



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

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REIMBURSEMENT / CLOSE-OUT POLICY

September 14, 2020

This policy goes into effect as dated above and replaces/supersedes all other Massachusetts Emergency Management Agency's Project Management Office (PMO) Reimbursement Request and Close-Out Report Policies.

This policy only applies to subrecipients receiving grant funds from Massachusetts Emergency Management Agency (MEMA) Emergency Management Grants Unit (EM Grants Unit).

Reimbursement Request Requirements

Subrecipients are required to use the EM Grants Unit Reimbursement Request Form when seeking reimbursement(s). This form must be completed and submitted electronically to the EM Grants email box: EM.Grants@mass.gov In addition to the Reimbursement Request Form, subrecipients are required to submit backup documentation that supports their reimbursement request.

Depending on the grant requirements this documentation may vary.

- **FEMA - Emergency Management Performance Grant (EMPG)**

Reimbursement back up must include invoices for items purchased/services rendered and proof of payment that includes vendor name, date paid, amount paid, and warrant/check number for that payment.

EMPG requires a dollar for dollar match. Match documentation must be provided with reimbursement request forms. Match can be either cash or in-kind. Cash match documentation is the same as listed above for reimbursements. In-Kind match, if using volunteer hours, must include sign in/out sheets that includes name(s), date(s), time(s), and activity(ies)/event(s)/incident(s).

- **DHS - Citizen Corp Program (CCP)**

Reimbursement back up must include invoices for items purchased/services rendered and proof of payment that includes vendor name, date paid, amount paid, and warrant/check number for that payment. Currently there is subrecipient no match requirement for CCP grants.

- **PHMSA - Hazardous Material Emergency Preparedness (HMEP)**

Reimbursement back up must include invoices for items purchased/services rendered and proof of payment that includes vendor name, date paid, amount paid, and warrant/check number for that payment. Currently there is no subrecipient match requirement for HMEP grants.

Subrecipients must not request reimbursement for items not received and accepted nor should they submit reimbursement for services not yet rendered. Services must be completed, received, and accepted by subrecipient prior to contract end date. MEMA has no obligation and makes no commitment to reimburse for costs incurred prior to or after the effective dates of a contract.

Timing of Reimbursement Processing

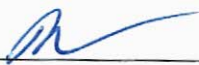
MEMA pays the initial reimbursement request once processed (typically within 25 business days once received and approved). Any additional reimbursement requests take 45 business days from the date the reimbursement request is received and approved by MEMA for the Commonwealth to process and disburse funds. This time may be extended if MEMA has questions on the subrecipient's reimbursement request. If the subrecipient requests, and has a specific need, MEMA may waive the 45-day payment period for reimbursement requests.

The Commonwealth makes all payments via Electronic Funds Transfer (EFT). All subrecipients may view payments made from the Commonwealth via the on-line vendor web, which may be found on the State Comptroller's website: <https://massfinance.state.ma.us/VendorWeb/vendor.asp?login=1>

Subrecipients will not be reimbursed for expenses that were outside their contract period, expense not submitted in accordance with this policy or for expenses that were not pre-approved and/or exceed the final approved contract amount.

All subrecipients must maintain records sufficient to detail the history of procurement, delivery/receipt of goods and services and make available, upon request of the Federal awarding agency and MEMA, technical specification on proposed procurements where the Federal awarding agency and/or MEMA believes such review is needed to ensure that the item(s) or services specified in the one being proposed for acquisitions. The non-Federal entity must make available upon request, pre-procurement review, procurement documents, such as request for proposals or invitations for bids, or independent costs estimated.

This policy will go into effect as dated above and applies to all MEMA Emergency Management Grants Unit Programs.



David Mahr
Assistant Director, Chief Administrative Officer
Massachusetts Emergency Management Agency



Date