

REQUEST FOR REIMBURSEMENT GUIDANCE



Version 3.0

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Program Contact Information

Emergency Management Performance Grant:	OEM.empg@oem.oregon.gov
Training Program:	OEM.training@oem.oregon.gov
Exercise Program:	OEM.exercise@oem.oregon.gov
Homeland & Non-Profit Security Grants:	shspadmin@oem.oregon.gov
State Local Cybersecurity Grant Program:	slcgp.admin@oem.oregon.gov
Emergency Operation Center Grant:	EOCGPAdmin@oem.oregon.gov
Grant Accountants:	grant.accounting@oem.oregon.gov

References

This guidance is provided for all Oregon Department of Emergency Management (OEM) preparedness grant programs. Programs listed as appendices have additional program-specific guidance. If a program is not listed as an appendix, no specific guidance is required and your Request for Reimbursement (RFR) is subject to the information provided in the main document.

This document is subject to compliance with the following documents. Most restrictive policy applies – see [Most Restrictive Policy section](#) below.

- [Oregon Department of Administrative Services Statewide Accounting Manual](#)
- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(eCFR: 2 CFR Part 200\)](#)
- [Oregon Department of Administrative Services Procurement Manual: Determine Procurement Method](#)
- [U.S. General Services Administration Per Diem Rates](#)
- [FEMA Schedule of Equipment Rates](#)

General Information

Requests for reimbursement with complete documentation ensure OEM processes payments quickly and for the full amount. Any expenses that are not documented appropriately will not be reimbursed. Those expenses can be resubmitted with proper documentation, if within the grant contract cycle.

Information about eligible expenses can be found in Title 2 Code of Federal Regulations (CFR). To view an electronic copy, go to <https://www.ecfr.gov/current/title-2>. You can also reach out to your OEM grant coordinator for clarification about eligible expenses and required expense documentation. See the [checklist on the last page of this document](#) (right before the appendices) for guidance on what should be submitted with RFR's.

Most Restrictive Policy

OEM follows the most restrictive policy governing the contract. If an organization's policy is less restrictive than state or federal policies, stricter state or federal policy will apply. If the organization's policy is more restrictive, OEM will follow the organization's policy.

For example, if the organization pays mileage at a higher rate than state or federal policy, OEM will only reimburse only at the lower state or federal rate. If the organization's mileage rate is lower than state or federal policy, OEM will reimburse at the organization's lower rate.

Request for Reimbursement Submission Form

Complete all the information in the relevant RFR form.

Enter the budget on all RFR's as listed in the contract; include cents, no rounding ex. \$25,326.27. **Note:** *some programs provide forms with the budget already entered. If this is the case, no changes can be made to the budget without prior approval.*

If the project is overbudget in a category or there is potential to be overbudget, contact the program representative or the OEM Finance and Compliance Division as soon as possible to determine if a budget amendment is needed. Sometimes OEM can make a RFR payment when a category is within 10 percent variance, but some categories may need additional approvals or amendments. **Please note:** *budget revisions must be pre-approved before funds can be obligated.*

Submitting RFR's to OEM

- Submit using one of the program email addresses [listed](#) above. Submitting directly to staff may delay RFR review and reimbursement. **Copying OEM staff is not necessary and is discouraged.**
- RFRs must be signed by an authorized agent of the entity and submitted as a PDF document. The person signing the submittal must not be paid through personnel costs in the RFR. Any additional backup must be submitted in PDF format.
- RFRs are submitted monthly, quarterly, semi-annually, or annually depending on the program. Submit according to the frequency listed in the contract and program guidance and forms.
- Once all funds are expended, do not continue to submit RFRs. Continue submitting program reports until all agreed upon contracted items are completed.

Proof of Payments

Proof of payment is required for all expenses included in the RFR. Proofs should be submitted in PDF format with the RFR packet. Proof of payment can include:

- Payroll reports showing the breakdown of hours, rate of pay, gross wages, benefits, and deductions.
- Copies of cleared checks (front and back).
- Bank or credit card statements showing the payment.
- Screen shots from the financial management system showing the check clearance date, vendor name, invoice number, payment amount, payment date, and check/warrant number.
- ACH payment document showing the vendor's name, invoice number, payment amount, and payment date.
- General ledger with details that include: account number, vendor name, invoice number or payment description, payment amount, payment date, check/warrant number, payment clearing date.
- Invoice showing the payment was made in full with a detailed description of the purchase along with validation of payment.

