



Mississippi Office of
Homeland Security
FY23 Homeland Security
Grant Implementation

Welcome and Introductions



MOHS Grants Staff:

- Micheal Hall-Northern HSGP Programs
- Kayla Stewart-Central/South HSGP Programs
- Catrina Stamps-Non-Profit Programs
- Kim Johnson-Non-Profit Programs
- Orlando Hoard-Admin
- Beth Loflin, Director of Grants and Finance

Implementation Topics





FY23 Homeland Security Grant Program

Information about the FY23 Federal HSGP Grant Program

Homeland Security Grant Program (HSGP)

The Fiscal Year (FY) 2023 Homeland Security Grant Program (HSGP) is provided by Department of Homeland Security and the Federal Emergency Management Agency.

This grant is provided to focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to **prevent**, **protect** against, **respond** to, and **recover** from terrorist attacks.



Program Objective:

The objective of the FY 2023 HSGP is to fund state, local, tribal, and territorial efforts to **prevent terrorism and prepare the Nation** for threats and hazards that pose the greatest risk to the security of the United States.



FY23 Program Priorities:

How do we make sure we meet the requirements of the National Program Priorities?

- 1) Effective planning
- 2) Training and awareness campaigns
- 3) Equipment and capital projects
- 4) Exercises

Program National Priorities:

Due to the unique threats that the nation faced in 2023, DHS/FEMA determined **six (6) priorities** that should be addressed by allocating specific percentages of SHSP and UASI funds to each of these six areas, for a total of **30 percent** per award.

Program National Priorities:



1. Cybersecurity
2. Protection of Soft Targets & Crowded places
3. Information, Intelligence sharing & Analysis
4. Domestic Violent Extremism
5. Community Preparedness
6. Election Security



Quiz Time.....

**How Many Grants are
being Awarded for FY23
HSGP?**

Federal Funding for FY23

For the Fiscal Year of the 2023 Homeland Security Grant, Mississippi Office of Homeland Security will award a total of:

FY23 Homeland Security Grant Program (HSGP) and Operation Stonegarden Grant Awards

(87) Grants=\$4,847,500.00

(2) Stonegarden Grants=\$305,000.00*

MOHS Grant Breakdown

For the Fiscal Year of the 2023 Homeland Security Grant, Mississippi Office of Homeland Security will award a total of:

National Priorities:

Community Preparedness: \$145,510.40

Soft Targets: \$250,000.00

Information/Intelligence: \$1,219,000.00

Election Security: \$158,500.00

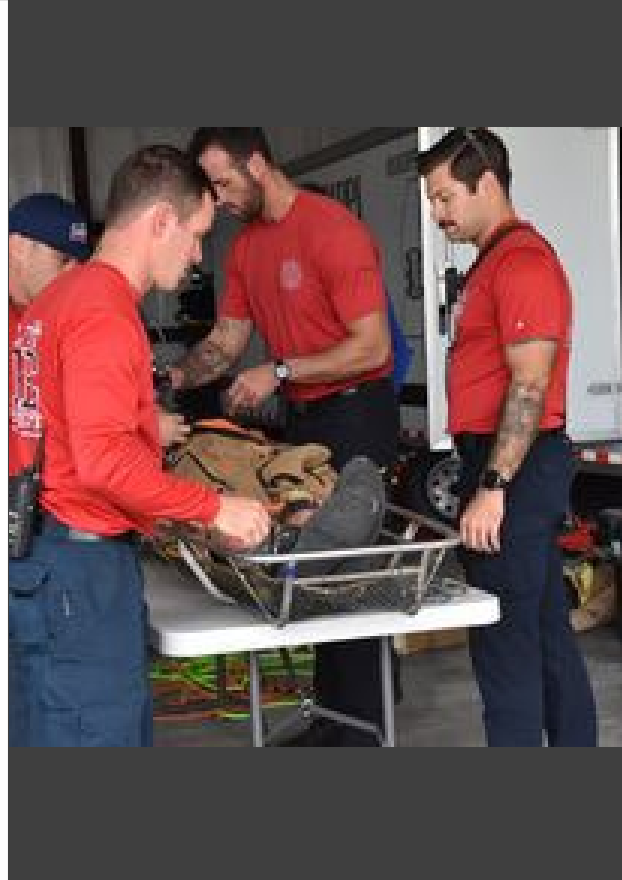
Law Enforcement: \$1,571,900.00

Cybersecurity: \$0.00

Other Terrorism Prevention: \$322,500.00

MA/State Funds: \$969,500.00 (20%)

**Per Federal
Regulation.....
80% of all
Funds MUST
go to Local
Agencies.**



FY23 Homeland Security Grant Program

Let's Talk Award Documents & Grant Requirements

Mississippi Office of
Homeland Security
FY23 Sub-Recipient
Grant Administrator's
Guide



Open the Sub-Recipient Grant
Administrators Guide to
Appendix A-Instructions to
Complete Award Agreement
Forms.





Instructions to Complete Award Agreement

Forms

Award Packets are Due to
MOHS:

November 1, 2023

The Grant Award Packet will need
to be returned by
November 1, 2023, to the MOHS
Email Address at:

mohsgrants@dps.ms.gov

Award Packet:

In the Award Packet, you will receive the following documents, all must be signed and returned to the MOHS, before activities begin.

- Award Letter
 - Signed by Signatory Authorized Official

- Award Agreement Packet
 - Signature Page- Page 2
 - Assurance of Understanding Requirements for Sub-Recipients- Page 28
 - Grant Agreement Certifications- and Sub-Recipient Grant Administrator Certifications-Page 29
 - Financial Officer Certification and Authorized Signatory Official Certification-Page 30
 - Designation of Sub-Recipient Grant Administrator-Page 31
 - Scope of Work- Page 32
 - Federal Funding Accountability and Transparency Act (FFATA)-Page 33

In Addition, each Sub-Grantee must provide the following documents:

- Orientation Acknowledgement Form

- National Cybersecurity Review (NCSR)
 - Opens October 1 and Closed February 28
 - Prepare Answer to Questions that are asked by the NCSR (To be Determined)

- Environmental Historic Preservation Act Form Packet (If Applicable)

- License Plate Reader Memorandum of Understanding (If Applicable)

- License Plate Reader Memorandum of Understanding-Intelligence Sharing (If Applicable)

Must be provided to the MOHS @ mohsgrants@dps.ms.gov by November 1, 2023

Here is your Cheat Sheet of everything you are going to need to Return with the Award Packet

Award Letter



STATE OF MISSISSIPPI
TATE REEVES, GOVERNOR
DEPARTMENT OF PUBLIC SAFETY
SEAN J. TINDELL, COMMISSIONER

MISSISSIPPI OFFICE OF HOMELAND SECURITY HOMELAND SECURITY GRANT PROGRAM SUB-RECIPIENT GRANT AWARD- **EXAMPLE**

Sub-Recipient Name: Anytown Police Department
Project Title: Law Enforcement Terrorist Prevention Program
Grant Period: 9/1/2023 **Date of Award:** 8/31/2024
Total Amount of Award: \$100,000.00 **Grant Number:** 23LE257-5

In accordance with the provisions of Federal Fiscal Year 2022 Homeland Security Grant Program, the Mississippi Office of Homeland Security (MOHS), State Administrative Agency (SAA), hereby awards to the foregoing Sub-Recipient a grant in the federal amount shown above. The CFDA number is 97.067 and MOHS federal grant number is EMW-2023-SS-00. Authorizing Authority for Program: Section 2002 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C.603).

Enclosed is a signed grant agreement obligating federal funds as outlined above. Please review the grant agreement in full, sign in the designated signature areas and return it to the MOHS by **November 1, 2023**. Strict adherence to these provisions is essential to ensure compliance with applicable federal and state statutes, rules, regulations, and guidelines.

Grant funds will be disbursed to Sub-Recipients (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the grant including special conditions and the Mississippi Department of Public Safety, Office of Homeland Security, Homeland Security Grant Program, Policies and Procedures Manual; to comply with provisions of the Act governing these funds and all other federal laws and regulations; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Sub-Recipient; and that all agencies involved with this project understand that all federal funds are limited to a twelve-month period.

Supplantation: The Sub-Recipient provides assurance that funds will not be used to supplant or replace local, state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, I certify that the receipt of federal funds through the MOHS shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

ACCEPTANCE OF THE FEDERAL GRANT AWARD FOR THE SUB-RECIPIENT

I. Signatory Authorized Official (Commissioner, Mayor, Board President, etc.)

Signature of Authorized Signatory Official

Pete Banks-Executive Director

Signature of MOHS Executive Director/SAA

Award Packet

MISSISSIPPI OFFICE OF HOMELAND SECURITY



**FY23 HOMELAND SECURITY GRANT
PROGRAM
GRANT AGREEMENT AND
AWARD PACKET-EXAMPLE**

Signature Sheet

This sheet will be personalized for you with all the information already filled out for you, budgeted items in the cost categories.

Signature Required the Authorized Signatory Official.

FY23 MISSISSIPPI OFFICE OF HOMELAND SECURITY GRANT AGREEMENT					
1. Sub-Recipient's Name: Anytown Police Department			2. Effective Date of Grant: September 1, 2023		
Mailing Address: 110 Main Street Anytown, MS 39541			3. Sub-Recipient Grant Number: 23LE257-5		
Telephone Number: (662)874-1445			4. Grant Identifier (Funding Source & Year): EMW-2023-SS-XXX		
E-Mail: grantwriter@anytown.gov			5. Period of Performance: Start and End Dates: September 1, 2023-August 31, 2024		
7. CFDA # - 97.607- Homeland Security Grant Program			8. UEI # - 5H41P26Y4MH9		9. Congressional District: 5
10. FAIN #: 646000779		11. Initial Federal Award Date: September 1, 2023		12. Federal Awarding Agency: Homeland Security (800)368-6498	
13. Research and Development Grant: Yes <input checked="" type="checkbox"/> No		14. Indirect Cost Rate Charged: \$0.00			
15. The following grant funds are obligated:					
A. COST CATEGORY		B. SOURCE OF FUNDS		C. MATCH	D. RATIO%
(1) Personal Services-Salary	\$0.00	(1) Federal	\$100,000.00	\$0.00	100%
(2) Personal Services-Fringe	\$0.00	(2) State	\$0.00	\$0.00	0%
(3) Contractual Services	\$0.00	(3) Local	\$0.00	\$0.00	0%
(4) Travel/Training	\$0.00	(4) Other	\$0.00	\$0.00	0%
(5) Equipment	\$85,000	Total:	\$100,000.00	\$0.00	100%
(6) Commodities/Supplies	\$15,000	E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:			
(7) Other	\$0.00	Number of Grants:	FY20	FY21	FY22
TOTAL	\$100,000	TOTAL:	\$56,200.00	\$57,360.00	\$23,000
The Sub-Recipient agrees to operate the program outlined in this Grant Agreement in accordance with all provisions of this Agreement as included herein. The following sections are attached and incorporated into this Agreement: Final Approved Agreement which includes Sub-Recipient Signature Sheet; Project Description; Goals and Objectives; Implementation Schedule; Cost Summary Support Sheet; Agreement of Understanding and Compliances, and all required documentation.					
All policies, terms, conditions, and provisions listed in funding guidelines, grant agreement, and agreement of understanding which has been provided to Sub-Recipient, are also incorporated into this agreement, and Sub-Recipient agrees to fully comply therewith.					
14. Approval from Grantee: <i>Pete Banks-Executive Director</i> 9/1/2023			15. Approval from Sub-Recipient: 1. Signature of Authorized Official 2. Date of Signature		
Signature _____ Date _____			Signature _____ Date _____		
Name: Pete Banks Title: MOHS Executive Director/SAA			Name: 3. Printed Name of Signatory Official Title: Authorized Signatory Official		



FY23 HOMELAND SECURITY GRANT PROJECT DESCRIPTION

The Mississippi Office of Homeland Security Grant Program (HSGP) is provided by Federal grant funds to assist local, state, and tribal efforts in obtaining the resources required to support the National Preparedness Goal, mission areas and core capabilities to build a culture of preparedness. All grant programs funded will help the State of Mississippi in the prevention, preparation, protection, and response to acts of terrorism.

These efforts will be coordinated through the grants and operation programs, along with training and exercises developed during the grant year. All programs will utilize risk assessments, data, and community knowledge to target and deploy resources that are community and state-wide threats and hazards.

FY23 HOMELAND SECURITY PROJECT GOALS AND OBJECTIVES

PROJECT:

Establish and enhance terrorism intelligence to include, but not limited to an early warning system, center, or task force.

GOAL:

Increase jurisdiction participation with multi-level intelligence components and agencies to prevent, protect against, respond to, and recover from Weapons of Mass Destruction (WMD) and/or Terrorism incidents and attacks.

OBJECTIVES:

Provide intelligence gathering and information sharing capabilities to 50% of local jurisdictions within three (3) years after approval of state strategy.

Establish/enhance statewide deterrence/prevention and response efforts.

GOAL:

Reduce Mississippi's vulnerability to terrorism through preparedness and protective efforts.

OBJECTIVES:

Create, implement, and maintain terrorism preparedness plans consistent with the National Response Plan (NRP) and provide advice, assistance, training, and oversight to local governments in the development of such plans within three (3) years after approval of state strategy.

Improve the number of emergency responders prepared to respond to WMD/CBRNE incidents, including hoaxes and suspicious packages within three (3) years of the approval of the state strategy.

