

# STATE OF NEVADA

## STATE EMERGENCY RESPONSE COMMISSION

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<b>REVISED BY:</b> Stephanie Parker	<b>REVISED DATE:</b> 01/14/16	
<b>DATE ISSUED:</b> 07/01/03	<b>DATE EFFECTIVE:</b> 07/01/03	<b>SUBJECT:</b> Funding of Grants
<b>PROCESSED BY:</b>	<b>SPECIAL INSTRUCTIONS:</b>	<b>POLICY NO:</b> SERC 8.5

**Reference: NAC 459.99151 through 459.99153 and 459.99172 through 459.99174, inclusive**

### **PRINCIPLE:**

The State Emergency Response Commission (SERC) distributes grant funds to the Local Emergency Planning Committees (LEPCs) within each of the seventeen counties and eligible State agencies. For proper grant management, the SERC will provide funds on a reimbursement basis.

### **POLICY:**

The SERC provides funding to grantees/sub-grantees on a reimbursement basis. Upon request by the grantees/sub-grantees, advanced funding for expenses over \$2,000 may be made.

### **PROCEDURES:**

- A. During open grant cycles, applications will be submitted by LEPCs/State agencies. Applications may be reviewed by the Planning & Training Subcommittee, Funding Committee and approved as appropriate by the SERC.
- B. Grant awards will be prepared and sent to the grantee/sub grantee. Signature of the LEPC Chair or head of the State agency on the grant award finalizes the agreement between the grantee/sub-grantee and the SERC for the grant funding amount and purpose.

- C. For the purpose of these procedures, the SERC designates quarters based on a fiscal year, July to June, as follows:

1 <sup>st</sup> quarter	July – September
2 <sup>nd</sup> quarter	October – December
3 <sup>rd</sup> quarter	January – March
4 <sup>th</sup> quarter	April – June

- D. The following procedures will be implemented to provide the funds to the grantee/sub-grantee:

1. Reimbursement:

- a. The grantee/sub-grantee will request reimbursement by completing and submitting a Financial Report form with the appropriate box(es) checked. The submission must include the description of expenditures claimed, dated invoices and proof of payment.

If the report includes request for reimbursement for contractual training, class sign-in sheets must be submitted.

Reimbursement will not be made for training that was not attended.

Reimbursement will only be made for training that is related to hazardous materials or combating terrorism as appropriate to the grant award.

Supporting documentation in requesting reimbursement for LEPC clerical assistance includes time sheets, LEPC log showing the time spent on LEPC business and mileage claims in compliance with travel procedures below.

Requests for reimbursement shall be submitted not later than 30 days after the last day of the quarter.

- b. If no expenditures have been made, a statement to that effect and the plan for future expenditure is due no later than 30 days after the last day of the quarter.

- c. Within 5 working days of receipt, SERC staff will conduct a desk audit of the report and information submitted. Expenses are examined to ensure compliance with federal and/or SERC terms and conditions. Discrepancies or questions will be immediately addressed with the submitting agency. Upon approval of the request, staff will process the report for payment.
  - d. A final Financial Report is due 45 days after the end of the grant period. All remaining expenditures and supporting documentation must be submitted for reimbursement. After processing of the final Financial Report, all unexpended funds will be deobligated.
  - e. Failure to comply with these procedures may jeopardize future funding from the SERC.
2. Reimbursement of travel related expenses:
- a. Grantee/sub-grantees may be reimbursed for lodging, per diem, incidentals and mode of travel at amounts defined in the following procedures; in conjunction with the terms of a grant award received from the SERC; upon submission of a copy of a completed, signed and dated travel claim expense form, conference or course agenda; and upon proof of payment by the grantee/sub-grantee agency. A completed travel expense claim form must include the purpose of the travel; date of travel; time in and out of travel status; and mode of travel.
  - b. Per diem and lodging rates will be reimbursed in accordance with the amounts paid by the local entities, not to exceed the General Services Administration (GSA) rates found at [www.gsa.gov](http://www.gsa.gov); as adopted by the State of Nevada found in the State Administrative Manual, <http://budget.nv.gov/uploadedFiles/budgetnvgov/content/Documents/State%20Administrative%20Manual.pdf> and further defined by the SERC as follows:
    - i. Receipts are required for all expenses except meals including, but not limited to, lodging (unless the standard continental United States (CONUS) rate as defined by GSA is approved by the SERC), transportation, parking, tolls, telephone/internet connection, etc. and are subject to appropriate written explanation and SERC approval.

