

# Washington State Homeland Security Section

## Information Bulletin

**HLS-IB-2007-003**

Subject: **Invoice Late Fees**

Date: September 13, 2007

Approved:   
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### I. Introduction

Equipment purchased using Department of Homeland Security (DHS) funding, including Emergency Management Performance Grant (EMPG) and Homeland Security Grant Program (HSGP) grant funds, must be allowable on the Authorized Equipment List (AEL). Accessories, installation, shipping and taxes associated with allowable equipment items are also allowable. Late fees are not allowable. The Homeland Security Section of Emergency Management Division (EMD) is providing this information bulletin to clarify that late fees are not reimbursable.

### II. Late Fees are not an allowable cost

Sub-recipients of DHS funding, including EMPG and HSGP grant funds, must meet the contractual obligations they have established with their vendors. Sub-recipients may not withhold payment to a vendor pending reimbursement from the Military Department. If a sub-recipient does not meet its contractual obligation and incurs late fees, finance charges or any other associated fees, these charges will not be reimbursed by the Military Department. Late fees are not an AEL approved cost.

### III. References

- Authorized Equipment List available at <https://www.rkb.mipt.org/>
- Equipment Approval/Purchase/Reimbursement Process available at <http://www.emd.wa.gov/grants/documents/EquipmentApproval-Purchase-ReimbursementProcess5-06.pdf>
- Helpful Hints for Purchasing Equipment available at <http://www.emd.wa.gov/grants/documents/HelpfulHintstoPurchaseEquipment2-06.pdf>