Payroll and Labor Costs

Internal personnel costs refer to an organization's payroll expenses for the employees. See Title 2 CFR §200.430 & §200.431, §200.470, for more information about personnel cost requirements.

Submitting personnel expenses for reimbursement requires documentation on the salary and fringe benefits paid by the employer. Using project codes or work charge codes will help keep track of the hours used for grant work and other tasks. If this is not available in the payroll system, use detailed timecards to keep track.

The fringe benefits submitted with salary expenses must be broken out by category to show each expense is eligible for reimbursement. These expenses must be paid by the employer. Overhead and transportation taxes are not eligible. For more information on what is allowable see the 2 CFR sections above.

To request reimbursement for personnel and fringe expenses, include the following documentation:

- Paystubs or a detailed report showing the salary rate and the fringe benefits paid to the employee for the time worked on the grant project. The report should come from the official payroll system.
- Detailed timecards showing hours the employee worked on the project and hours spent on other tasks during the pay period. These timecards must be signed or digitally approved.

Receipts and Invoices

Follow organizational/jurisdictional purchasing guidelines when making purchases for grant reimbursement. Purchases must include proof of payment and a receipt or invoice from the vendor. The receipt or invoice will need to include:

- Date purchased
- Vendor information
- Description of items purchased
- Cost of items purchased
- Service dates, if applicable
- Proof of purchase

Some purchases will need to include bidding documentation and a contract for the items or services purchased. See 2CFR Section 200.320 for the methods of procurement to be followed. You can find an online version of the section on the [ECRF website](#). To determine procurement method, review the [Oregon Procurement Manual](#).

Professional Services/Contracts

Professional services and contracts must, at a minimum, follow the [State of Oregon procurement policy](#) or the subrecipient procurement policy if it is more stringent than the state procurement policy. If requesting reimbursement for services or items purchased with a contract, include:

- Fully executed contract
- Any amendments to the contract

- Bids (if applicable)
- Copy of procurement policy
- Invoices with a detailed breakdown of the costs
- If procuring through a sole source vendor, include justification on why a sole source vendor was selected.

Travel & Training

All travel must be submitted at rates equal to or below the state of Oregon travel policy, which follows General Services Administration (GSA) per diem rates for the travel period or Internal Revenue Service (IRS) mileage rate. Go to [the GAS website](#) for the current GSA per diem rates.

Mileage reimbursement is the only method of reimbursement for vehicle expenses. Mileage will be reimbursed using the current Internal Revenue Service (IRS) mileage rate (or lower). Mileage must include a detailed map showing the start and end points with total mileage, or by using a mileage log. Mileage logs must include the person who traveled, date, places of travel, purpose of each trip, and total miles driven for each trip.

Training and conference expenses need to include receipts for registration with a detailed description of the training or conference. Training must be allowed under your work plan and contract. Include a reason for the training or attending the conference, and an agenda or brochure. If requesting reimbursement for per diem or meals, include the time of departure and return home. If pre-paid, reimbursement will not be provided until after attendance of the conference or training.

The primary basis for payment of travel related expenses is per diem. Per diem is the daily amount allowed for lodging (excluding taxes), meals, and incidental expenses. Incidental expenses include all gratuities; therefore, employees are not separately reimbursed for gratuities or tips of any kind including, but not limited to, meals and transportation. Payment to individuals on travel status to cover meals and commercial lodging is based on the rates published by the U.S. General Services Administration (GSA) for domestic travel in the continental U.S. for Alaska, Hawaii, and U.S. territories and possessions, the per diem is based on rates published by the U.S. Department of Defense.

If the agency does not provide per diem for travel, submit receipts. Reimbursement will not exceed the amount allowed per meal and lodging by the standard per diem rate, excluding tips and alcohol.

Please see the [Oregon Statewide Travel Policy](#) for further clarification.

Meetings

To seek reimbursement for meeting related expenses, additional documentation on the nature of the meeting is required. Include the minutes for the meeting showing the attendance, or an agenda and sign-in sheet for the meeting as documentation.

There is a high burden of proof to demonstrate paying for food and beverages with federal funds is necessary to meet the goals and objectives of a federal grant. When hosting a meeting, it is recommended to structure the agenda to provide time for participants to purchase food, beverages, and snacks. In addition, when planning a meeting, consider a location in which participants have easy access to food and beverages.

Determinations will be made on a case-by-case basis. To evaluate the appropriateness of using federal funds for a working lunch, consider the following guidelines.

