

**STATEMENT OF WORK**

<p><b>State Agency</b> Department of Public Safety</p>	<p><b>Grant Maximum Amount</b> \$73,829.00</p>
<p><b>Grantee</b> Board of County Commissioners of Routt County <b>Grantee UEI</b> MEBPTEMPNLM4</p>	<p><b>Grant Issuance Date</b> January 1, 2022</p>
<p><b>Small Dollar Grant Agreement Number:</b> Encumbrance #: 22EM-23-47 Federal Award Identification # (FAIN): EMD-2022-EP-00004 Federal Award Date August 25, 2022 Name of Federal Awarding Agency DHS / FEMA Assistance Listing (CFDA): 97.042 Emergency Management Performance Grant Identification if the Award is for R&amp;D: No</p>	<p><b>Grant Expiration Date</b> December 31, 2022  <b>Fund Expenditure End Date</b> December 31, 2022</p>
<p><b>Grant Authority</b> <b>Federal Authority</b> to enter into this Grant exists in Section 662 of the <i>Post-Katrina Emergency Management Reform Act of 2006 (PKEMRA)</i>, as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the <i>Robert T. Stafford Disaster Relief and Emergency Assistance Act</i>, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.); the <i>Earthquake Hazards Reduction Act of 1977</i>, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the <i>National Flood Insurance Act of 1968</i>, as amended (Pub. L. No. 90448) (42 U.S.C. §§ 4001 et seq.) <b>State Authority</b> to enter this Grant exists in CRS §24-1-128.6.</p>	

**1. GENERAL DESCRIPTION OF THE PROJECT(S).**

**1.1 Project Description.** Work Plan – Grantee will carry-out and work diligently to complete the tasks in their approved annual work plan. These tasks are listed by Emergency Management Function in the work plan document and are part of the Annual EMPG/LEMS Program Application along with the Staffing Plan, Program Budget and other required forms. Subrecipient will execute and complete the projects as specified and outlined in their approved 2022 application.

**1.2 Project Expenses.** Eligible project expenses for the EMPG grant award for reimbursement are allowable by Federal authority beginning on the Grant Issuance Date and ending on the Grant Expiration Date outlined in the table above.

Project expenses include costs for salaries and benefits for Grantee’s emergency manager and emergency management staff, travel, emergency management office operating costs, and the costs associated with emergency management exercises, training, and planning activities. Eligible project expenses are reimbursed upon submission and approval of the quarterly request for reimbursement form and supporting documentation. The maximum reimbursement will not exceed 50% of project expenses. No more than 5% of this Grant may be used for Management and Administration (M&A) costs. Note: salaries of local emergency managers are not typically categorized as M&A, unless the local Emergency Management Agency (EMA) chooses to assign personnel to specific M&A activities. Additional specific eligible and ineligible cost information is listed in the FY 2022 EMGP Notice of Funding Opportunity found online at <http://www.fema.gov/grants>. All eligible expenses are listed in the budget agreement amount table of §7 of this SOW.

**1.3 Non-Federal Match:** This non-federal match section applies to this Grant. This Grant requires a non-federal match contribution of 50% of the total Grant budget. Documentation of expenditures for the non-federal match contribution is required with each drawdown request. If applicable the match may include

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in-kind match.

### 2. PRINCIPAL REPRESENTATIVES:

#### For the State:

Charli Pringle-North, Grants & Agreements Supervisor  
Department of Public Safety,  
Division of Homeland Security & Emergency Management  
8000 S. Chester Street, Suite 575  
Centennial, CO 80112  
Charli.North@state.co.us

#### For Grantee:

David DeMorat, Emergency Operations  
Director  
Routt County  
136 6<sup>th</sup> Street, Suite 113  
Steamboat Springs, CO 80487  
ddemorat@co.routt.co.us

### 3. ADMINISTRATIVE REQUIREMENTS:

**3.1** The Grantee must request approval in advance for any change to this Grant Agreement, using the forms and procedures established by the DHSEM.

