

KYEM INTERNAL DOCUMENT: PERIOD OF PERFORMANCE (POP): FINAL INVOICE REMINDER

Appendix 6-10

Standard Portion: Plan Maintenance

Commonwealth of Kentucky Enhanced Hazard Mitigation Plan: 2013 Version

Kentucky Emergency Management (KYEM)

University of Kentucky, Martin School of Public Policy and Administration

Hazard Mitigation Grants Program (UK-HMGP)



EMERGENCY MANAGEMENT

Steven L. Beshear
Governor

100 Airport Road – Third Floor
Frankfort, KY 40601-6168

Michael E. Dossett
Director

Month xx, 2013

Sub-Applicant

Re: DR/Grant Project #, Period of Performance/Project End Date Notification

Dear Project Contact Person:

The above referenced FEMA Hazard Mitigation Grants project has a current period of performance (PoP) end date of month/day/year.

To ensure compliance with FEMA project administration requirements, please review and assemble all project-related records including purchases, contract payments, payroll, reports, plans, and any other approved budgeted expenses performed by your agency through the PoP date listed above.

Any subsequent request for reimbursement invoice(s) from your agency to the Kentucky Emergency Management (KYEM) for complete and final payment for administration of this project, must be submitted to me within 30 days after this PoP date so that KYEM can disburse the final payment. Only invoices containing documentation of approved budgeted expense items incurred within the project contract period of performance can be reimbursed.

Once you receive verification of final project payment, via the final KYEM Funding Receipt form, as required by FEMA regulations, you must submit a final project close-out request letter stating that all project program requirements and final payment of all obligations has occurred.

If you have any questions, please contact me at (xxx) xxx-xxxx.

Sincerely,

Name
KYEM Mitigation Project manager

