



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

September 30, 2022

Re: 2022 Emergency Management Performance Grant Program (EMPG) Award Letter

22EM-23-47

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 2022 Emergency Management Performance Grant (EMPG) is approved in the amount of \$147,658.00 (funding source: \$73,829.00 Federal funds and \$73,829.00 Local funds). Included with this Award Letter is a *Letter of Acceptance* 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, 2022. All supporting documentation will accompany Requests for Reimbursement (RFRs) for EMPG awards as outlined in the attached Statement of Work (SOW) §§3.2.1 and 3.2.2, and as described on page 6 in the 2022 EMPG Master Guidance document. Delays to 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 of part one (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:

[OMB Guidance Section 200.430 Compensation-Personal Services](#)

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

APPROVED AS TO FORM
 ROUTT COUNTY ATTORNEY'S OFFICE
 By: EK Date: 10/28/22



COLORADO
 Department of Public Safety

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

Jared Polis, Governor | Stan Hilkey, Executive Director



Project Activity/Line Item	Federal Share	Required Non-Federal Local Share	Total Project
EMPG Activities	\$ 73,829.00	\$ 73,829.00	\$ 147,658.00
Total Award Amount	\$ 73,829.00		

The period of performance for the 2022 Emergency Management Performance Grant Program (EMPG) SDGA is from **January 1, 2022 to December 31, 2022**. 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.

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

DHSEM will issue the completed SDGA and terms and conditions for your grant award to you after receiving the above-mentioned required form. If your organization has updated or changed W-9 or banking information, new forms are required to update our financial system prior to issuing and completing the SDGA process.

For questions regarding your SDGA or the EMPG Program, please contact your assigned Regional Field Service Manager, or: **Charina Velasquez** at Charina.Velasquez@state.co.us or **(303) 552-6147**.

Please feel free to contact me at (720) 656-5864 or Charli.North@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,

Charli Pringle-North

Charli Pringle-North, MPH
 Grants and Agreements Supervisor
 Colorado Department of Public Safety
 Division of Homeland Security and Emergency Management

Attachments: Letter of Acceptance
 W-9 Form
 EFT Form





Letter of Acceptance

September 30, 2022

Encumbrance Number: 22EM-23-47
Subrecipient Name: Routt County
Grant Name: 2022 EMPG

This letter serves as notification and acceptance of the Small Dollar Grant Agreement (SDGA) for **2022 EMPG** in the amount of **\$147,658.00** (funding source: \$73,829.00 Federal funds and \$73,829.00 Local 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, if the agency has updated W-9 or banking information, such documents are included with this Letter of Acceptance for issuance of the award through the State financial system.

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: _____

