

# Mississippi Emergency Management Agency

## Emergency Management Performance Grant

### Quarterly Monitoring Report

The Mississippi Emergency Management Agency will perform EMPG monitoring. EMPG monitoring is designed to provide assistance to the Subrecipients both from a technical and programmatic standpoint, as well as to assist MEMA in identifying areas of need for Subrecipient support. Monitoring also is used to ensure the Subrecipient is complying with state and federal guidelines.

Monitoring visits may consist of programmatic, equipment, and financial review, or any combination thereof. The monitoring may take place by phone, review of documents submitted to MEMA and/or on-site visits by Area Coordinators.

County:	County POC:	Date:
		Quarter:
Date of Report:		
<b>A. State EMPG Requirements:</b>		<b>Status</b>
<ul style="list-style-type: none"><li>Maintain a local Comprehensive Emergency Management Plan (CEMP) consistent with the state CEMP.</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete	
<ul style="list-style-type: none"><li>Develop a county level Continuity of Operations Plan (COOP).</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete	
<ul style="list-style-type: none"><li>Complete required ICS, NIMS, MEMA 101 and Professional Development Series courses. (Proof of completion is required).</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete	
<ul style="list-style-type: none"><li>Complete and submit Training Needs Assessment.</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete	
<ul style="list-style-type: none"><li>Participate in one regional exercise per year OR conduct one primary and one secondary exercise per year.</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete	
<ul style="list-style-type: none"><li>Attend a regional Training and Exercise Planning Workshop (TEPW)</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete	
<ul style="list-style-type: none"><li>Establish and designate a primary Emergency Operations Center facility.</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete	
<b>B. EMPG Work Plan</b>		<b>Status</b>
<ul style="list-style-type: none"><li>Are funds being used to support the whole community concept?</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"><li>Do the FEMA Core Capabilities identified in the county's work plan support the activities and objectives listed?</li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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<b>C. EMPG Forms</b>	
<ul style="list-style-type: none"><li>• FFATA Form signed</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> N/A
<ul style="list-style-type: none"><li>• Change Request Form</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> N/A
<ul style="list-style-type: none"><li>• Requested approval in writing for purchases totaling \$5,000 or more. (Counties must receive approval in writing from the Grants Division to be eligible for EMPG reimbursement.)</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> N/A
<ul style="list-style-type: none"><li>• Program Agreement Signed and Submitted</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete
<ul style="list-style-type: none"><li>• Submitted Final Performance and Expenditure Report</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete
<ul style="list-style-type: none"><li>• Read Sub-recipient Guidance</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete
<ul style="list-style-type: none"><li>• Submitted Risk Assessment Form</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete
<b>D. EMPG Reimbursement Forms</b>	
<ul style="list-style-type: none"><li>• Completed all applicable sections of Request for Payment Form, including signature block.</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete
<ul style="list-style-type: none"><li>• Provided appropriate documentation for all claimed items.</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete
<ul style="list-style-type: none"><li>• Checked to see if claimed expenses are in the correct quarter.</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete
<ul style="list-style-type: none"><li>• Signed Reimbursement Forms.</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete
<b>E. Equipment</b>	
<ul style="list-style-type: none"><li>• Updated list of inventory purchased with EMPG funds.</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete
<b>F. Extension Request letter</b>	
<ul style="list-style-type: none"><li>• Submitted extension request letter if required documentation cannot be submitted prior to deadline set by MEMA.</li></ul>	<input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/> NA