Grant Project Description and
some Goals and Objectives of
the Grant.

These are standard in every
grant.

Program Milestones

1st QUARTER (SEPTEMBER, OCTOBER & NOVEMBER)

- Completed Environmental Historic Preservation Form and submitted to MOHS (If required). Please include the EHP form and photographs of the outside of the building, as well as places where equipment will be installed.
- Complete NIMS Training (100, 200, 700 and 800), if not completed.
- Complete Cyber-Security Assessment required questions and return completion form to MOHS.
- Solicit quotes and/or bids for equipment. (If equipment is over \$5,000.00, two (2) quotes are required)
- Review proposals, quotes, bids and select vendors.
- Purchase approved equipment during the 1st quarter for the grant year.
- Begin preparation of 1st Quarter Report. (September 1-November 30). Due to MOHS December 15th.
- Send the full Grant Agreement with authorized signatory signatures to MOHS.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

2nd QUARTER (DECEMBER, JANUARY & FEBRUARY)

- Submit 1st Quarter Report to MOHS. Due December 15.
- Receive approved equipment or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of 2nd Quarter Report. (December 1-February 28). Due to MOHS March 15.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

Program Milestones

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3RD QUARTER (March, APRIL & MAY)

- Submit 2nd Quarter Report to MOHS. Due March 15th.
- Receive approved equipment or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of 3rd Quarter Report. (March 1-May 31). Due to MOHS June 15th.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

Program Milestones

4th QUARTER (June, July, and August)

- Submit 3rd Quarter Report to MOHS. Due June 15th.
- Receive approved equipment or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of 4th Quarter Report. (June 1-August 31). Due to MOHS September 15th.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

Program Milestones

CLOSEOUT (September 1-October 1)

- Submit 4th Quarter Report. (June 1-August 31). Due to MOHS September 15th.
- Prepare Closeout Documents and submit them to MOHS. Due October 15th.
- Assess and review program's threats, hazards, core capabilities and needs.

Program Milestones

FY23 Mississippi Office of Homeland Security-Cost Summary Support Sheet

1. Sub-Recipient Agency: Anytown Police Department				
2. Sub-Recipient Grant Number: 23LE257-5		3. Grant ID: FY23 HSGP	4. Beginning: September 1, 2023	5. Ending: August 31, 2024
6. Activity: Homeland Security Grant Program				
7. Category & Line Item	8. Description of item and/or Basis for Valuation	9. Budget		
		Federal	All Other	Total
Personal Services-Salary		\$0.00	\$0.00	\$0.00
Personal Services-Fringe		\$0.00	\$0.00	\$0.00
Contractual Services		\$0.00	\$0.00	\$0.00
Travel/Training		\$0.00	\$0.00	\$0.00
Equipment	MSWin Radio 9 @ \$2,000.00= \$18,000.00 Prime Mover 1 @ \$44,000.00=\$44,000.00 Mass Casualty Kit 1 @ \$1,250.00 License Plate Reader 1 @ \$21,000.00 Chainsaw \$750.00	\$85,000.00	\$0.00	\$85,000.00
Commodities/Supplies	Helmet 10 @ \$700.00= \$7,000.00 Glass Cutter 1@ \$825.00 Hitch Tow Kit \$300.00 Gas Monitor 10 @ \$687.50= \$6,875.00	\$15,000.00	\$0.00	\$15,000.00
Other:			\$0.00	

TOTALS	\$100,000.00	\$0.00	\$100,000.00
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BUDGET EXAMPLE

Budget
Page

**MISSISSIPPI OFFICE HOMELAND SECURITY
GRANT AGREEMENT OF UNDERSTANDING AND COMPLIANCES**

This Grant Agreement (GA) is made and entered into by and between the State of Mississippi by and through the Mississippi Department of Public Safety and the Mississippi Office of Homeland Security, hereto referred to as State, and governmental unit or agency named in this Agreement, hereinafter referred to as Sub-Recipient.

Section 2002 of the Homeland Security Act of 2002 and the Department of Homeland Security Appropriation Act, 2021, as amended, provides federal funds to the State for approved homeland security projects for the purpose of enhancing, the ability of state, local, tribal, and territorial governments, as well as non-profits, to prevent, protect against, respond to, and recover from terrorist attacks, and

The State may make said funds available to state, local, tribal, and territorial governments, as well as non-profits entities upon application and approval from the State and Homeland Security, and

The Sub-Recipient must comply with all requirements listed herein, to be eligible for federal funds in approved homeland security projects, and

Now, therefore in consideration of mutual promises and other consideration, the parties agree as follows:

Federal Terms and Conditions:

Terms and conditions pertain not only to Recipients, but grant funded Sub-Recipients, as well. The following list of terms and conditions should be reviewed and followed. The FY2022 Department of Homeland Security Standard Terms and Conditions, can be found at: https://www.dhs.gov/sites/default/files/2022-01/fy_2022_dhs_terms_and_conditions_version_2_dated_jan_24_2022_508.pdf.

The Fiscal Year (FY) 2022 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2022. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations

A. Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.

II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.

III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. § 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

Federal Terms and Conditions

MOHS Terms and Conditions

MOHS Terms and Conditions:

1. Sub-Recipient must comply with the rules and regulations of 2 CFR 200.
2. Sub-Recipients are required to modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols.
3. All Sub-Recipients must fully engage citizens by expanding plans and task force memberships to address citizen participation; awareness and outreach to inform and engage the public; include citizens in training and exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines.
4. Internet service fees, radio service fees, cellular phone fees, satellite phone fees, etc. paid for with grant funds are for twelve (12) months during the year of equipment purchase only.
5. Position descriptions for each person to be paid with grant funds and organizational chart identifying grant funded position(s).
6. A physical inventory of property and equipment must be completed, and the results reconciled with the MOHS property control, at least once every two years.
7. The MOHS requires that property and equipment acquired with grant funds be tagged and tracked using an inventory system.
8. The FCC has chosen the Project 25 suite of standards for voice and low-moderate speed data interoperability. To improve interoperability, all radios purchased under this grant should be APCO 25 compliant.
9. The designated representative certifies that he/she has legal authority to receive assistance.
10. All Sub-Recipients shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving Federal and State assistance.
11. All Sub-Recipients shall use awarded funds solely for the purpose for which these funds are provided and as approved by the DPS Authorized Representative.
12. The Sub-Recipient is aware of and shall comply with cost-sharing requirements, if applicable.
13. The Sub-Recipient shall establish and maintain a proper accounting system to record expenditures of awarded funds in accordance with generally accepted accounting standards and OMB Circulars 2 CFR 200 as

Mississippi Office of Homeland Security
Terms and Conditions:

1. Sub-Recipient must comply with the rules and regulations of **2 CFR 200**.
2. Sub-Recipients are required to modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols.
3. Sub-Recipients must fully engage citizens by expanding plans and task force memberships to address citizen participation; awareness and outreach to inform and engage the public; include citizens in training and exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines.
4. Internet service fees, radio service fees, cellular phone fees, satellite phone fees, etc. paid for with grant funds are for **twelve (12) months** during the year of equipment purchase only.
5. **Position descriptions are required for each person to be paid with grant funds and an organizational chart identifying grant funded position(s).**
6. A physical inventory of property and equipment must be completed, and the results reconciled with the MOHS property control, at least once **every two years**.

13. Sub-Recipient shall establish and maintain a proper accounting system to record expenditures of awarded funds in accordance with generally accepted accounting standards and OMB Circulars 2 CFR 200 as applicable and/or as directed by the DPS Authorized Representative and the MOHS.
14. Sub-Recipient shall comply with the Single Audit Act of 1996 and 2 CFR 200.501. Copies of audit reports when issued and provide audit findings to the MOHS. Copies will be made available, as needed.
15. Sub-Recipient shall give State and Federal agencies designated by the DPS Authorized Representative access to and the right to examine all records and documents related to use of award funds.
16. Sub-Recipient shall return to the State, within thirty (30) days of such request by the DPS Authorized Representative, any funds which are not supported by audit or other Federal or State review of documentation

22. Sub-Recipient shall not enter any contracts or purchase merchandise from any party or vendor which is disbarred or suspended from participating in Federal assistance programs.
23. The period of performance for this Grant Agreement shall begin on the date of acceptance of the Subrecipient Award execution and shall continue through the period of Subrecipient unless terminated by the MOHS and/or the Department of Public Safety. Future Subrecipient for supporting the requirements of the jurisdiction may be awarded under the terms of this agreement through additional sub grants so long as all signatory officials remain unchanged.
24. Programmatic and Financial Reports: Program Reporting and Financial Reports are due within 15 days after each reporting quarter:

Grant Period	Quarter	Date Report is Due
September 1-November 30	1 st Quarter	December 15
December 1-February 28/29	2 nd Quarter	March 15
March 1-May 31	3 rd Quarter	June 15
June 1-August 31	4 th Quarter	September 15
Closeout	Closeout	October 15

Funding Considerations:

28. It is mutually agreed that upon written application by Sub-Recipient and approval by State and FEMA (if applicable), State will obligate Federal funds to Sub-Recipient account for reimbursement of eligible expenditures as set forth in the application.
29. Grant funds expended prior to the date of the award letter are not authorized to be reimbursed.
30. Each quarter the SGA will prepare and submit a Quarterly Request for Reimbursement to the MOHS. This request shall contain all appropriate supporting documentation to substantiate expenses made in accordance with all applicable requirements. The MOHS will review the reimbursement package for completeness and process for payment through the Mississippi Accountability System for Government Information and Collaboration (MAGIC), accounting system.
31. The Recipient will not be liable under this Agreement for any amount greater than the award allocated by the FEMA and the Office for Domestic Preparedness to the State for the grant performance period.
32. No cost or obligation shall be incurred by the Recipient under this GA unless and until the Recipient advises the Sub-Recipient in writing that the Application and Award have been approved and funds are available.
33. Reimbursement is contingent upon the funds being expended in accordance with all applicable local and state regulations, as well as Federal regulations, policies, guidelines, and submission for reimbursement made in accordance with the SAA's grant policies and procedures manual.
34. Sub-Recipient's requests for advance of funds to support purchases of equipment or other expenditures must be requested in writing to the MOHS explaining the justification for the request. Reasons, i.e., shortage of local funds or items not contained in the current annual jurisdictional budget must be accompanied by supporting documentation.

Maintenance, Replacement costs and Use of Equipment, Sell & Disposal

36. It is mutually agreed and promised that the Sub-Recipient shall immediately notify the MOHS, if any equipment purchased under this project ceases to be used in the manner set forth by the project agreement. In such an event, Sub-Recipient further agrees to transfer or otherwise dispose of such equipment, as directed by the MOHS.
37. It is mutually agreed and promised by the Sub-Recipient that no equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of the MOHS.
38. It is mutually agreed and promised that the Sub-Recipient shall maintain, or cause to be maintained for its useful life, any equipment purchased under this project.
39. Each Sub-Recipient of federal grant funds must have a financial management system that complies with the minimum requirements of 2 CFR Part 200 (Super Circular).

40. All equipment awarded in this grant agreement must be ordered within ninety (90) days after project implementation. If unforeseen circumstances arise which prohibit this being accomplished, the MOHS must be notified as to the reason for the delay and projected purchase date of the equipment.
41. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds the title, the acquisition date, cost of the property, percentage of Federal participation in the cost of the property, the location use and condition of the property and any ultimate disposition data including the data of disposal and sale price of the property.
42. A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two (2) years for the useful life of the property.
43. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated.

Non-performance of Grant Activities

49. Failure by the Sub-Recipient to comply with the terms of this Grant Agreement may result in suspension from the program and loss of any outstanding grant fund allocation balance, as determined by the Recipient.
50. Failure to expend all grant funds awarded (by date stated on Award Letter) and to comply with Recipient request and guidelines will result in the reallocation of unspent grant funds and the immediate redistribution of all equipment purchased with grant funds.
51. In addition, the failure to maintain adequate response capability (as determined by the MOHS) will also result in the reallocation of grant funds and the immediate redistribution of all equipment purchased with grant funds.

Monitoring

54. Pursuant to Federal guidelines (2 CFR§200.328-329), the State has developed a plan for evaluating all projects. Each Sub-Recipient may be required to have at least one (1) on-site monitoring visits during the grant year. All written documents will be reviewed to determine progress, problems, and reimbursements of the project. The State evaluates all subrecipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the sub-award for the purpose of determining the appropriate level of sub-recipient monitoring.
55. Management will evaluate audit findings, questioned costs and corrective action plans. The issuance of a written decision will be issued to the Sub-Recipient, which will entail whether or not the audit finding is sustained; the reasons for the decision; the expected action of the Sub-Recipient to repay any disallowed costs, make financial adjustments or take other actions; the reference number(s) the auditor assigned to each audit finding; and a description of any appeal process available to the Sub-Recipient regarding the management decision, as required by 2 CFR 200.521. If the Sub-Recipient has not completed corrective action, a timetable follow-up will be given.
56. The MOHS will contact Sub-Recipient(s) for additional information as needed and determines course of action for federal program audit findings, financial statement audit findings, negative disclosures (such as financial capacity concerns) and schedule of expenditures of federal awards deficiencies. Depending on the issue or combination of issues, procedures may be modified to ensure efficient and effective resolution. Updates the status of each audit review until all follow-up actions are completed and the file is closed.

