

# STATE OF NEBRASKA



**Pete Ricketts**  
Governor

EMERGENCY MANAGEMENT AGENCY

**Daryl L. Bohac**

Director

2433 NW 24<sup>th</sup> Street

Lincoln, Nebraska 68524-1801

Phone (402) 471-7421

**Date:**

**NEMA Field Representative:** Julie Mayers

**Sub-Recipient Monitored:**

**Grant(s) Monitored:**

## **MONITORING MEMORANDUM**

On [date], a monitoring visit was conducted, by Julie Mayers, Federal Aid Administrator – Grants Unit Supervisor, of the Nebraska Emergency Management Agency (NEMA). Grant sub-recipient [agency], was represented by [Name(s)]; and originated at [Address]. The documents verification process took place in the Emergency Management Office.

The purpose of the visit 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 provide [i.e.; the Mayor and Elected Officials of the City Council] with those results. The protocol of the Monitoring Visit Report is specifically covered under [Name of the grant & FY]. 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 (only if grant funds were spent in support) during the Monitoring Visit:

- 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

**NOTE:** This grant's *Reporting Requirements & Special Conditions* were reviewed and confirmed.

The Monitoring Visit consisted of interviews with the above named staff, plus review of documents and records. Based on the information obtained, as the result of interviews and documents review the following are the outcomes by category.

***Employee Reimbursement***

*Documentation*

*Required Corrective Action(s)*

***Equipment***

***Fiscal***

***LEOP Compliance***

***NIMS Compliance***

***Other Direct Costs***

***Personnel & Direct Labor***

***PET Expenses***

***Supplies & Materials***

***Travel-Vehicle Mileage***

***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 or Grant Manager.

*Respectfully Submitted by,*

cc:

NEMA/2015