

Financial Section



Michigan State Police Emergency Management and Homeland Security Division

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Overview

- Financial Section
 - Grant Agreements
 - Reimbursement Process
 - Advance Payments
 - Accounts Payable and Year End



Grant Agreements

- Grant agreement packets are mailed out by MSP EMHSD
- Subgrantee returns grant agreement packet to EMHSD Financial Section
- Grant agreement must have original signatures, since it is a legal document
- EMHSD records grant agreements received and files in jurisdiction's grant file



Reimbursement Process

- Homeland Security Grant Program (HSGP)
 - Use the most recent forms
 - Forms are available on the EMHSD website: www.michigan.gov/emhsd.
 - Click on 'Homeland Security Reimbursement Forms' which appears about half way down the page.



Reimbursement Process (continued)

- When to submit
 - Submit at least quarterly
 - Can be processed faster if reimbursement packets are smaller and if all of the correct paperwork is attached



Reimbursement Process (continued)

- How to submit
 - Separate by each solution area
 - Separate by allocation type
 - Separate by project
 - Separate Citizen Corps by each allocation area



Reimbursement Process (continued)

- Solution areas
 - Equipment
 - Exercise
 - Planning
 - Training
 - M&A – Management and Administrative



Reimbursement Process (continued)

- Equipment Solution Area
 - Reimbursement Coversheet (EMD-054)
 - Invoices or receipts
 - Purchase Orders are not acceptable
 - Approved Eligibility Confirmation forms (2006 & prior) or Allowable Cost Justification forms (beginning 2007)



Reimbursement Process (continued)

- Exercise Solution Area
 - Reimbursement Coversheet (EMD-054)
 - Each exercise or drill must be listed on separate Reimbursement Coversheet
 - Invoices or receipts
 - Purchase Orders are not acceptable
 - Approved Eligibility Confirmation forms (2006 & prior) or Allowable Cost Justification forms (beginning 2007)



Reimbursement Process (continued)

- Planning Solution Area
 - Reimbursement Coversheet (EMD-054)
 - Invoices or receipts
 - Purchase Orders are not acceptable
 - Fill out appropriate detail sheets
 - Payroll detail sheets must list each employee (non-contractual) and list by date
 - Supplies detail sheets can be used for contractual employees with invoices attached
 - Attach work detail for Planners
 - Approved Eligibility Confirmation forms (2006 & prior) or Allowable Cost Justification forms (beginning 2007)



Reimbursement Process (continued)

- Training Solution Area
 - Reimbursement Coversheet (EMD-054)
 - Invoices or receipts
 - Purchase Orders are not acceptable
 - Fill out appropriate detail sheets
 - Payroll detail sheets must list each employee (non-contractual) attending training (regular, overtime, backfill) and list by date
 - Approved Eligibility Confirmation forms (2006 & prior) or Allowable Cost Justification forms (beginning 2007)



Reimbursement Process (continued)

- M&A Solution Area
 - Reimbursement Coversheet (EMD-054)
 - Invoices or receipts
 - Purchase Orders are not acceptable
 - Approved Eligibility Confirmation forms (2006 & prior) or Allowable Cost Justification forms (beginning 2007)



Reimbursement Process (continued)

- Allocation types
 - SHSP – State Homeland Security Program
 - LETPP – Law Enforcement Terrorism Prevention Program
 - UASI – Urban Areas Security Initiative
 - CCP – Citizen Corps Program
 - MMRS – Metropolitan Medical Response System
 - Other



Reimbursement Process (continued)

- Citizen Corps allocation areas
 - CERT - Community Emergency Response Teams
 - NW - Neighborhood Watch
 - VIPS – Volunteers in Police Service
 - Conference
 - MRC - Medical Reserve Corps
 - FC - Fire Corps
 - PP - Personal Protection
 - Other



Reimbursement Process (continued)