Intelligence Sharing:

57. Sub-Recipients will provide available intelligence to the Mississippi Office of Homeland Security and the Mississippi Analysis and Information Center (FUSION). Intelligence should be shared between local, state, tribal, territorial, and federal agencies with the focus on homeland security matters.
58. Any agency or organization that accepts Homeland Security Grant Funding (HSGP) from MOHS agrees to share threat data with MOHS and MSAIC for use in Threat Analysis Reporting. This includes routine reporting designated by the MS Information Liaison Officer (MILO) Program Coordinator and situational reporting for events that have a Terrorism/Critical Infrastructure/Gangs nexus.
59. Usage of Homeland Security Grant Program (HSGP) Funding for the purchase of License Plate Reader (LPRs) must allow for access to the data of equipment in question by request from MOHS agents or MSAIC analysts and be sharable to other members of the agency's regional fusion center (if applicable).

62. All final requests for reimbursement, performance reports and closeout documents must be received in the Mississippi Office of Homeland Security within thirty (30) days of completion of the project.
63. Sub-Recipient delinquent in submitting reimbursements, quarterly/progress reports, and/or final accomplishment reports, or incomplete progress reports that lack sufficient detail of progress during the period of performance, may be subject to having submitted reimbursement requests delayed, pending additional justification. Once completed reports are received, reimbursement requests will be processed.
64. All Sub-Recipients (and or jurisdictions) must also maintain membership in the Emergency Management Assistance Compact (EMAC) to facilitate the mutual aid of capabilities, to be eligible for Department of Homeland Security (DHS) grant funding and reimbursement of DHS grant funds.

ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-RECIPIENTS:

As the Authorized Official for, **1. Anytown Police Department** (Sub-Recipient), I certify by my signature below, that I have fully read and am cognizant of our duties and responsibilities under this requirement. I acknowledge by my signature below, that I understand that the Grant Agreement is not effective until both parties (MOHS and Authorized Signatory Official) have signed, dated, and fully executed the Grant Agreement.

Therefore, the Agency I represent promises and will comply with all Federal, State and Mississippi Office of Homeland Security Certifications and Assurances and their conditions.

SUB-RECIPIENT:

ATTESTS:

2. *Chris Watkins*

4. 9/10/2023

Authorized Signatory Official's Signature:
(Sub-Recipient)

Date:

3. **Chris Watkins**

5. **Mayor**

Authorized Signatory Official's Printed Name:

Organizational Title:

UEI Number: **5. 5H41P26Y4MH9**

APPROVED: STATE OF MISSISSIPPI/DEPARTMENT OF PUBLIC SAFETY/MISSISSIPPI OFFICE OF HOMELAND SECURITY

By: *Pete Banks*

Date: **9/1/2023**

Executive Director/SAA

Mississippi Office of Homeland Security

- 1. Name of Sub-Recipient**
- 2. Authorized Signatory Officials Signature**
- 3. Printed Name of Authorized Signatory Official**
- 4. Date of Signature**
- 5. Title of Authorized signatory Official**
- 6. UEI Number**

Assurance of Understanding Requirement for Sub- Recipients.



Quiz Time...

Raise Your Hands!



Quiz Time...

Who can sign the

Award Letter and

Award Paperwork?

The background of the image shows a large number of hands raised in a classroom or meeting setting. The hands are of various skin tones and are positioned at different heights, creating a sense of collective participation. The lighting is bright and even, highlighting the texture of the skin and the lines on the palms.

Quiz Time...

Raise Your Hands!

A background image showing a large number of hands raised in a crowd, suggesting a quiz or a public vote. The hands are of various skin tones and are positioned at different heights, creating a sense of collective participation.

Quiz Time...

**Who is the Authorized
Signatory Official?**

Grant Agreement Certifications

Below please assign **three (3) separate persons** to hold the following responsibilities: Sub-Recipient Grant Administrator, Financial Officer, and the Grant Authorized Signatory Official. The Sub-Recipient Administrator will be responsible for the day-to-day activities, correspondence, and management of the grant program. The Financial Officer is responsible for the payment, purchasing and gathering of all financial information and back up documentation. The Grant Authorized Signatory Official is the overall head of the agency that holds the full responsibility of the program to remain in state and federal compliances.

Staff that may be grant funded cannot be an authorized official on the grant without the written approval of the Executive Director.

Agency Name: **Any Town Police Department** Grant Number: **23LE257-5**

Agency Address: **110 Main Street Anytown, MS 39541**

Agency Phone Number: **662-874-1445** Agency Fax Number: **662-888-5412**

Sub-Recipient Grant Administrator Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Sub-Recipient Grant Administrator (SGA), as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: **Paul Smith** Title: **Grant Writer**
(Designated Sub-Recipient Grant Administrator)

Phone Number: **662-874-1446 (The Number where we can reach the SGA)**

Email Address: **grantwriter@anytown.gov (Email address where we can reach the SGA)**

Signature of Sub-Recipient Grant Administrator: *Paul Smith*

Grant Agreement Certifications

Grant Agreement Certifications

Financial Officer Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Financial Officer, as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Patricia Harris **Title:** Financial Clerk
(Sub-Recipient Financial Officer)

Phone Number: 662-874-1447 (The Number where we can reach the Financial Person)

Email Address: financialguru@anytown.gov (Email where we can reach the Financial Person)

Signature of Sub-Recipient Financial Officer: *Patricia Harris*

Authorized Signatory Official Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Grant Authorized Signatory Official, as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Chris Watkins **Title:** Mayor
(Grant Authorized Signatory Official)

Phone Number: 662-874-1448 (The Number where we can reach the Signatory Official)

Email Address: mayorofanytown@anytown.gov

Signature of Authorized Signatory Official: *Chris Watkins*

Designation of Sub-Recipient Grant Administrator

Designation of Sub-Recipient Grant Administrator (SGA)

Pursuant to the Mississippi Office of Homeland's requirements that the signatory official is the only person authorized to sign official documentation in relation to the sub-grant, such as financial reimbursement, performance reports, etc. The (agency/department name) **Anytown Police Department** has authorized and approved (print designated sub-recipient grant administrator official name) **Paul Smith** to sign any/all forms related to this Grant Agreement.

Upon approval of this request said person will then be **Responsible/Liable**, as the signatory official, for claims and reporting submitted by them to this agency. The approval of this request will allow this person to complete the required documentation in the absence and/or on behalf of the signatory official.

The following person is officially appointed to represent your jurisdiction as the Sub-Recipient Grant Administrator (SGA) and is hereby duly authorized to fulfill the terms of this Grant Agreement during the performance period on behalf of the Sub-Recipient.

Sub-Recipient Grant Administrator (SGA)

Name: **Paul Smith**

Title: **Grant Writer**
(Designated Sub-Recipient Grant Administrator)

Agency Name: **Anytown Police Department**

Mailing Address: **110 Main Street**

City: **Anytown**

Zip Code: **39541**

Telephone Number: **662-874-1446**

Fax Number: **662-874-1449**

Email Address: grantwriter@anytown.gov (Email address where we can reach the SGA)

Signature of Sub-Recipient Grant Administrator: *Paul Smith*

Grant Authorized Signatory Official

Appointed by Authorized Signatory Official: (Mayor, Board President, Commissioner, Director, Superintendent)

Authorized Signatory Official Signature: *Chris Watkins*

Title: **Mayor of Anytown**

Date: **9/15/2023**

Scope of Work

Grant Agreement-Scope of Work

Please provide a detailed description of work and grant activities that the awarded jurisdiction will take part in with the use of grant funds. Please include how the grant funds, equipment, supplies, etc. will be used to prevent and protect against terrorist activities.

The Anytown Police Department will use the approved federal grant funds to work within our local community.

Funds will be used to provide the agency with needed equipment for emergency response and recovery. Equipment will be ordered within the 1st quarter and will follow all federal and state procurement guidelines. The agency will work with the MOHS to secure reimbursement once the equipment is received.

The agency will prepare all the required Quarterly Reimbursements Claims and Reports, as required. These reports will be filled out and will provide information needed on the agency program and activities. The SGA will be responsible for preparing and submitting all required reports.

The funding for radios will help increase the responsiveness and communication capability that the agency identified through gap analysis. The agency will use the funds to purchase a License Plate Reader system. The purchased LPR system will be accessible to the Mississippi Analysis and Information Center/Fusion Center and will provide information as needed.

Agency will also share any intelligence gathering to the Mississippi Analysis and Information Center/Fusion Center, to assist and dissemination of information to other local jurisdictions to keep all citizens informed and safe from terrorism and potential terrorist incidents.

Federal Funding Accountability and Transparency Act FFATA

Federal Funding Accountability and Transparency Act (FFATA)

Compliance Form

To comply with the Federal Funding Accountability and Transparency Act (FFATA), the MOHS must report award information for all sub-recipients of federal awards as directed. Information provided will be made publicly available on USA Spending <http://www.usaspending.gov/> per the Transparency Act requirement.

Section 1: Award Information:

Agency Name	Anytown Police Department
City	Anytown
Zip Code +4 Digits (Required)	39541-9999
Unique Entity Identification (UEI) #	5H41P26Y4MH9
Amount of Award:	\$100,000.00

Section 2: Compensation Information: Answer only if award is \$30,000.00 or more in federal funds)

- More than 80% of the Agency organization's annual gross revenue is federal funds.
Yes (If Yes, proceed to Question 2)
X No (If No, stop, proceed to Section 3)
- Federal Revenue exceeds twenty-five (25) million dollars.
Yes (If Yes, proceed to Question 3)
X No (If No, stop, proceed to Section 3)
- Compensation information is not publicly available via federal tax filings, Securities and Exchange Commission (SEC) reporting, or any other source. (If other, please indicate: _____)
Yes (If Yes, proceed to Table)
X No (If No, stop, proceed to Section 3)

Names and Salary of Organizations Top Five (5) Executives (By Salary)

	First and Last Name	Title	Annual Salary
1.			
2.			
3.			
4.			
5.			

Section 3: Certification of Information:

I certify that the above information is true and accurate.

Chris Watkins

Authorized Signatory Official (Signature)

Chris Watkins

Authorized Signatory Official (Printed Name)

9/15/2023

Date

Mayor

Title



Quiz Time...

Raise Your Hands!



Quiz Time...

When is the Grant

Award Paperwork Due

back to MOHS?



Quiz Time...

When should

Equipment be ordered?



Other Award Forms

Orientation Acknowledgement Form



FY23 Homeland Security Grant Program Orientation Acknowledgment Form

By signing this Orientation Acknowledgment form, I acknowledge that I have received and viewed a copy of the FY23 Mississippi Office of Homeland Security (MOHS)-Homeland Security Grant Program (HSGP) Orientation documents.

I understand and agree that it is my responsibility to read, understand and follow all guidance set forth in the grant award and the grant program documents.

I acknowledge that if I have any questions, comments or concerns related to the grant award documents or grant program documents, I am encouraged to discuss matters with MOHS staff and seek guidance and technical assistance.

Date: **August 15, 2023**

Name: Paul Smith-Grant Writer

Signature: **Paul Smith**

Agency Name: Anytown Police Department

Please return this form to: MOHS Grants: mohsgrants@dps.ms.gov

Form can be returned during Implementation or with Award Packet

Environmental and Historic Preservation Screening Form (If Applicable)

Environmental and Historic Preservation Screening Form Grants will have a EHP Form Required (If Applicable)

SECTION A. PROJECT INFORMATION	
DHS Grant Award Number:	EMW-202X-XX-XXX
Grant Program:	Homeland Security Non-Profit Grant Program
Grantee:	Mississippi Office of Homeland Security
Grantee POC:	MOHS Grants Department
Mailing Address:	
E-Mail:	
Sub-Grantee:	1.
Sub-Grantee POC:	2.
Mailing Address:	3.
E-Mail:	4.
Estimated cost of project:	5.
Project title:	6.
Project location (physical address or latitude-longitude):	7.
Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:	
8.	

1. Sub-Grantee: Please include name of agency, district or non-profit organization.
2. Sub-Grantee POC: Please include the name of the person that is the main Point of Contact (POC) for the grant.
3. Mailing Address: Please include the physical mailing address for the location of the project.
4. Email: Please include the email address for the POC of the project.
5. Estimated Cost of the Project: Please include the amount of the grant.
6. Project Title: Provide a title for the project. Ex. New Faith Church
7. Project Location: Provide the physical location of the project, please include, if possible, latitude and longitude location.
8. Project Description: Please include a description of the project, plans for the project, such as building or installing equipment. Please be as detailed as possible of the equipment being installed, reasons for the installation and details that may be pertinent to the project.

Environmental and Historic Preservation Screening Form (If Applicable)



Environmental and Historic Preservation Screening Form (If Applicable)

Environmental Historic Preservation Screening Form

Once the Environmental Historic Preservation Screening Form is filled out, please return to MOHS Grants: mohsgrants@dps.ms.gov

EHP's will be forwarded to FEMA and will go through the review process. The review process can take up to 6-9 months to complete. No work or activities can be started or performed until the EHP is completed and approved by FEMA. If work or activities do proceed without the EHP, these costs will be unallowable.