1. Is a working lunch necessary?
 - a. A working lunch is only appropriate when all key items on the agenda cannot be accomplished without working through lunch.
 - b. Do not determine a working lunch is desired and then construct an agenda to justify the decision.
2. Is the portion of the agenda to be carried out during lunch substantive and integral to the overall purpose of the conference or meeting?
 - a. Inspirational talks, award ceremonies, networking, or informal discussion among attendees would not be appropriate agenda items for a working lunch.
3. Is there a genuine time constraint that requires the working lunch?
 - a. A working lunch is not permissible if lengthening the duration of the meeting would not unduly disrupt the attendee's schedule or make the day unreasonably long.
 - b. A working lunch may be appropriate if some participants must travel a considerable distance to attend, because, absent the working lunch, it would not be possible to cover the entire agenda and still provide participants sufficient time to return home to avoid the additional cost of lodging.
 - c. These options are generally only available if there are not opportunities near the meeting site to purchase lunch. Consider access to food and beverages when planning a meeting, as this may be justification for providing food and beverages.
4. If a working lunch is necessary, is the cost of the working lunch reasonable?
5. A working lunch cannot contain extravagant items. Follow state per diem rates or another established guideline.
6. Have you carefully documented that a working lunch is both reasonable and necessary?

Document the justification for using federal funds for the purpose of a working lunch, including any cost savings that result from working through lunch.

Aside from a working lunch that meets these guidelines, it is unlikely that other food and beverage costs for a conference or meeting – for example, breakfast, dinner, snacks, or networking receptions – would be reasonable and necessary. Entertainment costs—including costs for amusement, diversion, and social activities—are never allowable.

If food and beverages are paid for with nonfederal funds, the jurisdiction should clearly state—through a written disclaimer or announcement, such as a note on the meeting agenda—that federal funds were not used. Funds used to match a grant are considered federalized and must comply with all federal guidelines.

Equipment

Equipment used during the grant project and submitted for reimbursement will need to use the FEMA approved equipment rate. Go to [FEMA schedule equipment rates webpage](#) for the current equipment rates. Use the [FEMA Force Account Equipment Summary Record Form](#) to record the equipment used and rates.

Indirect Costs

Not all federal grants permit indirect cost recovery. For those that do, recipients may claim indirect costs if they have a federally approved indirect cost agreement submitted with the application. If no active agreement exists, recipients may choose to apply a de minimis rate of 15% to modified total direct costs—or 10% for awards issued before Oct. 1, 2024. OEM does not approve indirect costs but accepts approved agreements, if allowed under the grant guidance. Information on federally approved indirect cost agreements can be found on the [ECRF website](#).

Indirect costs are expenses that support multiple cost objectives and serve a common or joint purpose. They cannot be easily assigned to a specific objective without disproportionate effort compared to the benefit gained. Indirect costs are allowable under AFG as described in 2 C.F.R. Part 200, including [2 C.F.R. § 200.414](#). Typical indirect costs include:

- Depreciation on buildings and equipment;
- The cost of operating and maintaining facilities; and
- General administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

Period of Performance

All grant expenses need to be within the period of performance (POP) to be reimbursed. The POP is the period of time the subrecipient is expected to complete the grant activities. All work must be completed, and all purchases must be received during the POP. Payment date is not considered when determining if the work or purchase was within the POP. Any payroll or service that is partially within a POP must be split by the number of hours or days within the POP.

Subrecipients may request prior written approval from OEM to extend a POP. OEM has sole discretion to approve or reject the request for an extension.

Environmental Historic Preservation Review

Subrecipients must attest adherence to Environmental Historical Preservation (EHP) review to ensure compliance with any regulations. Coordinate early with local, state, and federal agencies if the project involves sensitive habitats, waterways, or historic structures. Projects involving ground disturbance, construction, vegetation removal, or work in or near water typically require review. Noncompliance with EHP restrictions could result in the overall grant being in noncompliance or denial of the RFR. Speak with your OEM representative to inquire if the grant has EHP restrictions.

Additional Items

As OEM reviews and validates the RFRs, it will make every effort to ensure the submitted documentation is sufficient. Should the grant award and RFRs come under FEMA audit, the organization may be required to provide additional documentation to support amounts previously submitted and approved. If FEMA determines there is not sufficient support for the request, the organization may be required to return the funds to FEMA. Additionally, the guidance provided is based upon the policies and procedures in place at this time. As updated federal or local guidance becomes available, OEM will update subrecipients of any changes in a timely manner.

Request for Reimbursement Checklist

Use the checklist below to determine what to include in your Request for Reimbursement (RFR) packet.

