

FY2020 EMPG-S Checklist

The following checklist allows you to track important benchmarks in your FY2020 EMPG-S grant.

- FY2020 EMPG-S Guidance received and read
- Administrative Forms filled out and submitted to Ohio EMA
 - Completed and signed Grant Agreement
 - 20-16 Summary Sheet for Assurances
 - 20-16A Assurances Non-Construction
 - 20-16B Assurances Construction Program
 - 20-16C Lobbying, Debarment, and Other Requirements Form
 - 20-SF-LLL Disclosure of Lobbying
 - NIMS Certification Statement
 - Subaward Financial Management Form
 - This Checklist – FY2020 EMPG-S
 - *Baseline Workplan (This is to be completed and emailed to grants specialist in its original Excel format)

Download all forms from the EMPG-S section of Ohio EMA's Grants Branch Page at <https://ema.ohio.gov/PreparednessGrantsBranch.aspx>

The signed grant agreement and all required forms must be submitted by mail (postmarked, no faxes or emails will be accepted), by **August 1, 2020** to Ohio EMA Grants, 2855 W. Dublin-Granville Rd, Columbus, Ohio 43235. **PLEASE NOTE THE EXCEPTION TO THE ABOVE: Email Baseline Workplan to your assigned grants specialist by **July 24, 2020**.*

- Quarter 1; January 27 – March 31, 2020 due by 7/30/2020**
 - Work Plans updated and submitted by email
 - Cash request submitted (If no expenses incurred within the quarter, submit request with \$0 balance)
 - Documentation for each line item provided (Proof of cost and Proof of payment to include procurement documentation and current contracts).
 - Payment Packet Received (provided by Ohio EMA when cash request is processed)**NOTE: Due to the timing of the release of this grant, you may submit a cash request on the July 30, 2020 date or you may wait to submit the 1st and 2nd quarters with your 3rd quarter cash request.
- Quarter 2; April 1 – June 30, 2020 due by 7/30/2020**
 - Work Plans updated and submitted by email
 - Cash request submitted (If no expenses incurred within the quarter, submit request with \$0 balance)
 - Documentation for each line item provided (Proof of cost and Proof of payment)
 - Payment Packet Received (provided by Ohio EMA when cash request is processed)**NOTE: Due to the timing of the release of this grant, you may submit a cash request on the July 30, 2020 date or you may wait to submit the 1st and 2nd quarters with your 3rd quarter cash request.
- Quarter 3; July 1 – September 30, 2020 due by 10/30/2020
 - Work Plans updated and submitted by email
 - Cash request submitted (If no expenses incurred within the quarter, submit request with \$0 balance)
 - Documentation for each line item provided (Proof of cost and Proof of payment).
 - Payment Packet Received (provided by Ohio EMA when cash request is processed)

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- Quarter 4; October 1 – December 31, 2020 due by 1/30/2021
 - Work Plans updated and submitted by email
 - Cash request submitted (If no expenses incurred within the quarter, submit request with \$0 balance)
 - Documentation for each line item provided (Proof of cost and Proof of payment).
 - Payment Packet Received (provided by Ohio EMA when cash request is processed)

- Quarter 5; January 1 – March 31, 2021 due by 4/30/2021
 - Work Plans updated and submitted by email
 - Cash request submitted (If no expenses incurred within the quarter, submit request with \$0 balance)
 - Documentation for each line item provided (Proof of cost and Proof of payment)
 - Payment Packet Received (provided by Ohio EMA when cash request is processed)

- Quarter 6; April 1 – June 30, 2021 due by 7/30/2021
 - Work Plans updated and submitted by email
 - Cash request submitted (If no expenses incurred within the quarter, submit request with \$0 balance)
 - Documentation for each line item provided (Proof of cost and Proof of payment)
 - Payment Packet Received (provided by Ohio EMA when cash request is processed)

- Quarter 7; July 1 – September 30, 2021 due by 10/30/2021
 - Work Plans updated and submitted by email
 - Cash request submitted (If no expenses incurred within the quarter, submit request with \$0 balance)
 - Documentation for each line item provided (Proof of cost and Proof of payment)
 - Payment Packet Received (provided by Ohio EMA when cash request is processed)

- Closeout Notice - Provided by Ohio EMA when grant is exhausted.

- The BSIR Report is due twice a year and must be completed by deadline provided by Ohio EMA on the federal Grants Reporting Tool website.