- Projects should require Flood Zone Notices
- Special Conditions

Items Needed:

- Screening Form
 - Include Address and Latitude/Longitude Coordinates
 - Detailed Description
- Specifications of Equipment (If Available)
 - Product Brochures
- Pictures:
 - Detailed pictures of where the items will be located.
 - Detailed pictures of building where the items will be located.
 - Inside and Exterior Pictures.
 - Street Views of where items will be located (LPR)
 - Overhead views of location (Google Earth)
 - Camera's: If you are installing cameras
 - Pictures of EVERY location of the camera.
 - Picture of the type of cameras
- Details: Can be provided on additional sheets
 - Tree Removal:
 - Root balls Removed?
 - Removal Process?
 - Debris Staging?
 - Exterior Lighting
 - Pictures of Lights
 - Will lights be attached to building on or light poles?
 - Will poles be new or existing?
 - How will electrical be provided to pole?
 - Fencing:
 - Material of the fence
 - Details of the fence (Type, Length, Material)
 - Ground Disturbance Dimensions
 - How deep will the fence be installed?
 - Will fill dirt be used?

Environmental and Historic Preservation Screening Form (If Applicable)

EHP Checklist

“Yes” indicates that the environmental regulation or statute may apply to your project.

Environmental Regulation or Statute		Yes	No
National Historic Preservation Act			
1.A	Would the proposed project affect, or is the proposed project in close proximity to, any buildings or structures 50 years or more in age?		
1.B	Will the proposed project involve disturbance of ground?		
Endangered Species Act and Wildlife Coordination Act			
2.A	Are federally listed or endangered species, or their critical habitat, present in or near the project area and, if so, which species are present?		
2.B	Will the proposed project remove or affect vegetation?		
2.C	Is the proposed project in or near (within 200 feet), or likely to affect, any type of waterbody or body of water?		
Clean Water Act, Rivers and Harbors Act			
3.A	Will the proposed project involve dredging or disposal of dredged material, excavation, the addition of fill material, or result in any modification to water bodies or wetlands designated as “waters of the United States” as identified by the U.S. Army Corps of Engineers or on the National Wetland Inventory?		
Executive Order 11988 (Protection of Floodplains) and Executive Order 11990 (Protection of Wetlands)			
4.A	Does a Flood Insurance Rate Map, Flood Hazard Boundary Map, hydrological study, or some other source indicate that the project is located in, or will affect, a 100-year floodplain, a 500-year floodplain (if a critical facility), an identified regulatory floodway, or an area prone to flooding?		
4.B	Is the proposed project located in, or will it affect, a wetland as listed in the National Wetland Inventory?		
4.C	Will the proposed project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation?		
4.D	Is the proposed project located in, or will it affect, a floodplain or wetland? If yes, the 8-step process summarized in Appendix J must be completed.		
Coastal Zone Management Act			
5.A	Is the proposed project located in the State’s designated coastal zone?		
Farmland Protection Policy Act			
6.A	Will the proposed project convert more than 5 acres of “prime or unique” farmland outside city limits to a non-agricultural use?		
Resource Conservation Recovery Act and Comprehensive Environmental Response, Compensation, and Liability Act			
7.A	Is there reason to suspect there are contaminants from a current or past use on the property associated with the proposed project?		
7.B	Are there any studies, investigations, or enforcement actions related to the property associated with the proposed project?		
7.C	Will any project construction or operation activities involve the use of hazardous or toxic materials?		

Environmental Regulation or Statute		Yes	No
7.D	Are any of the current or past land uses of the property associated with the proposed project or are any of the adjacent properties associated with hazardous or toxic materials?		
Executive Order 12898 (Environmental Justice for Low Income and Minority Populations)			
8.A	Are there any low-income or minority populations in the project’s area of effect or adjacent to the project area?		
Other Environmental/Historic Preservation Laws (including applicable State laws) or Issues			
9.A	Are other environmental/historic preservation requirements associated with this project?		
9.B	Are any controversial issues associated with this project?		
9.C	Have any public meetings been conducted, or public comment solicited, on the proposed project?		

Pages 56-57

License Plate Reader MOU with Agency and Mississippi Analysis and Intelligence Center (If Applicable)

License Plate Reader MOU with Agency and Mississippi Analysis and Intelligence Center **EXAMPLE**

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN

MISSISSIPPI OFFICE OF HOMELAND SECURITY, A DIVISION OF THE MISSISSIPPI DEPARTMENT OF
PUBLIC SAFETY
AND

Anytown Police Department

This agreement (hereinafter "Agreement") is made and entered into this the 15th day of September 2023, by and between: MISSISSIPPI OFFICE OF HOMELAND SECURITY (MOHS), represented herein by, Executive Director of MOHS, a division of the MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (MDPS); and **Anytown Police Department**.

For and in consideration of the agreements herein, the respective signees having full authority of their respective entities to enter into this agreement and do agree as follows:

MOU PURPOSE:

The Mississippi Analysis and Information Center (MSAIC) functions as the hub for integrating intelligence communications between federal, state, tribal and local law enforcement jurisdictions. The mission of the MSAIC is to: "provide Mississippi with a centralized location for the gathering, analysis, and sharing of information from local, state, tribal and federal resources to prevent criminal activity including acts of terrorism or other threats to public safety. The MSAIC serves as the integrated multi-discipline sharing network for situational awareness and is a key component of the jurisdiction's homeland security and crime prevention efforts".

MSAIC analysts are tasked with providing real-time, accurate and complete criminal justice and intelligence information that enables law enforcement and the intelligence communities to identify terrorists, apprehend fugitives, locate missing persons, identify unidentified persons, recover stolen property, protect innocent persons and other law enforcement and judicial functions.

In support of the MOHS/MSAIC mission, and as a jurisdiction receiving MOHS funding for the purchase of an LPR system, **Anytown Police Department** agrees to make the information captured during routine use available to query by MOHS/MSAIC analysts upon demand.

Anytown Police Department shall be responsible for ensuring that the storage and/or exchange of information is encrypted, and encryption meets or exceeds the security requirements required by MDPS and the Mississippi Department of Information Technology Services.

SCOPE:

Anytown Police Department shall make certain that the use of and access to the LPR information is restricted to those who have a legitimate law enforcement or judicial purpose for accessing the LPR information.

Anytown Police Department shall advise its employees of the penalties relating to the illegal or misuse of such information. **Anytown Police Department** shall take all necessary measures to secure the equipment used to access the LPR system and prevent any unauthorized use. Failure to do so may result in the loss of additional MOHS grant funding opportunities.

DURATION OF AGREEMENT:

This Agreement shall continue in full force and effect for the duration of the purchased LPR equipment grant life.

WHEREFORE, IN WITNESS THEREOF, THE ENTIRE AGREEMENT IS CONTAINED WITHIN THIS ORIGINAL CONTRACT WHICH, ON THIS DAY, IS SIGNED BY THE PARTIES, FURTHER EXECUTED AND DELIVERED AS EVIDENCED BY THEIR RESPECTIVE SIGNATURES THAT APPEAR BELOW.

WITNESS MY SIGNATURE on this, the 15th day of September 2023.

BY AGENCY:

Chris Watkins, Mayor

Signatory Authorized Official and Title

BY MDPS/MOHS:

Pete Banks

Executive Director, Mississippi Office of Homeland Security

Memorandum of Understanding Between MS Office of Homeland Security and Agency (If Applicable)

EXAMPLE

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN

MISSISSIPPI OFFICE OF HOMELAND SECURITY, A DIVISION OF THE
MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY
AND

Anytown Police Department

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The Mississippi Analysis and Information Center (MSAIC) functions as the hub for integrating intelligence communications between federal, state, tribal and local law enforcement jurisdictions. The mission of the MSAIC is to: "provide Mississippi with a centralized location for the gathering, analysis, and sharing of information from local, state, tribal and federal resources to prevent criminal activity including acts of terrorism or other threats to public safety. The MSAIC serves as the integrated multi-discipline sharing network for situational awareness and is a key component of the jurisdiction's homeland security and crime prevention efforts".

MSAIC analysts are tasked with providing real-time, accurate and complete criminal justice and intelligence information that enables law enforcement and the intelligence communities to identify terrorists, apprehend fugitives, locate missing persons, identify unidentified persons, recover stolen property, protect innocent persons and other law enforcement and judicial functions.

In support of the MOHS/MSAIC mission, and as a jurisdiction receiving MOHS funding for the purchase of an LPR system, **Anytown Police Department** agrees to share threat data with MOHS/MSAIC personnel for use in Threat Analysis Reporting. This reporting will be completed on a routine monthly basis directly to MSAIC.

DURATION OF AGREEMENT:

This Agreement shall continue in full force and effect for the duration of the MOHS funding grant life.

WHEREFORE, IN WITNESS THEREOF, THE ENTIRE AGREEMENT IS CONTAINED WITHIN THIS ORIGINAL CONTRACT WHICH, ON THIS DAY, IS SIGNED BY THE PARTIES, FURTHER EXECUTED AND DELIVERED AS EVIDENCED BY THEIR RESPECTIVE SIGNATURES THAT APPEAR BELOW.

WITNESS MY SIGNATURE on this, the 15th day of September 2023.

BY AGENCY:

Chris Watkins, Mayor

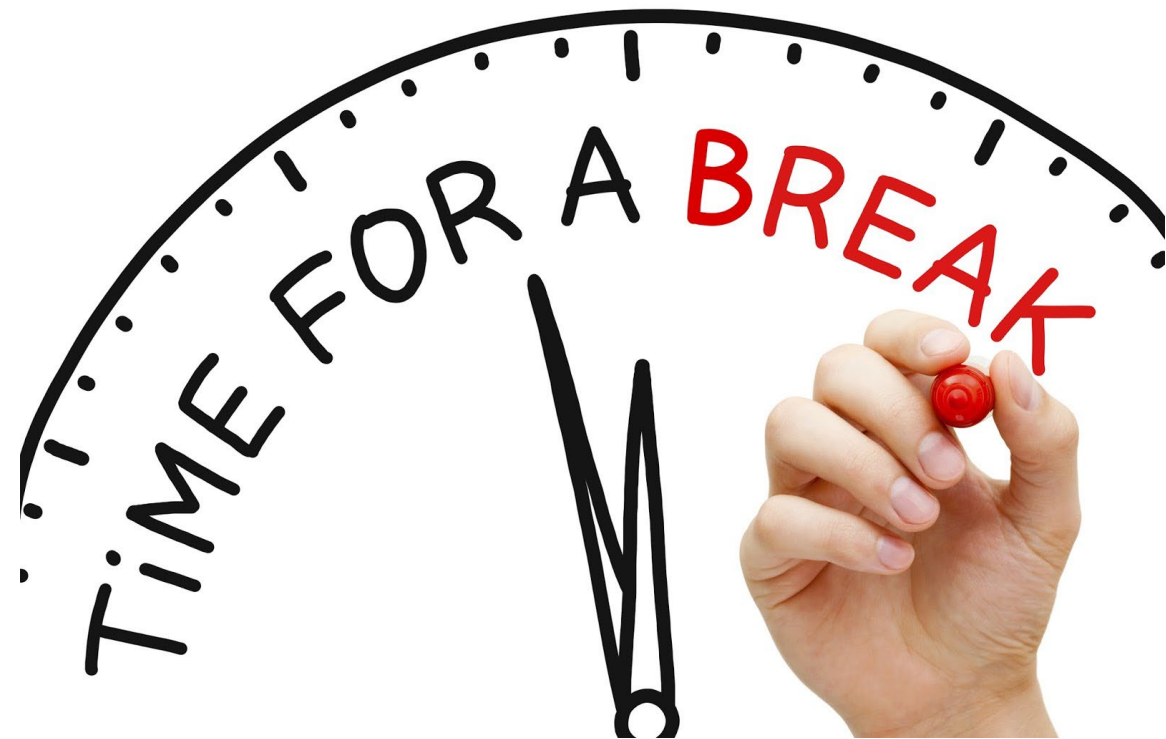
Signatory Authorized Official and Title

BY MDPS/MOHS:

Pete Banks

Executive Director, Mississippi Office of Homeland Security

Let's Take a Break



10
Minutes



Quiz Time...

Does everyone need an
EHP?



National Cyber Security Review (NCSR) & Why Should you Care?

What is the National Cyber Security Review?

- **Required** for all FY23 Homeland Security Grant Program Sub-Recipients.
- No-cost, anonymous, annual self-assessment of governments' cybersecurity programs.
- Provides actionable metrics for improving cybersecurity maturity.
- Assists DHS gain valuable insight into cybersecurity maturity across government communities.



National Cybersecurity Review (NCSR)

NCSR Website:

<https://www.cisecurity.org/ms-isac/services/ncsr/>

Includes:

- Webinars
- Frequently asked questions
- General user guide
- Registration portal



National Cybersecurity Review (NCSR)

When do I need to take the NCSR?

- Take the NCSR- ASAP
- Survey window is only open during

October 1-February 28

NO EXCEPTIONS

National Cybersecurity Review (NCSR)

MOHS Grant Compliance-**REQUIRED**

To show compliance with the federal requirement, please print off a copy of your completion of the survey. Will include:

- Name of Person
- Agency
- Date of Completion

This **MUST** be completed and turned in before your Grant Agreement can be activated and reimbursements can be made.



