

Subgrantees are required to submit Requests for Payment/Quarterly Fiscal Reports within 30 days after the end of each calendar quarter, **even if no financial activity has taken place on the grant. Requests for payment may also be submitted on a monthly basis.** The final Request for Payment is due 45 days after the end of the grant period. The final Fiscal Report (*Deobligation Report*) is generated by Homeland Security Grants Administration and is mailed to the subgrantee for signature after the final Request for Payment has been approved and processed.

Due Dates for Request for Payment/Quarterly Fiscal Reports:

| <u>Calendar Quarter</u> | <u>Due Date</u>  |
|-------------------------|------------------|
| 07/01/04 - 09/30/04     | 11/01/04         |
| 10/01/04 - 12/31/04     | 02/01/05         |
| 01/01/05 - 03/31/05     | 05/02/05         |
| 04/01/05 - 06/30/05     | 08/15/05 (Final) |

**Submit the Request for Payment and appropriate documentation to the following:**

Homeland Security Grants Administration  
PO Box 21398  
Columbia, SC 29221-1398  
(803) 896-7089

**NOTE: Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter. Grants failing to meet this requirement, without prior written approval, are subject to cancellation.** Include only those budget details as they are listed on the grant application budget pages and that are actual (not budgeted) expenditures. **Proof of payment of each invoice must be submitted with the request. The preferred proof of payment is a copy of the cancelled check. If that is unobtainable, then a computer generated report from the subgrantee's accounting system listing all pertinent information will be accepted.** The SC Law Enforcement Division requires that all expenditures be fully documented and must be in the approved grant budget at time of obligation. The total reimbursement of expenditures cannot exceed the total federal amount awarded.

The Request for Payment/Quarterly Fiscal Report form for 2004 includes an overall summary sheet, both a detail and summary sheet for each Discipline in the grant and required personnel documentation.

### **Summary Sheet**

#### **General Information**

This section consists of the Request for Payment Number, Grant Number, Subgrantee Name, Project Title, Payment Type, Period Ending Date and Grant Period. ***This information is mandatory in order for your reimbursement to be processed.***

#### **Total Expenditures by Discipline**

This section consists of current period expenditures, year-to-date expenditures, and unpaid obligations. **All amounts are to be shown as whole dollars.**

*Current Period Expenditures* - The amount of reimbursement for the current period (monthly or quarterly). Each amount is listed by Discipline and should be the same as the total amounts listed on the Discipline Detail and Discipline Summary sheets.

*YTD Expenditures* - The cumulative summary of all expenditures which have occurred from the beginning of the grant through the current claim period. The current expenditures are to be included in this total.

*Unpaid Obligations* - The amount of funds **obligated but not paid** by the subgrantee (i.e., a binding contract with a consultant or contractor; a purchase order with a vendor, etc.).

*Signature* - One of the three people authorized on pages 14 and 15 in the approved grant application must sign the summary page. **Original signatures are required in order for the reimbursement to be processed.**

**Discipline Detail Sheet**

This page should be prepared before the Discipline Summary Sheet. The Discipline Detail Sheet is similar in appearance to the Budget Narrative sheet. Here all of the expenditures which have occurred in the current period should be listed in detail as they appear in the approved grant application. The expenditures should be broken down by Objective and Expense Type. A separate Discipline Detail Sheet should be prepared for each discipline.

All expenditures that fall under the COBRA or EOC allocations must be identified with an "X" in the appropriate column on the Discipline Detail Sheet. **All supporting documentation (ie. invoices, time sheets, etc.) must clearly be marked as to the Discipline, Objective and Expense Type to which it applies.** Failure to follow these guidelines will result in a delay of your reimbursement.