- ii. Grant funds will not be used to reimburse employees for commuting to and from work. Grant funds may be used to reimburse for additional mileage when an employee leaves the normal commuting route less the mileage that would have been used to travel to the duty station. Work-related mileage will be reimbursed at the local rate, not to exceed the State approved rate per mile when a privately owned vehicle is used. When an agency vehicle is used, fuel charges may be reimbursed upon presentation of receipts or agency fuel logs.
- iii. For single or partial day travel, per diem will be paid at the rate of no more than 50% of the standard rate for the traveler's destination if the traveler is in travel status for at least 4 hours but less than 12 hours; 75% of the standard rate for the traveler's destination if the traveler is in travel status for 12 hours, but less than 14 hours; and 100% of the standard rate for the traveler's destination if the traveler is in travel status for 14 or more hours within a single day. For travel less than 12 hours, reimbursement will be made for the appropriate meals based on time of travel as described below, not to exceed the prevailing percentage. NOTE: The travel day is deemed to end at midnight. At no time will reimbursement be based on the traveler's duty station or be more than GSA standards. For single day travel status, the applicable per diem rate will be determined by the city/county where a majority of the work was performed.
- iv. The per diem calculation for multiple days of travel shall use the single day of travel calculation explained above for the first and last day of travel, using midnight as the stop time for the first day of travel and the start time for the last day of travel. All intervening days should be paid at 100% of the prevailing per diem rate, as defined by GSA.
- v. For intervening days, there will be no need to separate breakfast, lunch or dinner unless the travel is to a formal event (conference, seminar, training, etc.), which provides a specific meal. If this is the case, the traveler must deduct the per diem allowed for that meal from their reimbursement.  
NOTE: A continental breakfast is not considered a meal.

- vi. Personnel must be at least 50 miles from their duty station or home, whichever is closer to the destination (or airport as applicable), to receive per diem for meals and lodging. Per diem will be reimbursed based on the total hours in travel status and miles traveled, less the time and mileage that would have been used to travel to the duty station (i.e. normal work day commute).

If the above percentage schedule does not apply, meals are allowable if travel status:

	<u>Starts at or before</u>	<u>Ends at or after</u>
Breakfast	6:30 a.m.	6:30 a.m.
Lunch	11:30 a.m.	1:00 p.m.
Dinner	6:30 p.m.	6:30 p.m.

Lodging will be reimbursed as designated by GSA at the area specific rate plus taxes, fees and surcharges.

3. Advanced Funding:

- a. The grantee/sub-grantee may make a request for advanced funding for purchases totaling more than \$2,000. The Financial Report with the appropriate box checked must be submitted with a copy of the purchase order showing the processing date and costs of purchase.
- b. Within 5 working days of receipt, staff will verify the purchase is appropriate to the grant award and process the request for payment through the state Integrated Financial System.
- c. The grantee/sub-grantee will report on expenditure of advanced funds by completing and submitting a Financial Report form with the appropriate box checked. The submission must include invoices and proof of payment. Funding will not be allowed for training which was not attended. Report of expenditure of advanced funds must be filed within 30 days of the date of the check.
- d. If the purchase is not completed by the expiration of the quote or the advanced amount was more than the actual purchase price, the unspent funds must be returned to the SERC within 45 days of the date of the receipt of the advanced funds.

- e. Failure to comply with these procedures will result in no further advance funding until the grantee/sub-grantee is in compliance with reimbursement procedures for one year.
- f. Failure to comply with these procedures may jeopardize all future funding from the SERC.