**3.2 Required Documentation:** Grantees shall retain all procurement and payment documentation on site for inspection. Compliance with the Office of Management and Budget (OMB) regulations, Title 2 Code of Federal Regulations (CFR), Subpart D, Part 200.334 Retention requirements for records, is required under this subaward. Grantees shall retain all procurement, payment, and award documentation on site for inspection for three years after the Federal Award is closed by the DHSEM. The DHSEM anticipates the minimum retention date for the EMPG grant program of December 29, 2027, or thereafter, and is subject to change.

Retained records shall include, but not be limited to, purchase orders, receiving documents, invoices, vouchers, equipment/services identification, time and effort reports, grant award documents, letters from DHSEM, and requests for reimbursement forms

Sufficient detail shall be provided with reimbursement requests to demonstrate that expenses are allowable and appropriate as detailed in the following sections.

**3.2.1 Detailed backup documentation for salaries and benefits.** In accordance with the Office of Management and Budget (OMB) regulations, Title 2 Code of Federal Regulations (CFR) Part 200.430 Compensation—personal services. Certified time cards for 100% EMPG funded staff, or signed Job Descriptions, with proof of payment must accompany requests for reimbursement (RFRs) under this award. For further reference, please visit:

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

**3.2.2 Supporting documentation for all expenses requested for reimbursement.** Grantee shall ensure all proper supporting documentation is provided to validate expenses requested for reimbursement. Delays on reimbursements as a result of missing documentation will occur until documentation requirements are satisfied. The DHSEM reserves the right to request additional documentation and information as needed and necessary for processing requests. Supporting documentation should include, but is not limited to:

3.2.2.1 Invoices, receipts, approved travel reimbursement forms, or forms showing prior approval obtained for specified expenses, attendance forms, after action reports/process improvement plans, etc., and

3.2.2.2 Proof of payment for all expenses requested for reimbursement, such as credit card statements; general ledgers which show payee name, date paid, check numbers (if applicable), transaction number, and amount; cancelled check copies; bank statements;

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printed receipts showing payment method used; etc. All proof of payment documents containing sensitive information should be redacted if not applicable to the expenses being supported. The DHSEM maintains sensitive documents on secured servers to protect information

- 3.3 Equipment or tangible goods.** When requesting reimbursement for equipment items with a purchase price of or exceeding \$5,000, and a useful life of more than one year, the Grantee shall provide a unique identifying number for the equipment, with a copy of the Grantee's invoice and proof of payment. The unique identifying number can be the manufacturer's serial number or, if the Grantee has its own existing inventory numbering system, that number may be used. The location of the equipment shall also be provided. In addition to ongoing tracking requirements, Grantee shall ensure that equipment items with per unit cost of \$5,000 or more are prominently marked in a manner similar to the following:

*Purchased with funds provided by the U.S. Department of Homeland Security.*

- 3.3.1 Services.** Grantees shall include contract/purchase order number(s) or employee names, the date(s) the services were provided and the nature of the services.
- 3.4 Non-Supplanting Requirement:** Grantees receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.
- 3.5 Procurement:** A Grantee shall ensure its procurement policies meet or exceed local, state, and federal requirements. Grantees should refer to local, state, and federal guidance prior to making decisions regarding competitive bids, sole source or other procurement issues. In addition:

**3.5.1** Any sole source transaction in excess of \$100,000 shall be approved in advance by the DHSEM.

**3.5.2** Grantees shall ensure that: (a) All procurement transactions, whether negotiated or competitively bid, and without regard to dollar value, are conducted in a manner that provides maximum open and free competition; (b) Grantee shall be alert to organizational conflicts of interest and/or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade; (c) Contractors who develop or draft specifications, requirements, statements of work, and/or Requests for Proposals (RFPs) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement; and (d) Any request for exemption of item a-c within this subsection shall be submitted in writing to, and be approved by the authorized Grantee official.

**3.5.3** Grantee shall verify Contractor(s) is/are not debarred from participation in state and federal programs by reviewing contractor debarment information on <http://www.sam.gov>.

**3.5.4** When issuing requests for proposals, bid solicitations, and other published documents describing projects or programs funded in whole or in part with these grant funds, Grantee and Subgrantees shall use the following phrase in the request listing:

*"This project was supported by grant #22EM-23-47, issued by the Colorado Division of Homeland Security and Emergency Management."*

**3.5.5** Grantee shall ensure that no rights or duties exercised under this grant, or equipment purchased with Grant Funds having a purchase value of \$5,000 or more, are assigned without the prior written consent of the DHSEM.