Example:

If you spend \$4,000 in the Fire Discipline for (1) 800 MHz radio in the Interoperable Communications Equipment Expense Type under your COBRA allocation, your entry would look as follows on your Request for Payment - Fire Discipline Detail Sheet:

| Objective 2.2.13<br>Interoperable Communications Equipment<br>800 MHz radio | COBRA | EOC | QTY | AMOUNT  |
|---|-------|-----|-----|---------|
|   | X     |     | 1   | \$4,000 |

**Discipline Summary Sheet**

The Discipline Summary Sheet is a summarization of the expenditures listed on the Discipline Detail Sheet. Please list the total by Objective for each Expense Type in whole dollars. The amount in the "Total for All Objectives" field should equal the amount in the "Total" field on the corresponding Discipline Detail Sheet. *(Please see the Fire Discipline Summary in the example.)*

***NOTE: A more detailed example of a Request for Payment/Quarterly Fiscal Report is provided to illustrate the Summary Sheet, the Discipline Detail Sheet and the Discipline Summary Sheet.***

**Employee Monthly Time Record and Summary Statement of Personnel Services**

If applicable, these pages should be completed prior to any other page. The Employee Monthly Time Record should be completed first. List hours worked by personnel approved in your Homeland Security Grant. Please complete a separate page for each month claimed, broken down by Discipline, Objective, and Expense Type.

Once the Employee Monthly Time Record is complete, the Summary Statement of Personnel Services should be completed. Each person paid by the grant must be listed on the summary. Enter the total number of hours worked for each individual approved in the Homeland Security Grant. The total dollar amount shaded on the Summary Statement of Personnel Services Form should equal the total amount(s) on both the Discipline Detail Sheet(s) and the Discipline Summary Sheet(s) and should be broken out by Objective and Expense Type.

Submit actual expenses from your agency's payroll records only. Federal regulations prohibit the practice of charging the grant according to the amount derived from dividing the personnel costs reflected in the grant by the number of months in the grant.

### **Travel Support Documentation**

Reimbursement for travel expense is restricted to only those individuals included in the current approved budget. The rate for mileage and meals must be consistent with the approved budget and the agency's policies and regulations. Travel for training must be approved in advance by **both** the SAA and the State Exercise and Training Coordinator. Before expenses will be reimbursed by the grant, the Homeland Security Grants Administration Office will verify that a copy of the State Homeland Security Training Approval Request Form is in the subgrantee's official grant file at the SAA Office.

Please provide documentation for lodging, airfare, meals, etc. Please use the Homeland Security Grants Administration Travel Support Document for any approved mileage expense. If your agency has its own travel document that includes the information requested on this page, you may replace it with your agency's document.

### **Documentation Requirements:**

1. Mileage: "Travel Support Document" or its equivalent, must be submitted with the signature of the employee and supervisor. The Purpose of Trip column must be specific and directly related to the approved grant activities.
2. Per Diem/Meals: Submit a copy of the agency's internal travel approval reflecting the amount of funds disbursed to the person. The form must be signed by the employee's supervisor or grant official. If the person is paid for actual expenditures for each meal, a copy of each receipt is required, and the grant cannot be charged at a "per diem" rate.
3. Lodging: Submit a copy of the hotel/motel receipt. This should also be reflected on the agency's internal travel approval form mentioned in #2 above.
4. Airfare: Submit a copy of the paid airline receipt/itinerary indicating price paid.
5. Miscellaneous Travel Expense: Submit a copy of the appropriate receipt(s). These expenses should also be reflected on the agency's internal travel approval form mentioned in #2 above.

### **Property Control Record Form**

Each item of equipment acquired under the grant with federal funds must be reported on this form if the total cost of the equipment is \$5,000 or more and has a useful life of one year or more. This form must be included prior to or with the final Request for Payment for the grant. The final Request for Payment will not be processed without this form.

## **DOCUMENTATION FOR REQUEST FOR PAYMENTS**

### **Interim Request for Payment**

The following items must be included with all Requests for Payment:

1. Copies of invoices for each item on the request - Every line item on the invoice must be clearly marked with the Discipline, Objective and Expense Type exactly as it appears in the approved grant budget.
2. Acceptable proof of payment for each item on the request - The preferred proof of payment is a copy of the cancelled check. If that is unobtainable, then a computer generated report from the Subgrantee's accounting system listing all pertinent information will be accepted.
3. Acceptable documentation for personnel - Summary Statement of Personnel Services, Employee Monthly Time Record, along with copies of the agency's payroll records which reflect the amount requested.
4. Acceptable documentation for travel - see above.

**Final Request for Payment**

The following items must be included with your FINAL Request for Payment:

1. Property Control Form
2. Revised Budget Pages, including Budget Narrative, reflecting total amounts expended (electronic copy)
3. Final Progress Report
4. Program Evaluation