



EMPG Award Monitoring

Montana Disaster and Emergency Services

Grant Award Name:		Name of MT DES Monitor: Monitoring Date:
Grant Award Number:		
Subrecipient Entity:		
Subrecipient Address:		
Subrecipient POC Name:		
POC Phone Number:		

File Completeness <i>(Does the file contain the following information?)</i>	Yes	No	In Progress or N/A	Notes
Application, Award, & Amendments				
1. Completed Application				
2. Award Letter/Articles of Agreement/Special Conditions				
3. Annual Time Certification				
4. Signed Obligating Document for Award				
5. Grant Amendments (Fiscal and Programmatic)				
Legal/Regulatory/Standards				
1. Oath of Office (Only need to sign once)				
2. Local Procurement Policy				
3. Non-Comingling of Funds (See EMPG State Guidance Doc.)				
4. Suspension and Debarment				
5. From SF424B Assurances for Non-Construction				
6. Conflict of Interest Policy				
Monitoring Visits/Audits				
1. MT DES Monitoring Visit Documentation				
2. Audit Findings (federal grants)				
3. Corrective Actions Documentation				
THIRA/SPR/NIMS				
1. THIRA/SPR Participation				
2. NIMS Participation				
3. LEPC Report				
Program Performance Measures				
1. Emergency Operations Plan (EOP) Signature Page (current copy)				
2. EOP Revision /Review Record of Changes (Biennially)				
3. Resource List (Equipment and Personnel)				
4. Distribution Management Plan				
Training and Exercise				
1. NIMS Training (IS 100, 200, 700, and 800)				
2. Professional Development Series (IS120, IS/G230, IS/G235, IS240, IS241, IS242, and IS244)				
3. Exercise and AAR/IP (At Minimum One)				
4. MT DES Sponsored Event Agenda (At Minimum One)				



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Programmatic Reporting				
1. Quarterly Status Reports (i.e. EMPG Workplan)				
Has subrecipient made progress on priorities identified in the EMPG Workplan?				
Financial Reporting				
1. Quarterly Reimbursement Claims & Supporting Documents				
2. Receipts for Claimed Expenses				
3. Accrual Form & Supporting Documents				
Closeout				
1. Closeout Letters (Request and Approval)				
Did subrecipient meet required grant due dates?				
If Applicable, were special conditions of award met?				

Records Retention	Yes	No
Are EMPG records, paper or electronic, stored in such a way as to protect against tampering?		
Are records retained for a minimum of not less than three years from the close of the grant period, or the most recent financial action, as appropriate, per accepted records retention policy? <i>(MT DES recommends 7 years)</i>		

Conclusion	Yes	No
Did subrecipient efforts indicate compliance with grant award guidelines and expectations?		

Comments:

EMPG Authorized Representative: _____ Date completed: _____

MT DES District Field Officer: _____ Date completed: _____

MT DES Grant Coordinator: _____ Date completed: _____