

Procedures for Pcts. FEMA Reimbursements

Funds received from FEMA projects will be placed into Federal holding accounts by precinct. The FEMA project manager (County FPM) will maintain folders of projects that generated the funds by precinct. A precinct can draw from the federal account for small projects by two means:

Small Projects <\$121,600

1. Complete a project and provide documentation to the County FPM for the completion of the project with appropriate documentation within the guidelines in the Project Worksheet. The County FPM will sign an authorization that all documentation is in place for the project completion. The County Auditor will transfer the entire project amount into the appropriate Pct.'s account.
2. A precinct can withdraw partial funds (if needed before the completion of the project) by submitting invoices for expenses incurred within the project to the County FPM. The County FPM will sign an authorization that the documentation for the expenses are appropriate for a project and authorizes withdrawal of federal funds by the Pct. At the completion of the project, any remaining project funds will be dispersed to the Pct.

Large Projects >\$121,600

Federal Funds are paid to the County by Pct. and by Project. Funds are paid to the County when the appropriate expenses are filed with the Federal Division of Emergency Management by means of a Quarterly Report that is filed on January 30th, April 30th, July 30th and /or October 30th. Pcts. will have to submit the appropriate documents of expenses that were incurred within the Quarter to the County FPM in a timely fashion so that the Quarterly Report can be filed by the due date. The documentation will have to be project specific and within the scope of work that is described in the appropriate PW. The Pcts. are eligible to draw the money when it is received by the County from the State. Project Complete documentation will have to be in place for the last draw of funds.

Federal Quarters

1st Quarter = October 1-December 31 with a due date of Report January 30th

2nd Quarter = January 1-March 31 with a due date of Report April 30th

3rd Quarter = April 1-June 30 with a due date of Report July 30th

4th Quarter = July 1-September 30 with a due date of Report October 30th



9.0 Progress Reporting

9.1 Grantee Quarterly Progress Reports

Quarterly progress reports, submitted by the Grantee to FEMA, are essential to the success of the Program Management and Grant Closeout phase. To comply with the requirements of 44 CFR §206.204, **Project performance**, and in accordance with 44 CFR 13.40, **Monitoring and reporting program performance**, Grantees must submit quarterly progress reports no later than 30 days after the end of each quarter. The following table shows the deadlines for submitting quarterly progress reports.

Quarter (Fiscal Year)	Progress Report Due
October 1–December 31	January 30
January 1–March 31	April 30
April 1–June 30	July 30
July 1–September 30	October 30

Grantees should notify PA Program staff of expected submission delays and propose a timeframe for submittal.

For each open project, the quarterly progress report should outline problems or circumstances expected to cause deviation from approved grant conditions, results of onsite technical inspections, and percentage of work completed to date. To ensure the most effective use of the information necessary for reporting see Appendix C.

Grantee should report cost overruns or changes needed in the approved project scope of work to FEMA as soon as the Grantee becomes aware of them. This information should also be included in the narrative comment field of the quarterly progress report. FEMA reviews these comments and coordinates interim inspections, if appropriate, to ensure compliance with 44 CFR §13.30, **Changes**.

The Grantee may submit quarterly progress reports (See Appendix C) electronically to the RA or designee. PA Program staff track the submittal of progress reports and coordinate issues of non-compliance with the Grantee. PA Program staff use information in the progress reports to develop closeout goals and objectives and related performance measures, and to update processing systems (e.g., NEMIS/EMMIE) with the most accurate information.

9.2 FEMA Progress Reports

Closing out disasters and maintaining adequate staffing levels remain high priorities for FEMA. Reporting mechanisms are critical to communicating PA Program progress and achievements. Some tools for reporting progress are described below.