- Reimbursement forms
 - Reimbursement Coversheet (EMD-054)
 - Payroll Reimbursement Detail (EMD-055)
 - Supplies and Other Items Reimbursement Detail (EMD-056)
 - Travel Reimbursement Detail (EMD-057)



Reimbursement Process (continued)

- Reimbursement Coversheet (EMD-054) must be included with every reimbursement request
 - Fill in all information in the top portion of form
 - Designate type of activity or event
 - Designate date(s) of activity or event
 - Designate solution area
 - Designate allocation type
 - Must be signed by authorized financial representative



Reimbursement Process (continued)

- Payroll Reimbursement Detail (EMD-055)
 - Submit with corresponding Reimbursement Coversheet
 - Must complete for each employee
 - Record dates & hours worked (regular, overtime)
 - Can list by 'pay period ending' dates
 - Cannot list by months or years
 - If fringe benefits are billed, attach reverse side of form detailing the fringe benefit percentage



Reimbursement Process (continued)

- Supplies and Other Items Reimbursement Detail (EMD-056)
 - Submit with corresponding Reimbursement Coversheet
 - Fill in top portion of form
 - Type of Activity or Event – full scale exercise, conference, etc.
 - Date of activity or event
 - Record supplies, invoices, receipts, contractors, course fees, site rentals, etc.
 - Must submit supporting documentation, such as invoices or receipts
 - Must have actual invoice or receipt. Purchase Orders are not acceptable.



Reimbursement Process (continued)

- Travel Reimbursement Detail (EMD-057)
 - Submit with corresponding Reimbursement Coversheet
 - Allowable state rates can be found at www.michigan.gov/dmb/0,1607,7-150-9141_13132---.00.html
 - Mileage rate
 - Cannot exceed allowable subgrantee rate or state rate, whichever is less
 - Lodging rate
 - Cannot exceed allowable subgrantee rate or state rate, whichever is less
 - Meal Rate
 - Cannot exceed allowable subgrantee rate or state rate, whichever is less
 - Other expenses
 - Parking, tolls, fees



Reimbursement Process (continued)

- Grant Reimbursement Timetable
 - Every attempt is made to expedite reimbursement payments on a timely basis
 - If all necessary information is submitted properly, subgrantees should receive reimbursement within 30 days from the time reimbursement requests are received by EMHSD
 - Year end (Sept. 30) processing will take longer than 30 days



Advance Payments

- Subgrantee must submit letter, approved Purchase Orders, and must have an approved Allowable Cost Justification (ACJ) form
- Subgrantee must place funds in an interest-bearing account
- Subgrantee may keep interest up to \$100 per year for administrative expenses for all federal funds combined.
- Subgrantee must notify MSP/EMHSD in writing of any interest earned over \$100 quarterly
- Any interest earned over \$100 should be promptly remitted to MSP/EMHSD
- Interest received by MSP/EMHSD is required to be returned to the federal government.



Advance Payments (Continued)

- Subgrantee must submit Reimbursement Coversheet & necessary invoices, detail forms, approved ACJ forms, and a check for any unused portion of the advance of funds
- All invoices must be dated within 120 days of the advanced payment issue date
- Advances cannot be outstanding for more than 120 days



Accounts Payable and Year End

- Accounts Payable
 - Each Subgrantee must submit accounts payable amounts for the following outstanding reimbursements by Sept. 15:
 - Invoices dated prior to October 1
 - Travel, training, etc. that occurs prior to October 1
 - Estimates of payroll expenses prior to October 1



Note: Fiduciaries are subgrantees

Accounts Payable and Year End (continued)

- Year End
 - Submit Reimbursement requests separated by payable and non-payable amounts (or they will be returned to subgrantee)
 - Reimbursement requests submitted at Year End (or after) take longer to process
 - EMHSD must await submission of accounts payable amounts from subgrantees
 - Accounts payable must be established by MSP's Budget and Financial Services Division



Questions





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