National Cybersecurity Review (NCSR)

MOHS Grant Compliance- **REQUIRED**

Element Information - Name	If this NCSR submission is covering additional entities who receive HSGP funding_ please enter those entity names here- Please see the help text (question mark icon) for examples- If this NCSR submission is not covering additional entities who receive HSGP funding_ please enter -N-A--	Related Tasks - Task Name	Related Tasks - Task Status	Related Tasks - Completion Date
Mississippi - City of [REDACTED]	N/A	2021 Nationwide Cybersecurity Review (NCSR)	Completed	Nov 4, 2021 8:57 PM



Get all Award Documents Signed and Return to:

mohsgrants@dps.ms.gov

By November 1, 2023

Need to Include all Award Documents with
Appendix, Cyber Assessment and EHP (If
Applicable)



Quiz Time...

What happens if you do not
get a Cybersecurity

Assessment by February 28?

FY23 Homeland Security Grant Program

SGA Guide and What is it?



Sub-Recipient Grant Administrator's Guide

Authority:

For a State to receive federal funds under Homeland Security Act, the Governor must establish a Homeland Security Agency that has adequate powers and is suitably and organized to carry out homeland security program to the satisfaction of the U.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA). See Sections 2002 to 2004 of the Homeland Security Act of 2002 (Pub. L. No. 107-296), codified as amended (6 U.S.C. §§ 603-605) and the Department of Homeland Security Appropriations Act, 2021 (Pub. L. No. 116-260).

Sub-Recipient Grant Administrator's Guide-Federal Rules We MUST Follow

Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards (Super Circular): 2CFR Part 200 and 1201: The Super Circular super-cedes 49 CFR Parts 18 and 19 (Common Rule). The Super Circular was adopted by the Department of Homeland Security on December 26, 2014. All grants will follow the requirements in the Supercircular, 2 CFR Parts 200 and 1201.

Other Applicable Office of Management and Budget Circulars: Federal regulations at 2 CFR Parts 200 and 1201 supersede OMB Circulars A-21, A-50, A-87, A-89, A-102, A-110, A-122 and A-133. FEMA recipients are responsible for following all standards in 2 CFR Part 200 as modified by 2 CFR Part 1201.

Internal Management Controls: The MOHS shall have policies and procedures to reasonably ensure that: (a) programs achieve their intended results; (b) resources are consistent with agency mission; (c) programs and resources are protected from waste, fraud, and mismanagement; (d) Federal laws and regulations are followed; (e) reliable and timely information is obtained, maintained, reported and used for decision making; and (f) reasonable measures are taken to safeguard protected personally identifiable information and other information designated as sensitive, see [2 CFR Part 200.303](#).

Sub-Recipient Grant Administrator's Guide-Federal Rules We MUST Follow

NIMS Compliance: The State of Mississippi formally adopted ([Executive Order 932](#)) and follows the principles of the National Incident Management System (NIMS) as specific by the U.S. Department of Homeland Security (DHS).

- NIMS provides standards that ensure compatible equipment, training, and procedures for all Mississippi first responders.
- All recipients and sub-recipients will ensure that purchased equipment conforms to NIMS and if said equipment is identified in the NIMS Resource Typing Definition that it conforms as defined by Federal Emergency Management Agency (FEMA).
- Equipment, communications, and data systems acquired through State/Territorial and local acquisition programs are interoperable.
- Subrecipients must be NIMS compliant and must sign a compliance with the Grant Application. Non-Compliance can result in funds being withheld or reallocated.
- Training received will conform to the NIMS.
- FEMA Incident Management Systems Division publishes a NIMS five-year training plan.
- NIMS Information can be found at: <http://www.fema.gov/emergency/nims/>
- NIMS Courses that are needed:
 - 100
 - 200
 - 700
 - 800

Sub-Recipient Grant Administrator's Guide-Planning



- Planning
- Programming
- Implementation
- Monitoring or Review
- Evaluation

Sub-Recipient Grant Administrator's Guide- Planning Schedule

2023 Planning Schedule- (Updated Annually)

September	
September 1	New Grant Year Begins
September 15	4 th Quarter Report Due (If Sub-Recipient was funded during previous year).
October	
October 1	National Cybersecurity Review Opens (Federal Requirement)
October 15	Sub-Recipients Grant Closeouts Due (FY21)
October 15	Deadline for All Award Paperwork to be provided to MOHS Grants Dept.
November	
November 30	1 st Quarter Ends. Begin Preparation of 1 st Quarter Financial and Progress Report
December	
December	Strategic Planning Meetings (All Staff)
December 15	1 st Quarter Financial and Progress Reports Due to MOHS
January	
January	Strategic Planning Meetings
February	
February	Strategic Planning Meetings (All Staff)
February 1	Notice of Application Released for Upcoming Grant Funding
February 15	MOHS Homeland Security Grant Program Grant Released
February 28/29	National Cybersecurity Review Closes (Federal Requirement)
February 28/29	2 nd Quarter Ends. Begin Preparation of 2 nd Quarter Financial and Progress Report



Raise your Hand if you
are assigned as the
Sub-Recipient Grant
Administrator (SGA)

Sub-Recipient Grant Administrator's Guide-SGA Responsibilities

The SGA **MUST** read the Grants Agreement, Notice of Funding, and the Preparedness Manual for a working knowledge of the grant and the processes for the grant funding. All expenses incurred for the project must be within the specified period of performance of the grant award.

Costs incurred before September 1st or after August 31st of the fiscal year are not eligible for reimbursement.

Sub-Recipient Grant Administrator's Guide-SGA Responsibilities



Maintain records showing actual hours utilized in project-related activity by all grant-funded personnel and by all other staff personnel or volunteers. (if applicable)



Any proposed changes in the project objectives, scope of work, key project personnel, time, budget or mailing address must be requested in writing and receive approval from MOHS.

Sub-Recipient Grant Administrator's Guide-SGA Responsibilities



Maintain records, files and equipment purchased for all activities for the MOHS



Submit a claim for reimbursement no later than the 15th day of the following month, after the quarter ends, in which expenses were incurred, using the form provided by MOHS as follows:

Copies of invoices and/or receipts for all specified items must be submitted upon request with the claim for reimbursement. Claims must be submitted quarterly, even if activity did not occur.



Claims must be signed by the authorized signatory official or designated representative of the grant.



Quiz Time...
When is the
Cybersecurity
Assessment Open?



FY23 Homeland Security Grant Program

Purchasing-What to do Before?????

Sub-Recipient Grant Administrator's Guide- Purchasing

All purchases regardless of cost **must meet all state purchasing laws and regulations and be in accordance to Section 7-7-23, Miss. Code Ann. (1972)**, state in part: “Purchases of equipment, supplies, materials or services of whatever kind of nature for a department, officer, institutions, or other agency of the state, the cost of which is to be paid from funds in the State Treasury on State Fiscal Officer disbursement warrants, may be made only by written purchase orders duly signed by the official authorized so to do, on forms prescribed by the State Fiscal Officer.

Purchases of such equipment, supplies, materials, or services, as specified herein, made without the issuance of such purchase orders shall not be deemed to be obligations of the state unless the State Fiscal Officer, by general rule or special order, permits certain purchases to be made without the same.”

Sub-Recipient Grant Administrator's Guide- Purchasing

Required documentation: (See Purchasing Laws by State Auditor)

- 0-\$5,000. Requires one quote.
- Over \$5,000 to \$74,999. Requires two quotes. (Lowest and Best Bid Must be Documented)
- Over \$75,000. Requires advertising for bids. If bids are not received, bids must be rebid. (Lowest and Best Bid Must be Documented). Bid must be posted once each week for (2) two consecutive weeks.
- Over \$500,000 requires PPRB Approval.

Mississippi Procurement
Rules

We **MUST** Follow all
Rules for Procurement.
MS Code 31-7-13





FY23 Homeland Security Grant Program

Setting up in MAGIC



All Sub-Recipients must be signed up and registered with the Mississippi Accountability System for Government Information and Collaboration (MAGIC).

All payments and reimbursement will come to you through this system. You **MUST** be registered in MAGIC, or we will not be able to reimburse your agency.

Grant Reimbursement Request Process-MAGIC

All sub-recipients must register as a vendor in the Mississippi Accountability System for Government Information and Collaboration system (MAGIC).

Link to Vendor MAGIC Page: <https://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/>

Link to Vendor MAGIC Setup:

https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#

Grant Reimbursement Request Process-MAGIC

Please call the MMRS Call Center at (601) 359-1343, Option 2 for assistance in locating your vendor information.

MAGIC Help Desk: (601) 359-1346

MAGIC Registration Questions: (601) 576-1160



FY23 Homeland Security Grant Program

Setting up UEI Number

FY23 Federal Unique Entity Identification Number

- Unique Identification Number will be a twelve (12) character numeric and letter-based identification.
- Identification will not expire or required to be renewed, it will just need to be updated, as changes or personnel changes occur in your agency.
- Agencies will have a choice to have information that can be viewed by the public or not.

Setting up an UEI Number

← Sign In

Home Search Data Bank Data Services Help

SAM.GOV

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

- Contract Opportunities**
(was fbo.gov)
- Contract Data**
(Reports ONLY from fpds.gov)
- Wage Determinations**
(was wdol.gov)
- Federal Hierarchy**
Departments and Subtiers
- Assistance Listings**
(was cfda.gov)
- Entity Information**
Entities, Disaster Response Registry,
Exclusions, and Responsibility/
Qualification (was fapiis.gov) **NEW**
- Entity Reporting**
SCR and Bio-Preferred Reporting

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

Check Entity Status

Already know what you want to find?

Select Domain... ▼ e.g. 1606N020Q02

<https://sam.gov/content/home>

Setting up an UEI Number

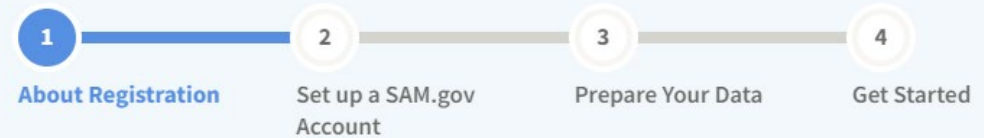
<https://sam.gov/content/home>

Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#).

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique Entity ID**.

[What does it mean to get only a Unique Entity ID and not register?](#)




Setting up an UEI Number

[Entity Registration Checklist \(iae-prd-videos.s3.amazonaws.com\)](https://www.iae-prd-videos.s3.amazonaws.com)



Entity Registration Checklist

Prepare for Entity Registration in SAM.gov

 SAM.gov is an official website of the United States government. SAM.gov is FREE to use. There is no charge to get a Unique Entity ID, register your entity, and maintain your entity registration at SAM.gov.

What can you do with this guide?

The questionnaires and checklists here will help you gather the information you need and prepare to answer the questions in your entity registration.



All Awards registration allows you to bid on contracts and other procurements, as well as apply for financial assistance. Look for the icon on the left to submit an All Awards registration.

[Jump to All Awards entity registration questionnaires and checklists](#)



Financial Assistance Awards Only registration allows you to apply for financial assistance, or grants and loans, only. Look for the icon on the left to submit a Financial Assistance Only registration.

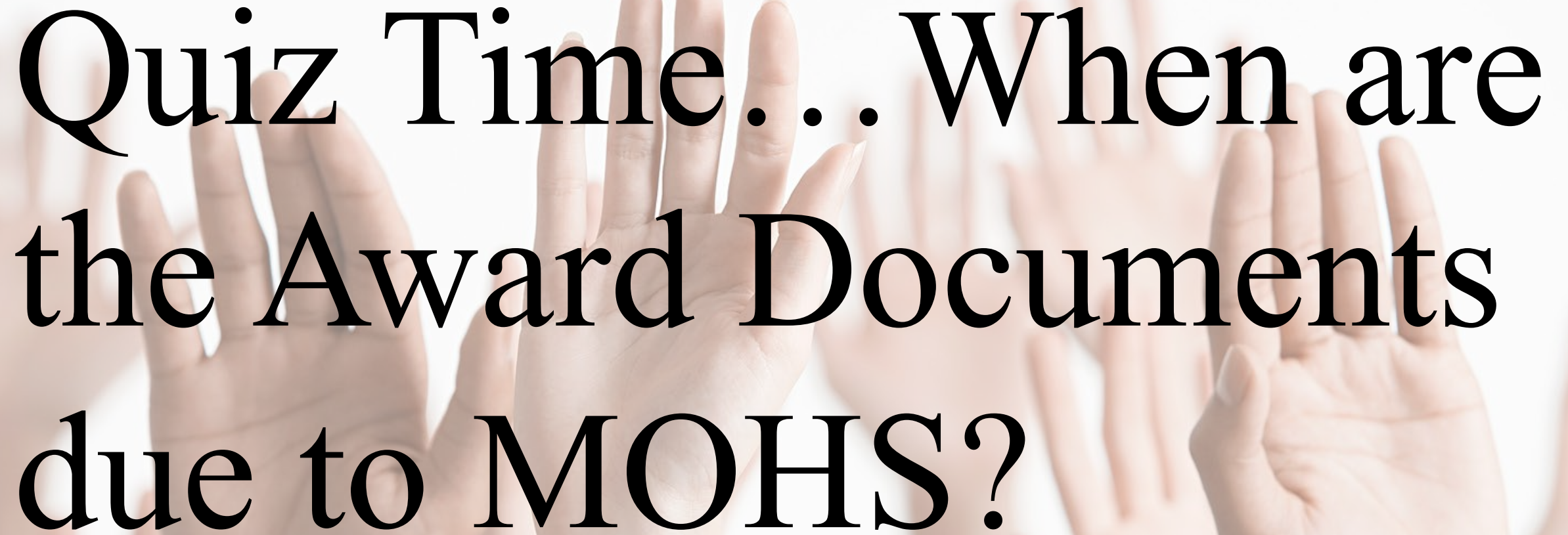
[Jump to Financial Assistance Awards Only entity registration questionnaires and checklists](#)

For All Awards registrations, prepare these sections:	For Financial Assistance Awards Only registrations, prepare these sections:
<ul style="list-style-type: none">• Unique Entity ID• Core Data• Assertions• Reps & Certs• Architect and Engineering Responses• Defense FAR Supplement (DFARS) questionnaire (if applicable)• Points of Contact (POCs)• SBA supplemental page (If you are a small business)	<ul style="list-style-type: none">• Unique Entity ID• Core Data• Reps & Certs• Points of Contact (POCs)



Quiz Time...

