

EMPG 2014 Checklist

- Establish unique expense and revenue codes to track EMPG funding (should be in place right now for EMPG 2014).
- If you run into roadblocks from your county officials, direct them to the grant requirements. Schedule a conference call with the HSEMD grant manager, you, your county auditor, and anyone else who needs to be in attendance.
- Create a plan of what activities you will be undertaking for the EMPG grant year and the necessary costs to complete those activities. Keep in mind if you plan to claim personnel expenses for EMPG:
 - Personnel must maintain a Personal Activity Report (PAR) as they work on multiple activities or cost objectives; and
 - Personnel must work toward completing the federal EMPG training and exercise requirements (participate in three exercises and complete specific training courses).
- At the beginning of the grant year (Oct. 1, 2013 for EMPG 2014), code your expenses applicable to the grant program to the specific codes you've established for that grant.
- If after the beginning of the new grant year (Oct. 1, 2013) you receive reimbursement checks from claims tied to the previous grant year (e.g. EMPG 2013), be sure you code the revenue to the unique code you established for that year's funding.
- Review expense and revenue reports monthly to ensure items are coded correctly.
- Submit your grant application (January 2014).
 - Include work and spending plans;
 - Identify the unique expense and revenue codes established for the grant year;
 - Ensure unique codes correspond to the items in your application's spending plan; and
 - Double check monthly expense reports to ensure unique codes are being utilized correctly.
- Continue to code expenses applicable to the grant year to the specific codes you've established for that grant year (through Sept. 30, 2014).
- Continue to review expense and revenue reports monthly to ensure items are coded correctly.
- Submit EMPG 2014 claim (August 2014).
- Submit EMPG 2014 claim (October 2014).