General Information: Include the signed RFR form with every submission packet	
<input type="checkbox"/> RFR Form (monthly or quarterly)	
Payroll/Labor Costs:	
Internal Payroll - Include each of the following: <input type="checkbox"/> Timesheets or <input type="checkbox"/> Time Certification (signature on RFR form) <input type="checkbox"/> Payroll Report with Salary Breakdown	<input type="checkbox"/> Personnel Calculation Form (or equivalent summary) <input type="checkbox"/> Fringe Benefit Calculation Form (or equivalent summary)
Receipts/Invoices: Proof of payment and one of the following:	
<input type="checkbox"/> Invoice <input type="checkbox"/> Receipt	
Professional Services/Contracts: Proof of payment and the following documentation for each contract and subcontract:	
<input type="checkbox"/> Bid Documents <input type="checkbox"/> Contracts <input type="checkbox"/> Amendments	<input type="checkbox"/> Invoice <input type="checkbox"/> Advertising Proofs (if applicable) <input type="checkbox"/> Travel Documentation (if applicable)
Travel & Training: Include proof of payment and the documentation below if applicable for all travel, training, or conferences	
Mileage <input type="checkbox"/> Mileage Log or <input type="checkbox"/> Google Map	Lodging <input type="checkbox"/> Itemized Hotel Invoice
Meals <input type="checkbox"/> Itemized Receipt (tips/alcohol not reimbursable) <input type="checkbox"/> Name(s) of attendee(s) and Business Purpose	Training/Conferences/Event <input type="checkbox"/> Agenda <input type="checkbox"/> Brochure or Flyer <input type="checkbox"/> Name(s) of attendee(s) and Business Purpose
Meetings: Include the items in either column:	
<input type="checkbox"/> Minutes with Attendance List	<input type="checkbox"/> Sign in Sheet and <input type="checkbox"/> Agenda
Equipment: Include the following and proof of payment based on how the equipment was purchased	
Rental <input type="checkbox"/> Equipment Summary Sheet <input type="checkbox"/> Invoice, Receipt	Purchase <input type="checkbox"/> Bid <input type="checkbox"/> Contract (if applicable) <input type="checkbox"/> Invoice or Receipt
Proof of Payment: The following are examples of proof of payment for above referenced expenses.	
<input type="checkbox"/> Cleared Check Front and Back <input type="checkbox"/> Credit Card Statement <input type="checkbox"/> Bank Statement	<input type="checkbox"/> Screen Shots of Financial Management System <input type="checkbox"/> ACH Proof of Payment

Appendix A- Emergency Management Performance Grant

Match Requirements

The Emergency Management Performance Grant (EMPG) program requires a 50% non-federal match. For every federal dollar requested and spent, there must be an equal amount of non-federal funds spent. Any matching funds submitted become part of the grant and must be eligible for reimbursement. These funds will then become “federalized” and must follow all grant guidelines. Jurisdictions will only be reimbursed up to the amount of their contract. **Once your contracted amount is expended, do not submit additional RFRs.** Please notify OEM when submitting the final and closeout RFR.

Finance Reporting Deadlines

Subrecipients may submit RFRs monthly but no less frequently than quarterly. Once a decision is made if submission will happen monthly or quarterly, the agency is requested to continue to use the same frequency throughout the remainder of the contract cycle. At a minimum, RFRs must be submitted on or before 30 days following each subsequent calendar quarter (ending on March 31, June 30, September 30, and December 31). The exception to this is at the beginning of the grant period. Subrecipients are not required to submit RFRs without a fully executed contract. OEM will not process reimbursements until a fully executed contract is in place. The final RFR must be submitted no later than 30 days following the end of the Grant Award Period (the “RFR Deadline”). OEM has no obligation to reimburse subrecipients for any RFR submitted after the RFR Deadline.

EMPG RFR WorkPlan – Excel Document

In the EMPG Excel WorkPlan is an RFR Form (Excel tab) for both monthly and quarterly submissions. This worksheet will be provided when available or when the executed contract is provided, whichever is first. Only complete the RFR worksheet quarterly or monthly, not both. Once jurisdictions chooses either monthly or quarterly, they must continue submitting at that cadence through the end of the grant. There is no switching between monthly and quarterly requests allowed.

All information must be filled out completely. Approved budgets from contracts are locked. Budget amounts will only change if there is an approved budget amendment.