How Many Quotes do you need if you have equipment purchased for \$35,000.00?

A background image showing a large number of hands raised in a crowd, suggesting a public event or a group of people participating in a quiz or voting. The hands are of various skin tones and are positioned at different heights, creating a sense of movement and participation.

Quiz Time... When are
the Award Documents
due to MOHS?



Quiz Time... Where do
you send the Award
Packet and
Documents?



Grant Forms and Grant Requirements

Grant Reimbursement Request Process: Before You Begin



Must be permissible under MS and Federal law;



Must not be allowable to or included as a cost of any other federally funded program;



Must not result in a profit to the agency;



Must be incurred on or after the 1st day of the approved grant period; and



Must be adequately supported by source documentation.

Grant Reimbursement Request Process

Grant Period	Quarter	Date Report is Due
September 1-November 30	1 st Quarter	December 15 th
December 1-February 28/29	2 nd Quarter	March 15 th
March 1-May 31	3 rd Quarter	June 15 th
June 1-August 31	4 th Quarter	September 15 th
Closeout	Closeout	November 1 st

Grant Reimbursement Request Process

Reimbursement

Submit Quarterly Reimbursement Claim and Progress Report form

- Copy of the Paid Invoice(s)
- Copy of the Purchase Order, Cancelled Check(s), expenditure report, or any other proof of payment
- Submit two (2) Quotes for any piece of equipment is \$5,000 or more and/or state contract (**DFA Rule**)

Grant Reimbursement Request Process

Reimbursement

Submit Quarterly Reimbursement Claim and Progress Report form

- Submit “Equipment Inventory” form
- Pictures of equipment displaying the serial/vin number
- Breakdown for Reimbursement **(NEW)**
- Agency Routine Intelligence Form **(NEW)**

Grant Reimbursement Request Form

Quarterly Reimbursement Claim and Progress Report				
Agency Information				
Type of Grant: (Please Check Grant Type for Reimbursement)	Homeland Security:	Non Profit:	Cybersecurity:	Other:
	1	1	1	1
Agency Quarter of Report (Please Check Grant Quarter of Report)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	X			
Agency Name:	2			
Grant Number #:	3			
Report Prepared By:	4		Telephone:	5
Date of Report:	6		Is this the Final Claim? (Y/N)	7

1. **Type of Grant:** Place an (X) in the grant field that your grant is awarded.
2. **Agency Name:** Place the name of the agency in the field.
3. **Grant Number:** Place the assigned grant number from the grant award in the field.
4. **Reported by:** Place the name of the person that is filling out the report.
5. **Telephone:** Place a telephone number where the person filling out the report can best be reached.
6. **Date of Report:** Place the date of when the report is submitted.
7. **Final Claim:** Place an (X) in the grant field, only if this is the final submission.

Grant Reimbursement Request Form Advance

Advance:

Advances are allowable for HSGP Grants. A HSGP Request Form will be required for an advance, along with required documentation. Once reviewed an advance can be processed. Follow-up documents will be required to clear the advance. Only one advance will be allowed at a time.

Quarterly Advance Claim: Only Fill out for Advance Payments				
	A. Grant Award Amount	B. Funds Spent Through Last Claim	C. Grant Advance Amount Requested	D. Total Grant Funds:
	(Amounts Same Each Claim)	(Previous Claim Totals, If Available)		
Personal Services-Salary:	A.	B.	C.	\$0.00
Personal Services-Fringe:	A.	B.	C.	\$0.00
Contractual Services	A.	B.	C.	\$0.00
Training/Travel:	A.	B.	C.	\$0.00
Equipment:	A.	B.	C.	\$0.00
Commodities/Supplies:	A.	B.	C.	\$0.00
Other Grant Expenses:	A.	B.	C.	\$0.00
Total of Reimbursement:	\$0.00	\$0.00	\$0.00	\$0.00

Financial Documentation Required: Please provide back-up documentation for all advance requests to include, but not limited to: quotes, purchase orders and information to justify advance.

- A. **Grant Amount:** Amount Listed from the Grant Award Amounts for each category.
- B. **Cumulative Expenditures:** Funds spent from the previous quarter. *1st Quarter should be listed as \$0.00.
- C. **Grant Reimbursement Amount:** Amount requested for current quarter.

Areas that are highlighted have formulas built into the worksheet, the grant will automatically populate the amounts for the Sub-Recipient.

Grant Reimbursement Request Form Reimbursement

Reimbursement:

Quarterly Reimbursement Claim:				
	A. Grant Award Amount	B. Cumulative Expenditures Thru Last Claim	C. Grant Reimbursement Amount	D. Cumulative Grant Amount:
	(Amounts Same Each Claim)	(Previous Claim Totals, If Available)		
Personal Services-Salary:	A.	B.	C.	\$0.00
Personal Services-Fringe:	A.	B.	C.	\$0.00
Contractual Services	A.	B.	C.	\$0.00
Training/Travel:	A.	B.	C.	\$0.00
Equipment:	A.	B.	C.	\$0.00
Commodities/Supplies:	A.	B.	C.	\$0.00
Other Grant Expenses:	A.	B.	C.	\$0.00
Total of Reimbursement:	\$0.00	\$0.00	\$0.00	\$0.00

Financial Documentation Required: Please provide back-up documentation for all request reimbursements to include, but not limited to: timesheets, invoices, purchase orders, cancelled check, proof of payment. If agency has purchased and received equipment during the reporting period, please provide the Equipment Inventory Sheet, along with photographs of equipment purchased.

- A. Grant Amount:** Amount Listed from the Grant Award Amounts for each category.
- B. Cumulative Expenditures:** Funds spent from the previous quarter. *1st Quarter should be listed as \$0.00.
- C. Grant Reimbursement Amount:** Amount requested for current quarter.

Areas that are highlighted have formulas built into the worksheet, the grant will automatically populate the amounts for the Sub-Recipient.

Grant Reimbursement Request Form

Quarterly Programmatic Report

Fill out the Quarterly Programmatic Report for the quarter that the Agency will be submitting. Each Quarter is personalized for each quarter and the tasks that are required. Equipment should be “in process” with quotes, starting procurement and selection within the 1st Quarter.

Ex. 1st Quarter: EHP (if applicable) is required, must be turned into the MOHS to send to FEMA.

Quarterly Programmatic Report			
1st Quarter			
Please Mark If Milestones are Incomplete, In Process or Completed/Not Applicable	Incomplete	In Process	Complete/Not Applicable
Completed Environmental Historic Preservation Form and submit to MOHS (If Applicable)			
Complete NIMS Training (100, 200, 700 and 800). (If Applicable)			
Complete Cyber-Security Assessment and Questions. Return completion form and responses to MOHS. (If Applicable)			
Solicit quotes and/or bids for equipment. (If equipment is over \$5,000.00, two (2) quotes are required)			
Review proposals, quotes, bids and select vendors.			
Purchase approved equipment during 1st quarter for the grant year.			
Send full Grant Agreement with signatures to			
Assess and review program’s threats, hazards, core capabilities and needs.			
Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary			
Other Grant Activities			

If the agency has completed “Other Grant Activities”, please provide a description of activities performed.

Grant Reimbursement Request Process

Do you anticipate any changes/modifications to the original objectives? If yes, will these changes/modifications prevent your jurisdiction from completing this project within the approved grant performance period?

There are no changes or modifications to the original objective.

Please include information regarding any changes or modifications to the original objective of the grant. Please do not leave blank.

Grant Reimbursement Request Process

List any jurisdictional changes for authorized persons involved in completing this project. Can include: Program Manager, Finance Staff, etc.

The Financial Director has changed since last reporting. The new Financial Director is: Betty Goodman. Her contact information is: Betty.Goodman@anytown.com.

Please include any information regarding any changes to authorized persons on the grant. Please do not leave blank.

Grant Reimbursement Request Process

List any MOHS Grant Training or Exercises that Agency participated in during the Quarter:

The Anytown Fire Department completed Rope Training Course Training on October 2, 2022 and were able to certify (3) three personnel with needed training. This training helps fill capability gaps in search and rescue training.

Please list out any training or exercises that the Agency participated in during the quarter. Please do not leave blank.

Grant Reimbursement Request Process

Please list any challenges or delays encountered related to grant funded activities during reporting period.

Anytown Fire Department had a challenge of getting the awarded equipment due to shipping delays with the supply chain. The Agency was able to acquire the equipment, received and this has been tagged.

Please list out any challenges or delays that the agency may have encountered related to grant activities during the grant period. Please do not leave blank.

Grant Reimbursement Request Process

Please describe any success stories related to grant funded activities during current or previous reporting period.

On October 5, 2022, Jimmy Guyton fell down a well. With the training that was received from the training aquired on October 2, 2022, the Anytown Fire Department was able to locate Jimmy through Search and Rescue tactics. Jimmy was successfully retrieved from the well.

Please include and successes that your agency has experienced during the current or previous reporting period. Please do not leave blank.

Grant Reimbursement Request Process

Sub-Recipient Certification: I hereby certify that the costs incurred are taken from agency funds, costs are valid, consistent and allowable with the terms of the grant, and all backup documentation is maintained by the agency. I also certify none of the vendors used in purchasing these items were on the Federal Excluded Parties Listing prior to purchase and that all purchases were made in accordance with agency, state and federal procurement procedures. I also certify that this agency is in compliance with the OMB A-133 Single Audit. I understand that this information is being submitted to support a claim against a federally funded grant program. False statements on this form may be prosecutable under 18 USC 1001. The information on this form is true, correct, and complete to the best of my knowledge and ability.

Authorized Signatory Official/ Authorized Sub- Recipient Grant Administrator (SGA):	<i>Mark Andrews</i>	Date: 12/2/2022	
--	---------------------	------------------------	--

Please review all information provided for the report. Once all information is validated and back-up documentation attached, please have the Authorized Signatory Official (Mayor/Board President or Commissioner)

Agency Routine Intelligence Reporting Form (NEW)

Agency Routine Intelligence Reporting Form (New)

As part of our continued partnership with the Mississippi Analysis and Information Center (MSAIC), we are requesting that each agency provide the Agency Routine Intelligence Reporting Form, along with the Quarterly Program Manager Workbook. Each quarter the agency will fill out the following incidents, number of occurrences and a description of occurrences. Information will be used for continued data collection for intelligence gathering and information sharing amount agencies and the State.

Agency Routine Intelligence Reporting Form

Agency Name:		
Contact Name:		
Contact Number:		
Contact Email Address:		
Quarter for Reporting:		
Agency Incidents within Jurisdiction		
Type of Incidents	# of Occurrences	Description
Bomb Threats		
Carjacking		
Commercial Arson		
Critical Infrastructure-Damage		
Cyber Crime		
Drug-Trafficking Organization		
Gang Activity		
Interaction with Hate/Extremist Groups		
Homicide		
Human Trafficking		
White Collar Crime		
Public Corruption		
Public Health		

Grant Reimbursement Request Process: Submission of Requests

Submission of all reports and supporting documentation should be emailed to:

mohsgrants@dps.ms.gov

Any sub-recipient delinquent in submitting reports, or incomplete reports that lack sufficient detail of progress during the period in question, will be subject to having submitted reimbursement requests delayed.

Once completed reports are received, reimbursement requests will be processed.



Quiz Time...

What is the due date of
the 3rd Quarter
Reports?

DEEPER DIVE INTO THE REIMBURSEMENT

Budget/ Reimbursement

Grant Reimbursement Request Process: Budget

Maximum Amount Eligible for Reimbursement: MOHS policy requires all agreements include a ‘maximum amount eligible for reimbursement. This maximum amount is the grant reimbursable amount and is MOHS’s share of the estimated project cost. The budget specifies each line item and cannot exceed the specified line-item amount for reimbursement. A line item in the budget is the authorization for funds to be expended on the item.

Increased Costs: If costs exceed the awarded amount in the contract, reimbursement will not be authorized.

Personal Service (Salary and Fringe)

Grant Reimbursement Request Process: Personnel (Salary/Fringe)

Personal Services (if applicable): Salaries & Wages--The agreed amount to be paid by federal share and amount to be paid as state or local match. The personnel section lists each position by title, showing the yearly salary and the percentage of time to be utilized for the project. All time reported to conduct program activities must be specifically for the funded project and must be program activities only for reimbursement of salary. Documentation must be provided for any amount claimed.

Regular/Overtime Rate: Overtime hours for personnel is considered over and beyond normal shift hours. The overtime pay rate for personnel is based on actual cost per employee (including straight time hours if personnel does not qualify for overtime rate) in accordance with the Sub-Recipient's policy for payroll and salary rate.

Proof of Payment: Proof of Payment can include Time Sheets, Monthly Time Activity Reports, payroll registry, account ledger, copy of payroll checks/cancelled checks, bank statement, direct deposit statement.

