



Reimbursement Request and Reporting Form

(12/19/2019 version 3)

HARD MATCH

Contact IEMA.grants@illinois.gov for programmatic and technical support.

Hazardous Materials Emergency Preparedness (HMEP)

Grant Program:	19HMEP
SUBRECIPIENT INFORMATION	
Reporting Period:	1
Subrecipient:	City of ABC
Employer/Taxpayer Identification Number (EIN, TIN):	999999999
IEMA Region #:	6
SAM Expiration Date:	08/30/2020
Contact Name:	Nina Ricketts
Contact Email:	Nina.Ricketts@illinois.gov

IEMA USE ONLY	
AMOUNT BEING REQUESTED IN FEDERAL PASSTHROUGH AND STATE FUNDS	\$ 18,867.20
Subrecipient:	City of ABC
Project #:	
AMT:	
Date:	
SFY:	
FFY:	
Approved:	
Notes:	
Service Dates	

REIMBURSEMENT SUMMARY

BUDGET CATEGORY	FEDERAL / STATE PASSTHROUGH REQUESTED	TOTAL
1. Personnel (200.430)	\$ 20,001.00	\$ 20,001.00
2. Fringe Benefits (200.431)	\$ 2,331.00	\$ 2,331.00
3. Travel (200.474)		
4. Equipment (200.439)		
5. Supplies (200.94)	\$ 100.00	\$ 100.00
6. Contractual/Subawards (200.318 and .92)		
7. Consultant (200.459)		
8. Construction		
9. Occupancy (200.465)	\$ 252.00	\$ 252.00
10. Research and Development (200.87)		
11. Telecommunications	\$ 900.00	\$ 900.00
12. Training and Education (200.472)		
13. Direct Administrative Costs (200.413)		
14. Miscellaneous Costs		
15. Grant Exclusive Line Item(s)		
16. Total Direct Costs (add lines 1-15)	\$ 23,584.00	\$ 23,584.00
17. Total Indirect Costs (200.414)		
TOTAL REQUEST (100% Amount)		\$ 23,584.00
AMOUNT BEING REIMBURSED (80%)	\$ 18,867.20	
Match Provided (20%)		\$ 4,716.80

REIMBURSEMENT REQUEST

Line	Budget Category	Pay Period or Vendor (include description of purchase)	Invoice Amount		FEDERAL / STATE PASSTHROUGH REQUESTED	Supporting Document ID
1.	1. Personnel	Oct 1-31 2019 Mike Johnson	\$ 4,167.00		\$ 4,167.00	19110232
2.	1. Personnel	Oct 1-31 2019 Jane Wilson	\$ 2,500.00		\$ 2,500.00	19110255
3.	1. Personnel	Nov 1-30 2019 Mike Johnson	\$ 4,167.00		\$ 4,167.00	91130232
4.	1. Personnel	Nov 1-30 2019 Jane Wilson	\$ 2,500.00		\$ 2,500.00	91130255
5.	1. Personnel	Dec 1-31 Mike Johnson	\$ 4,167.00		\$ 4,167.00	09130232
6.	1. Personnel	Dec 1-31 Jane Wilson	\$ 2,500.00		\$ 2,500.00	09130255
7.	2. Fringe Benefits	Oct 1-31 2019 Mike Johnson	\$ 527.00		\$ 527.00	19110232
8.	2. Fringe Benefits	Oct 1-31 2019 Jane Wilson	\$ 250.00		\$ 250.00	19110255
9.	2. Fringe Benefits	Nov 1-30 2019 Mike Johnson	\$ 527.00		\$ 527.00	91130232
10.	2. Fringe Benefits	Nov 1-30 2019 Jane Wilson	\$ 250.00		\$ 250.00	91130255
11.	2. Fringe Benefits	Dec 1-31 Mike Johnson	\$ 527.00		\$ 527.00	09130232
12.	2. Fringe Benefits	Dec 1-31 Jane Wilson	\$ 250.00		\$ 250.00	09130255
13.	5. Supplies	Xerox- copy paper	\$ 100.00		\$ 100.00	103010
14.	9. Occupancy	Oct - December 31, 2019 rent at ABC Stree, ABCDEF, IL	\$ 252.00		\$ 252.00	122019
15.	11. Telecommunications	Verizon Cell Phone 123-456-7890 HMEP Planner	\$ 900.00		\$ 900.00	19127890
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PROGRAM NARRATIVE

Provide a brief update on the approved grant program activities that summarizes the use of the grant program so far. Please note that in order to be eligible for reimbursement all grant activities must adhere to the FFY 19 HMEP LEPC Guidance and be previously approved by the HMEP grant program manager.

During the Quarter 1 HMEP grant performance period,

HMEP planner began working with XYZ county to schedule the planning to conduct a table top exercise as a step in preparation for a full scale exercise of a train derailment with multiple hazards.

The commodity flow study is being performed. XYZ county is also participating results will facilitate updating of the county transportation plan.

**FFY 2019 Hazardous Materials Emergency
Preparedness (HMEP) Grant Program**

Tasks: Please update the listed tasks estimated and actual completion dates for verification of project implementation and completion.			
	Description of Task	Estimated Completion Date	Actual Completion Date
Task 1	Update Transportation Plans	9/30/22	
Task 2	Commodity Flow Study	10/10/21	
Task 3	Exercises - Table Top, functional or Full Scale	9/30/22	
Task 4			
Task 5			
Task 6			