Worksheets Included:

- 01 – RFR Monthly
- 02 – RFR Quarterly
- 03 – Information Summary (optional, but if documentation is not organized sufficiently, staff may request this be completed)
 - The RFR Information Summary is used to list the items included in the RFR and is especially useful if there are multiple expenses across categories. This form will help the accountants reconcile the RFR documents. If used, include 100% of the expenses for the period, including both the items for reimbursement and for match.
- 04 – Budget Amendment (required if budget amendment is needed)
 - Use this form to request changes to the budget. Changes must be approved before expenses are incurred outside of the initially approved budget. All changes must be submitted before the end of the period of performance. Include a brief note in the justification column as to why the amendment is needed. In your email request, explain why the amendment is needed and how it continues to support the WorkPlan. An amendment

request is not needed for a change in personnel. Simply notify OEM EMPG grant coordinators that staffing has changed, including the reason for the change.

Allowable Costs

Sick, vacation, and holiday hours are allowable under the grant if paid according to grantees current policies and appropriated proportionally to hours worked on the grant.

Unallowable Costs

EMPG funds may not be used for the following:

- Unallowable Equipment: Grant funds must comply with FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards, and may not be used for the purchase of firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed;
- Expenditures for weapons systems and ammunition;
- Costs associated with hiring, equipping, training, etc. sworn public safety officers whose primary job responsibilities include fulfilling traditional public safety duties such as law enforcement, firefighting, emergency medical services, or other first responder duties;
- Costs that supplant traditional public safety positions and responsibilities; or
- Activities and projects unrelated to the completion and implementation of the EMPG Program
- Clothing used for everyday wear by emergency management employees or other personnel.

Each year, FEMA provides a Preparedness Grants Manual and Notice of Funding Opportunity. Please refer to these documents for the year you are requesting funding for additional information and requirements.

- [Emergency Management Performance Grant | FEMA.gov](#)
- [Preparedness Grants Manual | FEMA.gov](#)

Appendix B- Homeland Security Grant Program/Non-Profit Security Grant

The Homeland Security Grant Program (HSGP) includes the State Homeland Security Program (SHSP) and the Urban Area Security Initiative (UASI). The Nonprofit Security Grant (NSGP) is very similar to the HSGP program for RFRs. All these programs are 100% federally funded and do not require a match.

Fiscal and Programmatic Performance Reports

Subrecipient agrees to submit fiscal and programmatic performance reports, using a form provided by OEM, on its progress in meeting each of the agreed milestones. The narrative reports will address specific information regarding the activities carried out under the Homeland Security Program. This report will also provide space to disclose financial activities during that reporting period.

Reports are due to OEM by the 15th of the month following each calendar quarter, which ends March 31, June 30, Sept. 30, and Dec. 31.

Starting in 2024, HSGP grant recipients submit programmatic reports and fiscal reports quarterly, using the Quarterly Report Form. Recipients will only submit a RFR from when they have expenses. If the quarterly report indicates expended funds, include the RFR. If no funds were spent that quarter, recipients should report [0] in the open field. **DO NOT LEAVE IT BLANK.**

Report Quarter 2 (01/01 to 3/31) Reported Activities:	
	Check if amended <input type="checkbox"/>
Program update and narrative	
Financial report here	
Grant Funds spent this period: \$ _____; RFR Submitted <input type="checkbox"/> Yes, <input type="checkbox"/> No / Date: _____	

Appendix D- State Local Cybersecurity Grant Program

Fiscal and Programmatic Performance Reports

Subrecipient agrees to submit fiscal and programmatic performance reports, using a form provided by OEM, on its progress in meeting each of the agreed milestones. The narrative reports will address specific information regarding the activities carried out under the State Local Cybersecurity Program. This report will also provide space to disclose financial activities during that reporting period.

Reports are due to OEM by the 15th of the month following each calendar quarter, which ends March 31, June 30, Sept. 30, and Dec. 31.

Starting in 2024, SLCGP grant recipients will submit their programmatic reports and fiscal reports quarterly, using the Quarterly Report Form. Recipients will only submit an RFR from when they have a request for reimbursement. If recipients show in the quarterly report they spent funds that quarter, they should indicate whether and when they submit an RFR. If no funds were spent that quarter, recipients should report [0] in the open field. DO NOT LEAVE IT BLANK.

Report Quarter 2 (01/01 to 3/31) Reported Activities:		Check if amended <input type="checkbox"/>
Program update and narrative		
Financial report here		
Grant Funds spent this period: \$ _____; RFR Submitted <input type="checkbox"/> Yes, <input type="checkbox"/> No / Date: _____		

Reimbursement Process

All SLCGP subrecipients must complete the [Nationwide Cyber Security Review](#) (NCSR) and provide OEM evidence of completion before OEM can reimburse expenses. Completion of the NCSR must be completed at least once during the grant's period of performance. The NCSR can be accessed Oct. 1 through Feb. 28 annually.