Contractual Services

Grant Reimbursement Request Process: Contractual Services (1 Year Only)

Contractual Services:

Communication & Freight--The actual cost of communication expenses, such as telephone service, internet service, postage expense, and freight expense for shipping equipment will be reimbursed, if applicable. A copy of the cost allocation must be submitted to the MOHS. Documentation must be provided for any amount claimed.

Printing – The actual cost of printing will be reimbursed, if applicable. Documentation must be provided for any amount claimed.

Fees, Professional & Other -- The actual cost of outside contractual services, if applicable. Any consultant contracts must follow the bid procedures required by the state, or local ordinance if more restrictive, and must follow federal guidelines. The duties and qualifications of the consultant should be detailed in a narrative along with itemized budget detail outlining cost for service and included with the subcontract agreement. Agreements and sub-contracts must have prior approval from MOHS. See Project Agreement/Contract Development above.

Installation cost – associated with equipment installation such as radio, camera, etc. Documentation must be provided for any amount claimed.

Travel

Grant Reimbursement Request Process: Travel/Training

Grant Activity Training: The MOHS will not reimburse for the training, unless approved in the MOHS agreement. Any training or training assistance that is claimed and not listed in the approved MOHS agreement will not be reimbursed. Additional information may be requested.

Travel: Section 25-3-41, Mississippi Code of 1972, establishes guidelines for travel reimbursement of officers and employees of the State of Mississippi, and of any department, institution, board, or commission thereof. The MOHS follows guidelines from the Department of Finance and Administration, Department of Public Safety and in house guidelines for all travel. Documentation must be provided for any amount claimed.

The agreed amount to be paid by federal share of expected expenditures and balance is to be paid as state or local match. Travel section must include estimated cost associated with each travel identified and must include all cost associated with the travel. Travel cost must be specific to program area and needed to carry out project activities.

Travel cost must coincide with all MOHS, state, and federal guidelines/policies/rates.

Grant Reimbursement Request Process: Travel/Training

Travel Voucher: All expenses to be reimbursed must be reported on an approved MOHS travel voucher for reimbursement. A copy of the travel voucher can be found: <https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/>

Travel Vouchers should be typed or completed in ink and signed by the employee. The signature is a certification by the traveler that reimbursement is being requested for actual expenses that are valid allowable business expenses.

- One state employee should not claim expenses for another state employee.
- Hotel/motel receipts must be itemized to be reimbursed.
- Express check-out receipts which do not provide an itemized hotel bill are not acceptable.
- The hotel bill submitted shall be the original form the hotel provides when the bill is paid.
- Necessary travel expenses do not include personal expense items such as entertainment and trip insurance.

Grant Reimbursement Request Process: Travel/Training

Meal Reimbursement - Officers and employees of the state and political subdivisions shall be reimbursed the actual cost of meals incident to official travel, not to exceed the daily maximums for the specific location of assignment; except on travel days when / of the meal reimbursement is authorized.

The amount allowed for individual meals when traveling within the continental United States (including Alaska) shall be at the discretion of the governing authority or the department head, provided that the total does not exceed the maximum state reimbursement rate listed below. Meal reimbursements are not allowed within the official duty station. Alcoholic beverages are not reimbursable. Meals can only be claimed with an overnight hotel stay.

A list of the maximum state reimbursement rates for meals in high cost areas has been pre-calculated for your convenience and is available on the OPTFM Travel Information website at: <https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/hotels-meals-miles-reimbursements/meal-reimbursement/>

If you cannot find the city you are looking for, locate the county and use the amount listed. If neither the city nor county is listed, the maximum state reimbursement rate is \$46.00/day. The DPS policy for meal reimbursements for all Sub-Recipients and employees of the MOHS is as follows: Travel cost must coincide with all MOHS, state, and federal guidelines/policies/rates.

Grant Reimbursement Request Process: Travel/Training

Meal Tips-Meal tips should be included in the actual meal expense unless the inclusion of the tips would cause the meals to exceed the maximum daily limitations placed on meals by the Department of Finance and Administration. Total meal tips shall not exceed 20% of the maximum daily meal reimbursement claimed.

Travel Receipts: All travel **in-state must include itemized receipts for meal, lodging and mileage reimbursement.**

Itemized receipts should be received with all meal reimbursements for in-state travel. Itemized receipts are not required for out of state travel.

To receive reimbursement for claims that include meals please remember the following:

1. All meal receipts must be itemized.
2. All meal receipts must be legible.
3. Itemized meal receipts should reflect only meals for (1) individual.
4. If purchasing a meal to consume for another mealtime later that day (and allowed under travel guidelines), purchases should be reflected on a separate itemized receipt.
5. The purchase of alcohol should not be included on itemized meal receipts.

Grant Reimbursement Request Process: Travel/Training

Mileage Reimbursement - The rate set forth per Section 25-3-41, Mississippi Code of 1972, which mandates that state officers and employees traveling on official state business in their private vehicle be reimbursed at the same rate federal employees are for official federal business in private vehicle. The current reimbursement rate is set forth in the Mileage Reimbursement Rate memo: <https://www.dfa.ms.gov/media/qfplg0td/01012022-mileage-memo.pdf>

The MOHS policy for mileage reimbursements for all Sub-Recipients and employees of the MOHS is as follows:

Proof of mileage should be received with all mileage reimbursement. Travel cost must coincide with all MOHS, state, and federal guidelines/policies/rates. {Ex. MapQuest} Grant approved surveyors may utilize vehicle odometer mileage readings (trip beginning and ending mileage readings).

When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed.

Grant Reimbursement Request Process: Travel/Training

- **Baggage Allowance:** Charges for baggage at check-in may vary per airline. Baggage fees are reimbursable expenses according to grant agreement; however, they may not be paid for with the Travel Card. A receipt is required for charges.
- **Lodging** - If a member(s) of the grant funded employee's family travels with the grant funded employee, the employee shall claim reimbursement at the single hotel/motel room rate only. Express check-out receipts which do not provide an itemized hotel bill are not acceptable.
- **Official Duty Station:** The city, town, or other location where the employee's regular place of work is located, or the city, town, or location where the employee's primary work is performed on a permanent basis. If the employee regularly works in two or more areas, his official duty station shall be where the regular place of work is located. The regular place of work should be determined by the entity head or authorized designee based on total time ordinarily spent working in each area and the degree of business activity in each area.



Quiz Time...
Who fills out the
Quarterly
Reimbursement?

Equipment

Equipment: Definition

Per the Mississippi Office of the State Auditor, Property Officer's Manual (2018), equipment is defined as:

- 1) They are for acquisition of visible, tangible state property.
- 2) They are non-consumable in nature.
- 3) Their anticipated life is at least one year.
- 4) If the cost of acquisition is \$1,000.00 or more*, the equipment shall be on the inventory.

Equipment:

*Items regardless of value must also be considered part of inventory and equipment.

- Camera and Camera Equipment (greater than or equal to \$250.00)
- Two-way Radio equipment
- Televisions (greater than or equal to \$250.00)
- Lawn maintenance equipment
- Cellular Phones



Equipment:

*Items regardless of value must also be considered part of inventory and equipment.

- Computers and computer equipment (greater than or equal to \$250.00)
- Chainsaws
- Air Compressors
- Welding Machines
- Generators
- Motorized Vehicles



Equipment: Authorized Equipment List (AEL)

All Equipment purchased with MOHS grant funds **MUST** be listed on the FEMA Authorized Equipment List (AEL)

The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs. The intended audience of this tool is emergency managers, first responders, and other homeland security professionals. The list consists of 21 equipment categories divided into categories, sub-categories and then individual equipment items. NOTE: There are no commercially available products listed; it only consists of equipment types.

<https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>

Equipment: Authorized Equipment List (AEL)

Unless otherwise stated, equipment must meet all mandatory statutory, regulatory, and FEMA-adopted standards to be eligible for purchase using these funds, including the Americans with Disabilities Act.

In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Per the Mississippi Department of Finance and Administration, along with the Department of Public Safety, **two (2) Quotes** must be received for any piece of equipment is \$5,000 or more and/or state contract.

Equipment: Purchasing

Equipment purchased with federal grant funds is intended to be purchased and used within the grant period.

Agencies should begin procurement of equipment within the 1st Quarter of the grant. This may require receiving quotes, purchase orders, etc.

All activities toward the purchase of awarded equipment should be placed on the agency Quarterly Progress Report.

Equipment: Purchasing Delays and Extensions.

Go ahead and begin procurement ASAP!!!!

If procurement is delayed and the acquirement of equipment and materials will be outside the grant award date (**8/31/2024**), please **request an extension**.



Quiz Time...

Is a \$199.99 Chainsaw
Equipment?

Equipment: Use of Equipment

Reporting Use of Equipment:

Sub-Recipients are required to report the use of the equipment that has been purchased with federal funds, during the FULL use of the equipment.

Equipment must be used for its intended purpose and only for GRANT Activity.



Equipment: Property Management Systems

All equipment purchased with federal grant funds, must be tracked through the awarded agency Equipment Inventory system for **the life** of the equipment.



Equipment:

Useful Life Schedule: The MOHS/Sub-Recipient property and equipment purchased in whole or in part with federal funds will be monitored for its useful life according to the following schedule. The MOHS uses several sources for the Useful Life Schedule for more information, please contact the MOHS.

Equipment	Equipment & Property Cost Range	Useful Life Schedule
Building/Installation Items		
Intercom Systems/Public Announcement	No Threshold	25 Years
Ventilation Fans	No Threshold	5 Years
Propane Water Heater	No Threshold	20 Years
Security System	No Threshold	15 Years



Quiz Time...

How long is a Vehicle
on the Useful Life
List?



Quiz Time...

How long is the useful
life for Computer
Server?

Equipment:

Ensuring the Future is Made in All of America by All of America's Workers: The Sub-Recipient must comply with the "Build America, Buy America" provisions of the Infrastructure Investment and Jobs Act and E.O. 14005 which provide that, as appropriate and to the extent consistent with law, the recipient must use all practicable means within their authority under a federal award to provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products.)

Procurement of Recovered Materials: States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Equipment:

Ownership:

Intellectual Property (Patents/Copyright/Trademarks/Tangible Research Property (2CFR 200.315 and 200.448)): The MOHS reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal and state government purposes the following:

- The Intellectual Property in any work developed under a grant, sub-grant, or contract under a grant or sub-grant.
- Any rights of Intellectual Property to which grantee, Sub-Recipient, or a contractor purchases ownership with grant funds.

All records, reports, documents, or other material related to this sub-grant and or obtained or prepared by Sub-Recipient in connection with performance of the services contracted for herein shall become the property of MOHS, and shall upon request, be returned by MOHS to Sub-Recipient, at Sub-Recipients expense at termination or expiration of the sub-grant.

Equipment:

Materials, Discoveries, Inventions and Results Developed, Produced or Discovered: All records, reports, documents, and other material delivered or transmitted to Sub-Recipient by the MOHS shall remain the property of the MOHS, and shall be returned by Sub-Recipient to MOHS at the Sub-Recipient's expense, at termination or expiration of the sub-grant.

All records, reports, documents, or other material related to this sub-grant and or obtained or prepared by Sub-Recipient in connection with performance of the services contracted for herein shall become the property of MOHS, and shall upon request, be returned by MOHS to Sub-Recipient, at Sub-Recipients expense at termination or expiration of the sub-grant.

Use of DHS Seal, Logo, and Flags: All brochures; course, workshop, and conference announcements; and other materials that are developed and/or printed using grant funds must include a statement crediting the MOHS. The FEMA logo should not be used unless prior approval is received from the MOHS and or FEMA.

Reports, Studies, or Material Developed for Publication: Reports, studies or other materials approved for publication or printing is to be regarded as information in the public domain and its further use does not require approval. The Sub-Recipient agrees that the published versions of reports, studies or other materials shall not be copyrighted nor contain any restriction which prohibits distribution and reproduction. The Sub-Recipient will not sell copies of such reports or other materials prepared under the terms of this sub-grant.

