PROCEDURES FOR SUBMISSION

Documentation time periods (GLOW posted date): Submission dates:

January 20, 2020 through April 30, 2020  now through July 31
May 1, 2020 through July 31, 2020  August 1 through August 31
August 1, 2020 – September 20, 2020 (may be extended by Feds)  October 31 (may change if Feds require documentation earlier)

Submission email: bvsc_fema@wmich.edu

- Per the submission dates stated above, complete the FEMA template’s appropriate tab(s) and provide documentation to support the claimed expenses.
- The date(s) applicable to the documentation period is the transaction date on GLOW, not the date it hit a pro card, the date of a voucher or when the job was done. See example below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Ref#</th>
<th>Description</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/15/2019</td>
<td>V01544620</td>
<td>16061 RW LAPINE IN 8830C</td>
<td>817.90</td>
</tr>
<tr>
<td>08/27/2019</td>
<td>V01545873</td>
<td>1567 OUTDOOR SERV 318C MOW</td>
<td>330.00</td>
</tr>
<tr>
<td>08/29/2019</td>
<td>P000038633</td>
<td>16407 RW LAPINE IN HOWARD S</td>
<td>5,220.06</td>
</tr>
</tbody>
</table>

- Submit the FEMA template and documentation only one time for the applicable time period.
- You may combine cost centers on one tab/template or create different tabs/templates for each cost center.

DOCUMENTATION

- The key to reimbursement is not only it being ruled an eligible expense, but the strength of the documentation. The more documentation provided, the better the chance of being reimbursed.
  - Per FEMA, documentation needs to show cost reasonableness.
    1. show current market price for similar goods or services via
      - historical documentation,
      - average costs in the area, and/or
      - published unit costs from a national cost estimating database;
    2. show supporting necessity of unique services or extraordinary level of effort;
    3. show supporting shortages, challenging procurement circumstances and length of time shortages/challenges existed (news stories, supply chain vendor reports/emails).
  - Additional information included on tabs of FEMA Template.
JOURNAL ENTRIES

After a transaction has been internally reviewed and accepted to formally submit to FEMA, two journal entries will be completed as such:

1. Debit FEMA fund/cc, expense code charged in department
   Credit DEPT fund/cc supplied on template, expense code charged in department
2. Debit Department fund/cc supplied on template, 4995
   Credit FEMA fund/cc, 8995

- Zero-dollar effect in both cost centers. Original expense remains in department. Moved to FEMA cost center for organizational purposes.