at any time, you can contact the Division of Homeland Security & Emergency Management at 1-800-478-2337.

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Signature/Date

(State)

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Signature/Date

(Applicant)