### 3.6 Additional Administrative Requirements:

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- 3.6.1** Any funds used to support emergency communications activities should comply with the FY 2022 SAFECOM Guidance for Emergency Communication Grants, at [FY 2022 SAFECOM Guidance on Emergency Communications Grants \(cisa.gov\)](#)
- 3.6.2** All applicant agencies that own resources currently covered by the Colorado Resource Typing Standards must agree to participate in the State's Emergency Resource Inventory Report and update their information on a quarterly basis.
- 3.6.3** Regardless of exercise type or scope, After Action Reports/Improvement Plans are due to the DHSEM within 45 days of the exercise. All funding related to exercises must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP), and must be National Incident Management System (NIMS) compliant.

### 4. REPORTING REQUIREMENTS:

- 4.1 Quarterly Progress Reports.** The project(s) approved in this Grant are to be completed on or before the termination date stated in the Award Letter and opening summary table of this SOW. Grantee shall submit quarterly progress reports on financial and programmatic status for each project identified in this agreement using the format provided by the Department of Public Safety's Division of Homeland Security and Emergency Management (DHSEM) throughout the life of the grant.

Grantee shall include narrative and financial information describing project progress and accomplishments, and/or any delays in meeting project objectives and expenditures, to date as described in §4 of this Exhibit A.

Reports shall be submitted in accordance with the schedule table below. The order of the reporting period quarters below is irrelevant to the grant. Reports for the respective period are due on or before the due dates listed below if the grant is open during the "report period" time, and for every quarter that the grant remains open.

<u>Report Period</u>	<u>Due Date</u>
January –March	April 10
April – June	July 10
July – September	October 10
October – December	January 10

- 4.2 Final Reports:** Grantee shall submit final progress reports that provide final financial reconciliation and final cumulative grant/project accomplishments within 45 days of the end of the project/grant period of performance. The final report may not include unliquidated obligations and must indicate the exact balance of unobligated funds. The final reports may substitute for the quarterly reports for the final quarter of the grant period.

If all projects are completed before the end of the grant period, the final report may be submitted at any time during the period of performance. Further reports are not due after the DHSEM has received, and sent notice of acceptance, of the final grant report.

### 5. PAYMENT:

- 5.1 Payment Schedule:** Grantee shall submit requests for reimbursement using the DHSEM's provided

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form, submission preference, and quarterly at minimum. One original or electronically signed/submitted copy of the reimbursement request is due as outlined in the following table:

<u>Reimbursement Quarters</u>	<u>Due Date</u>
January –March	April 30
April – June	July 31
July – September	October 31
October – December	January 31

All requests shall be for eligible actual expenses incurred by Grantee, and as described in detail in the budget table(s) §7 of this SOW. Requests shall be accompanied by supporting documentation totaling at least the amount requested for reimbursement and any required non-federal match contribution as outlined in §§3.2.1 and 3.2.2 of this SOW.

If any progress reports are delinquent at the time of a payment request, the DHSEM may withhold such reimbursement until the required reports have been submitted.

**5.2 Payment Amount:** If non-federal match is required, such match shall be documented with every payment request. Excess match documented and submitted with one reimbursement request shall be applied to subsequent requests as necessary to maximize the allowable reimbursement.

### 6. TESTING AND ACCEPTANCE CRITERIA:

The DHSEM shall evaluate Project(s) through the review of Grantee submitted financial and progress reports, and may also conduct on-site monitoring to determine whether the Grantee is meeting/has met the performance goals, administrative standards, financial management, and other requirements of this grant. The DHSEM will notify Grantee in advance of such on-site monitoring.

### 7. BUDGET AGREEMENT AMOUNT TABLE:

<i>Project Activity/Line Item</i>	<i>Federal Share</i>	<i>Required Non-Federal Local Share</i>	<i>TOTAL Project</i>
EMPG Activities	\$ 73,829.00	\$ 73,829.00	\$ 147,658.00
<b>TOTAL AWARD AMOUNT</b>	<b>\$ 73,829.00</b>		