

# NEBRASKA

EMERGENCY MANAGEMENT AGENCY

Agenda Item # 166  
Date 11/4/20

Good Life. Great Strength.

21 October 2020

Bob Missel, Chairman  
Board of Supervisors  
c/o Fred Mytty, County Clerk  
Dodge County  
435 N Park  
Fremont, NE 68025

RE: Emergency Management Performance Grant (EMPG) Desk Monitoring Review

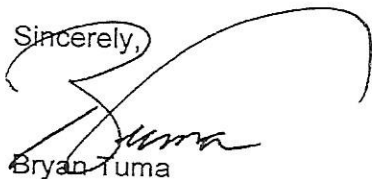
Dear Mr. Missel:

First, I would like to thank Thomas Smith for making himself available during the Monitoring Desk Review visit which took place over the week of October 19, 2020, for the 2019 EMPG, conducted by Chelsea Gray, Federal Aid Administrator-Grants Specialist. I know Chelsea was very appreciative of the time spent with her during this process.

Second, as you know, the purpose of the visit is to provide you with the results to ensure compliance with the Department of Homeland Security (DHS), and NEMA grant regulations and requirements. The protocol for the Monitoring Visit Report is specifically covered under 2019 EMPG. Throughout the Memorandum, by section, are Required Corrective Action(s) to make the grant monitoring process more efficient. Should there be a "finding" under this heading, that finding should be resolved within sixty (60) days of receipt of this letter by sending the necessary information to Chelsea.

Finally, should you have any questions, comments, or concerns, please direct them to Julie Mayers, Grants Unit Supervisor.

Sincerely,



Bryan Tuma  
NEMA Assistant Director

cc: Thomas Smith, Director - Dodge Emergency Management

Encl

BT/jcm

Daryl Bohac, Director

**Nebraska Emergency Management Agency**

2433 NW. 24<sup>th</sup> Street  
Lincoln, Nebraska 68524

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nema.nebraska.gov

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**Date:** October 21, 2020

**NEMA Representative:** Chelsea Gray

**Sub-Recipient Monitored:** Dodge County

**Grant(s) Monitored:** Emergency Management Performance Grant (EMPG)

## MONITORING MEMORANDUM

During the week of October 19, 2020, a desk review was conducted, by Chelsea Gray, Federal Aid Administrator – Grants Specialist, of the Nebraska Emergency Management Agency (NEMA). Grant sub-recipient, Dodge County, was represented by Thomas Smith, and supporting documentation and information was gathered via e-mail and telephone.

The purpose of the review is to ensure compliance with the Department of Homeland Security (DHS), and NEMA grant regulations and requirements; offer recommendations for improvement when and if needed; and then provides the Board of Commissioners/Supervisors with those results. The protocol of the Monitoring Report is specifically covered under 2019 EMPG. A copy of this memorandum will also be provided to NEMA Grants Management and circulated through the appropriate NEMA channels.

Categories that could be specifically reviewed (if grant funds were spent in support) during the Desk Review:

- 1) Employee Reimbursement
- 2) Equipment
- 3) Fiscal
- 4) LEOP Compliance
- 5) NIMS Compliance
- 6) Other Direct Costs
- 7) Personnel & Direct Labor
- 8) PET Expenses
- 9) Reporting Requirements
- 10) Supplies & Materials
- 11) Special Conditions
- 12) Travel-Vehicle Mileage

The Desk Review consisted of interviews with the above-named staff, plus review of documents and records. Based on the information obtained as the result of the interview and documents reviewed, the following are the outcomes by grant fund supported categories.

Daryl Bohac, Director

**Nebraska Emergency Management Agency**

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**Employee Reimbursement**

Activity not supported by grant

**Equipment**

Activity not Supported by grant

**Fiscal**

Dodge County has processes and safeguards in place to prevent co-mingling of Federal, State and Local funds. All program costs were identified as eligible prior to encumbering funds; the suspension and debarment listings have been consulted and documentation was reviewed; all disbursements were fully supported by invoices or purchase orders and receipts; all invoices were reviewed by the project director; the accounting system prevents obligations or expenditures of Federal funds outside the grant period; there is a separate accounting of all financial transactions for each Federal grant; and the proper fiscal retention is being followed. Reconciliation of records against the General Ledger are conducted by the Emergency Manager on a quarterly basis.

Required Corrective Action(s)

None

**LEOP Compliance**

Dodge County's LEOP is in compliance

Required Corrective Action(s)

None

**NIMS Compliance**

NIMS compliant

Required Corrective Action(s)

None

**Other Direct Costs**

Activity not Supported by Grant

**Personnel & Direct Labor**

In accordance with grant guidelines, payroll records are reviewed. This is common information that should be part of a personnel file and that the employee has seen, read and signed. Personnel files are maintained for employees, inclusive of: current job description, deductions and changes in pay rates, performance evaluations, payroll files are available for review, staff positions are filled for the approved budget, staff salaries are consistent with the approved budget, and the fringe benefits are the same as what is listed in the approved budget.

Required Corrective Action(s)

None

**PET Expenses**

Activity not Supported by Grant

**Supplies & Materials**

Activity not Supported by Grant

***Travel-Vehicle Mileage***

Activity not supported by Grant

***Reporting Requirements & Special Conditions***

The Sub-Recipient was in compliance with its performance goals clearly showing an effort toward this grant funded program; thus, exhibiting progress against the *Homeland Security Strategy*. All aspects were Reviewed and Confirmed with Emergency Manager.

*Respectfully Submitted by,*



*Chelsea Gray*

*Federal Aid Administrator II ~ Grants Specialist*

cc: Thomas Smith, Director Dodge County Emergency Management