Appendix E- National Earthquake Hazard Reduction Program

The National Earthquake Hazard Reduction Program (NEHRP) has a 75/25 match requirement. Typically, “hard costs” can be reimbursed and/or be used as match while “soft costs” can only be used as match. Generally, hard costs are out-of-pocket expenses and soft costs are donations, volunteer labor and in-kind/force account labor, (for example: materials or services). Enter all costs for elements described in the grant agreement Scope of Work whether funded by the grant or match. Costs outside of the eligible scope should not be included in the RFR.

Follow this method:

- Prepare documents for upload by scanning anything not already saved electronically.
- Bundle multiple invoices for any given expense category into one document and label them by expense category (e.g., materials and supplies, salaries and wages, and value of donated labor, etc.).
- If there are expenses in multiple categories, do not mix expense categories and upload as one document.
- Each expense category used should have an attachment document associated with it.
- For each line item listed there should be one attachment document associated with it.

Submitting a Request for Reimbursement (RFR) After Purchase

Prior to starting the reimbursement request, compile invoices and other supporting documentation. Matching costs must be included in the reimbursement request. Sort documentation into expense categories, e.g., contract payments, consultant services, materials and supplies, salaries and wages, and value of donated labor, etc.

Program Manager Review

- The Program Manager verifies:
 - The purchase aligns with the grant’s scope of work and budget.
 - Required documentation is complete.
 - The purchase meets federal and state procurement guidelines.
 - That supporting documentation, including time sheets and labor summaries (if applicable), is sufficient and accurate.
- If issues arise, the subrecipient is contacted for clarification or additional documentation.

Final Approval & Payment Processing

- Once all necessary approvals are obtained, finance personnel prepare the necessary documentation for processing the reimbursement payment.
- The payment is processed in accordance with grant requirements and recorded in the official grant file.

Appendix H- Emergency Operation Center Grant Program

The Emergency Operations Center (EOC) Grant Program is intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable EOCs with a focus on addressing identified deficiencies and needs.

Oregon Department of Emergency Management is the passthrough entity for Oregon subrecipients. Award subrecipients must provide a non-federal entity contribution supporting 25% of the total project costs (federal amount plus cost share amount). The non-federal entity contribution can be cash (hard match) or third-party in-kind (soft match), with the exception of construction activities, which must be a cash (hard match). In-kind contributions are defined as third-party contributions per 2 C.F.R. § 200.306

Subrecipients commit the cost share requirement for each activity under each project. The non-federal contribution should be specifically identified for each proposed activity. The non-federal contribution, whether cash or third-party in-kind match, must consist of eligible costs (i.e., same allowability as the federal share).

Upon execution of the contract between the subrecipient and OEM, subrecipients may request reimbursement for 75% of eligible expenses incurred during the period of performance (POP). Approved budget categories and amounts are outlined in the contract. Subrecipients must be up to date on all Performance Progress Reports (PPR) and Environmental and Historical Preservation (EHP) requirements to be eligible for reimbursements. As contracts are between OEM and subrecipients RFRs must be submitted by agency's program contact (subrecipient), RFR cannot be submitted by external partners (i.e. contractors, consultants, etc.).

Subrecipients will receive a Request for Reimbursement (RFR) Template from OEM. The template includes three worksheets:

1. Coversheet – listing approved budget categories and amounts
2. Info Summary
3. Budget Amendment Request

If a budget amendment is needed, a signed PDF must be emailed to the program email and pre-approved by OEM prior to expending funds

For timely and accurate processing subrecipients shall do the following:

1. Submit all RFRs to EOC Program email:
2. Include contract number and RFR timeframe in email subject line.
(Example: RFR 22-EOC1 Your Organization June - July 2024)
3. CC EOC Grants Specialist.

Request For Reimbursement Guidance
Oregon Department of Emergency Management

Include timeframe end date

Complete all relevant fields
for this RFR timeframe

Must be signed by authorized
program or finance contact

Signatures must be digitally signed OR include a wet signature (*typed signatures will not be accepted*)

EOC Info Summary:

[illegible]

Approved Categories from coversheet

Corresponding vendor/ contractor/ invoice
description etc.

Contact EOC Grants Specialist for additional program-specific guidance.