



COLORADO

Division of Homeland Security & Emergency Management

Department of Public Safety
Office of Grants Management
8000 South Chester Street, Suite 575
Centennial, CO 80112

David DeMorat
Emergency Operations Director
Routt County
136 6th Street, Suite 113
Steamboat Springs, CO 80487

July 15, 2021

Re: 2021 Emergency Management Performance Grant Program (EMPG) Award Letter - 21EM-22-46

Dear Mr. DeMorat,

The Colorado Division of Homeland Security & Emergency Management (DHSEM) is pleased to inform you that your application for funding pursuant to the 2021 Emergency Management Performance Grant (EMPG) is approved in the amount of \$60,000.00 (funding source: Federal Funds). Included with this Award Letter is an Acceptance Letter for signature, the Statement of Work (SOW), and terms and conditions to review for this grant award.

Please take note of the following requirements effective January 1, 2021. All supporting documentation will accompany Requests for Reimbursement (RFRs) for EMPG awards as outlined in the SOW under §7.1.3 and §7.1.4 and as described in the 2021 EMPG Master Guidance Document Final (page 7). Delays on reimbursements as a result of missing documentation will occur until documentation requirements are satisfied.

- 1) Certified time card for 100% EMPG funded staff or signed Job Description with proof of payment.
 - a) Print out from the accounting system (i.e. General Ledger)
 - b) Print out from the payroll system
- 2) All other backup documents will be required with proof of payment
 - a) Invoice
 - b) Print out from the accounting system (i.e. General Ledger)

The requirements for section 1. Above are found in the Federal Regulations under Title 2 Code of Federal Regulations (CFR) Part 200.430 *Compensation—personal services*. The following link is directly to the Federal Guidance section:

<https://www.govinfo.gov/content/pkg/CFR-2018-title2-vol1/pdf/CFR-2018-title2-vol1-sec200-430.pdf>

The project funds awarded is based on the project description provided in the application and outlined in the table on the next page.



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700 Kipling Street, Lakewood, CO 80215 | www.colorado.gov/publicsafety

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Project Activity/Line Item	Federal Share	Required Non-Federal Local Share	Total Project
EMPG Activities	\$ 60,000.00	\$ 60,000.00	\$ 120,000.00
Total Award Amount	\$ 60,000.00		

DHSEM will issue your grant award as a Small Dollar Grant Agreement (SDGA). The issuance of the SDGA functions like a 'purchase order' for RFRs in the State financial system, and does not require original signatures on a formal agreement from your approving authorities.

To issue the SDGA, DHSEM must receive the Letter of Acceptance signed by an Authorized Signatory (See attached) submitted electronically to cdps_dhsem_empg-admin@state.co.us, and confirm information on file for the following forms (included with this letter):

1. *Request for Taxpayer Identification Number and Certification (W-9)* form
2. *Electronic Funds Transfer (EFT)* form with appropriate bank letter or voided check

After receiving the above mentioned required form and confirming organizational information in W-9 and EFT documents on file at DHSEM, DHSEM will issue the completed SDGA and terms and conditions for your grant award to you. If the W-9 or EFT forms on file with DHSEM differ from those of your organization, new forms are required to be sent to DHSEM to update our financial system prior to issuing and completing the SDGA process.

The period of performance for the 2021 Emergency Management Performance Grant Program (EMPG) SDGA is from January 1, 2021 to December 31, 2021. All requests for reimbursements must cover work completed, or expenditures claimed, within this period of performance. RFR and Progress Report submissions will continue to be submitted to your assigned Regional Field Service Manager.

For questions regarding your SDGA or the EMPG Program, please contact **Bobbie Lucero** at (970) 846-3912 or Bobbie.Lucero@state.co.us, or **Jerry Maestas** at (303) 565-0049 or Jerry.Maestas@state.co.us.

Please feel free to contact me at (303) 239-4183 or Larisa.Cannon@state.co.us if you have further questions on the award agreement process or agreement documents. Thank you for your assistance in managing this grant award.

Sincerely,



Larisa Cannon
 Grants and Agreements Manager
 Colorado Department of Public Safety
 Division of Homeland Security and Emergency Management

Attachments: Letter of Acceptance
 W-9 Form
 EFT Form



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Letter of Acceptance

July 15, 2021

Encumbrance Number: 21EM-22-46
 Subrecipient Name: Routt County
 Grant Name: 2021 EMPG

This letter serves as notification and acceptance of the Small Dollar Grant Agreement (SDGA) for 2021 EMPG in the amount of \$60,000.00 (Federal funds) issued by the Colorado Department of Public Safety, Division of Homeland Security and Emergency Management (CDPS/DHSEM).

By signing below, the agency, in accordance with acceptance, acknowledges the receipt, review and concurrence of the provided terms and conditions, scope of work, and any additional requirements identified. Additionally, the following required documents on file at DHSEM are confirmed as accurate and up-to-date, or updated documents are included with this Letter of Acceptance for issuance of the award through the State financial system:

1. Current *Request for Taxpayer Identification Number and Certification (W-9)* form
2. Current *Electronic Funds Transfer (EFT)* form with appropriate bank letter or voided check

By signing and returning this letter, the undersigned holds authority to enter into, and understands and accepts all the terms and conditions outlined for the Small Dollar Grant Agreement referenced above.

By (Printed Name): _____

Title: _____

 *Signature

Date: _____