Grant Reimbursement Request Process: Equipment Form Pages 12 in SGA Manual/Appendix B

MOHS Equipment Inventory Form

Sub-grantee (Jurisdiction/Agency Name): **1** _____
 Grant Number: **2** _____
 Contact Name for Equipment: **3** _____
 Contact Phone Number for Equipment: **4** _____ After Hours Number: **5** _____
 Email: **6** _____

Local Property Identification Number		Property Description			
7		8			
Acquisition Date	Serial/VIN #	Unit Cost	% Grant Funded	Vendor (Source)	New Equipment
9	10	11	100%	13	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Capital Asset	Description of Location of Equipment			County Located In	USAR Task Force
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16			17	<input type="checkbox"/> TF-1 <input type="checkbox"/> TF-2 <input type="checkbox"/> TF-3
Agency Type					
<input type="checkbox"/> State Agency <input type="checkbox"/> Local Jurisdiction <input type="checkbox"/> College <input type="checkbox"/> EMA <input type="checkbox"/> Fire <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Non-Profit <input type="checkbox"/> Search/Rescue					
Asset Category (Choose One)					
<input type="checkbox"/> Air Asset <input type="checkbox"/> Communications <input type="checkbox"/> Fire Suppression <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Search/Rescue <input type="checkbox"/> Vehicle Asset <input type="checkbox"/> Bomb Team <input type="checkbox"/> Cyber Security <input type="checkbox"/> Hazmat <input type="checkbox"/> Medical Asset <input type="checkbox"/> Technical Rescue <input type="checkbox"/> Other					
Asset Type (Choose One)					
<input type="checkbox"/> ALPR (Stand Alone) <input type="checkbox"/> Generator, Trailer Mounted <input type="checkbox"/> Tents / Cots <input type="checkbox"/> ALPR (Trailer) <input type="checkbox"/> GPS / Tracking Devices <input type="checkbox"/> Trailer, / RV, Communications <input type="checkbox"/> Audio/Visual Training <input type="checkbox"/> Interoperability Gateway (Coms.) <input type="checkbox"/> Trailer, Command <input type="checkbox"/> Boat - Flood Water <input type="checkbox"/> K-9 <input type="checkbox"/> Trailer, Cooking / Food Unit <input type="checkbox"/> Boat - Swift Water <input type="checkbox"/> Mobile Repeaters <input type="checkbox"/> Trailer, Enclosed <input type="checkbox"/> Camera, Other <input type="checkbox"/> Monitor, EMS <input type="checkbox"/> Trailer, Flat Bed <input type="checkbox"/> Camera, Thermal <input type="checkbox"/> Monitor, Hazmat <input type="checkbox"/> Trench Rescue Equipment <input type="checkbox"/> Camera, Video <input type="checkbox"/> PD Ballistic Equipment <input type="checkbox"/> Vehicle, ATV - 4 Wheeler <input type="checkbox"/> Cameras, Surveillance <input type="checkbox"/> PD Tactical Equipment <input type="checkbox"/> Vehicle, High Water <input type="checkbox"/> Computer, Desktop <input checked="" type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Vehicle, Prime Mover <input type="checkbox"/> Computer, Laptop <input type="checkbox"/> Radio, Mobile <input type="checkbox"/> Vehicle, UTV - Side by Side - 2 seater <input type="checkbox"/> Computer, Tablet <input type="checkbox"/> Radio, Portable <input type="checkbox"/> Vehicle, UTV - Side by Side - 4 seater <input type="checkbox"/> Confined Space Cache <input type="checkbox"/> Rope Rescue Cache <input type="checkbox"/> Other _____ <input type="checkbox"/> Cyber Security Equipment <input type="checkbox"/> Satellite Data <input type="checkbox"/> Satellite Phone <input type="checkbox"/> Dive Equipment <input type="checkbox"/> Security Equipment <input type="checkbox"/> Drone/UAV <input type="checkbox"/> Shoring Equipment (USAR) <input type="checkbox"/> Fuel - Portable Tank <input type="checkbox"/> Sonar <input type="checkbox"/> Generator, Portable					



MOHS will need picture of all equipment purchased with grant funds. Please include Serial and VIN Numbers, if applicable.



A background image showing a large number of hands raised in a crowd, suggesting a quiz or a public gathering. The hands are of various skin tones and are positioned at different heights, creating a sense of movement and participation.

Quiz Time...

At What Amount is an item considered Equipment that must be tagged?

Grant Reimbursement Request Process: Additional Form (If Applicable)

Please fill out if you have items that are being purchased for \$75,000.00 and above.

MOHS Request for Pre-Approval of \$75,000.00 and Over Procurement: (If Applicable)

Please fill out each section on the Request for Pre-Approval of \$75,000.00 and Over Procurement. This form should be used when an Agency wants to extend funds for items over \$75,000.00. Agency should follow local, state, and federal procurement for any items purchased with funds.



Mississippi Department of Public Safety Office of Homeland Security



REQUEST FOR PRE-APPROVAL OF \$75,000 and OVER PROCUREMENT

1. Total Estimated Cost	2. Requesting Jurisdiction	3. Grant Number
4. Project Description	5. Date Required	6. Requesting Jurisdiction Address
	7. Sub-Recipient Grant Administrator's Name	Phone
8. Mandatory Pre-Approval Items		
A. <input type="checkbox"/> Copy of Proposed Invitation to Bid or Request for Proposal document B. <input type="checkbox"/> Copy of Proposed Advertisement or Public Notice C. <input type="checkbox"/> Copy of Award Selection Criteria D. <input type="checkbox"/> If Noncompetitive, attach Request for Noncompetitive Procurement E. <input type="checkbox"/> List of Bids Received		
9. Other: Provide any additional information which needs to be considered when evaluating approval of this procurement.		
10. Jurisdiction Signatory Authority or Authorized Representative Name and Title (typed or printed)	I certify to the best of my knowledge and belief, that all the information on this request, including any attachment, is true and accurate	
	Signature	Date
Mississippi Office of Homeland Security		
11. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for Further Justification (See back)	Date

Grant Reimbursement Request Process: Additional Form (If Applicable)

SOLE SOURCE FORM

MISSISSIPPI OFFICE OF HOMELAND SECURITY SOLE SOURCE PROCUREMENT FORM

Sole source procurement is procurement through solicitation of a proposal from only one source. Sole source procurements must adhere to the standards set forth in 2 C.F.R. § 200.320(c) in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The use of sole source procurement is discouraged and should only be used if comparable items are unavailable. Sole source procurement will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the Mississippi Procurement Manual (3.109-3.109.04-Effective 1/1/2018) and the federal requirements.

Conditions for Use of Sole-Source / Research Procurement(s) Sole-source procurement is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify sole-source procurement if there is more than one potential bidder or offers for that item.

If a sub-grantee is considering a sole source procurement for an item, it is the responsibility of the sub-grantee to follow all procurement roles.

1. All sole source procurement requires the prior written approval of the Mississippi Office of Homeland Security-State Administrative Agency (SAA).
2. Submit the Sole Source Procurement form with the sub-grantee Signatory Official signature prior to purchase and follow the requirements according to dollar amounts as outlined in the Mississippi Homeland Security Grant Program Procurement Procedures.
3. Send the form to the following address to the Mississippi Office of Homeland Security at mohsgrants@dps.ms.gov.
4. Upon review and receipt of the Sole Source Procurement form, a response will be provided to your agency via email.

SOLE SOURCE PROCUREMENT FORM

Grant Number: _____

Sub-Grantee Name: _____

This form must also contain sufficient documentation to justify the request and should address the following information:

- Brief description of the program and need for the item.
- Complete description of requested item(s) as they are listed in the grant application, and costs for which the sole source procurement is being sought.
- Explanation of need to contract noncompetitively to include the expertise of the contractor, management, responsiveness, knowledge of program, and experience of contractor personnel.
- Time constraints such as when contractual coverage is required and why, impact on the program if dates are not met, time it would take another contractor to reach the same level of competence (equate to dollars if desired).
- Uniqueness of the item.
- Other points that should be expressed to substantiate the request.
- A declaration that this action is in the "best interest" of the agency.

Sub-Grantee Financial/Procurement Officer

Date

Sub-Grantee (SGA) Project Director

Date

Mississippi Office of Homeland Security
Executive Director

Date

Sub-Recipient Grant Administrator's Guide- EHP Submission

Environmental and Historic Preservation Screening Form All Non-Profit Grants will have a EHP Form Required

SECTION A. PROJECT INFORMATION	
DHS Grant Award Number:	EMW-202X-XX-XXX
Grant Program:	Homeland Security Non-Profit Grant Program
Grantee:	Mississippi Office of Homeland Security
Grantee POC:	MOHS Grants Department
Mailing Address:	
E-Mail:	
Sub-Grantee:	1.
Sub-Grantee POC:	2.
Mailing Address:	3.
E-Mail:	4.
Estimated cost of project:	5.
Project title:	6.
Project location (physical address or latitude-longitude):	7.
Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:	
8.	

Some Equipment for the HSGP grants may require an Environmental Historic Preservation (EHP) for submitted before an items can be purchased and/or installed.

Items such as Generators, License Plater Readers, Fencing, and Security Cameras, **MUST** have an EHP submitted to MOHS, sent to FEMA, Approved by FEMA and a Letter of Approval received.

If you perform **ANY** work outside the EHP process, items will not be reimbursed.

Equipment: Disposition



If any material or equipment ceases to be used in project activities, the sub-recipient agrees to promptly notify MOHS.

In such event, MOHS may direct the sub-recipient to transfer, return, keep, or otherwise dispose of the equipment.

Commodities/ Supplies

Commodities/Supplies

Commodities:

Office Supplies--The actual cost of office supplies (pencils, pens, paper, paper clips, etc.) and training materials will be reimbursed, if applicable. Documentation must be provided for any amount claimed.

Small Equipment Under \$1,000.00-- The actual cost of minor equipment will be reimbursed, if applicable. Documentation must be provided for any amount claimed.

Unallowable

Unallowable

Limitations and Conditions: The provisions stated in the following section are not intended to deny flexibility in supporting potential accident and injury reduction activities; however, the conditions do serve as a guide in describing costs that are **not allowable** for Homeland Security funding. See FEMA Homeland Security Grant Preparedness Manual.

<https://www.fema.gov/grants/preparedness/homeland-security>

FEMA Approval: Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.

If it's not listed in your Grant Award,
it's unallowable!

Unallowable

Supplanting: Supplanting is the act of replacing existing funds with federal funds. Specifically, funding that is established for the payment of personnel or operations required in the normal and usual conduct of business may not be replaced using federal funds awarded via the grant.

Supplanting, including: (a) replacing routine and/or existing State or local expenditures with Federal grant funds and/or (b) using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local, or Federally recognized Indian tribal governments.



Quiz Time...

What types of items
need an EHP?

Grant Modifications

Modifications

During the active period of a project, changing conditions may require that the original project agreement be modified. If both parties consent to altering the project in some way, then a modification request (either activity or budget or both) must be completed. **All budget modification requests must be submitted on the required MOHS forms signed and dated by the signatory authorized official.**

Modifications-Change in SGA

Change in SGA: The Sub-Recipient agrees to notify in writing, the MOHS of any change and the reason for the request of change in personnel, no later than the submission of the next claim of reimbursement. Agency must resubmit an SGA form, if the SGA is changed from the responsibilities of grant activities.

Modifications Change in SGA

Designation of Sub-Recipient Grant Administrator (SGA)

Pursuant to the Mississippi Office of Homeland's requirements that the signatory official is the only person authorized to sign official documentation in relation to the sub-grant, such as financial reimbursement, performance reports, etc. The (agency/department name) _____ has authorized and approved (print designated sub-recipient grant administrator official name) _____ to sign any/all forms related to this Grant Agreement.

Upon approval of this request said person will then be **Responsible/Liable**, as the signatory official, for claims and reporting submitted by them to this agency. The approval of this request will allow this person to complete required documentation in the absence and/or on behalf of the signatory official.

The following person is officially appointed to represent your jurisdiction as the Sub-Recipient Grant Administrator (SGA) and is hereby duly authorized to fulfill the terms of this Grant Agreement during the performance period on behalf of the Sub-Recipient.

Sub-Recipient Grant Administrator (SGA)

Name: _____ Title: _____
(Designated Sub-Recipient Grant Administrator)

Agency Name: _____

Mailing Address: _____

City: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Signature of Sub-Recipient Grant Administrator: _____

Grant Authorized Signatory Official

Appointed by Authorized Signatory Official: (Mayor, Board President, Commissioner, Director, Superintendent)

Authorized Signatory Official Signature: _____

Title: _____

Date: _____

Modifications- Request Form



Homeland Security Grant Program Request Form

Type of Request: Please check the box for the type of request:	
<input type="checkbox"/>	Request for Advance: An advance is for jurisdictions may not be able to provide monies up front for purchases and wait to be reimbursed later within the period of performance.
<input type="checkbox"/>	Request for Extension- An extension will extend the period of performance to complete all program tasks and activities.
<input type="checkbox"/>	Request for Minor Change- A minor change is budget change within a single line item within the program budget.
<input type="checkbox"/>	Request for Modification- A modification is a budget change within more than one line item within the program budget. Authorized Signatory Official signatures are required. For a Request for Modification, please fill out the request form and proceed to the Budget Modification Signature Sheet and Budget Summary Sections. All sections must be provided.

Program Information: Please provide the following information regarding the request:

Date:	1.
Grant Number:	2.
Agency:	3.
Sub-Recipient Grant Administrator Name:	4.
Sub-Recipient Grant Administrator Email:	5.
Amount of Grant:	6.
Amount of Requested Advance/Minor Change:	7.
Date of Extension for Grant to be Extended:	8.

Please provide a detailed justification for the requested advance/extension or minor change:

Attach a copy of supporting documentation for the requested advance/extension or minor change. (Quotes, Bids, Purchase Order, Invoice) Please return form to MOHS Grants at: mohsgrants@dps.ms.gov

MUST BE RECEIVED BY:

MAY 31st

Modifications- Request Form



Homeland Security Grant Program Request Form

Type of Request: Please check the box for the type of request:

1.	Request for Advance: An advance is for jurisdictions may not be able to provide monies up front for purchases and wait to be reimbursed later within the period of performance.
2.	Request for Extension- An extension will extend the period of performance to complete all program tasks and activities.
3.	Request for Minor Change- A minor change is budget change within a single line item within the program budget.
4.	Request for Modification- A modification is a budget change within more than one line item within the program budget. Authorized Signatory Official signatures are required. For a Request for Modification, please fill out the request form and proceed to the Budget Modification Signature Sheet and Budget Summary Sections. All sections must be provided.

Modifications- Request Form

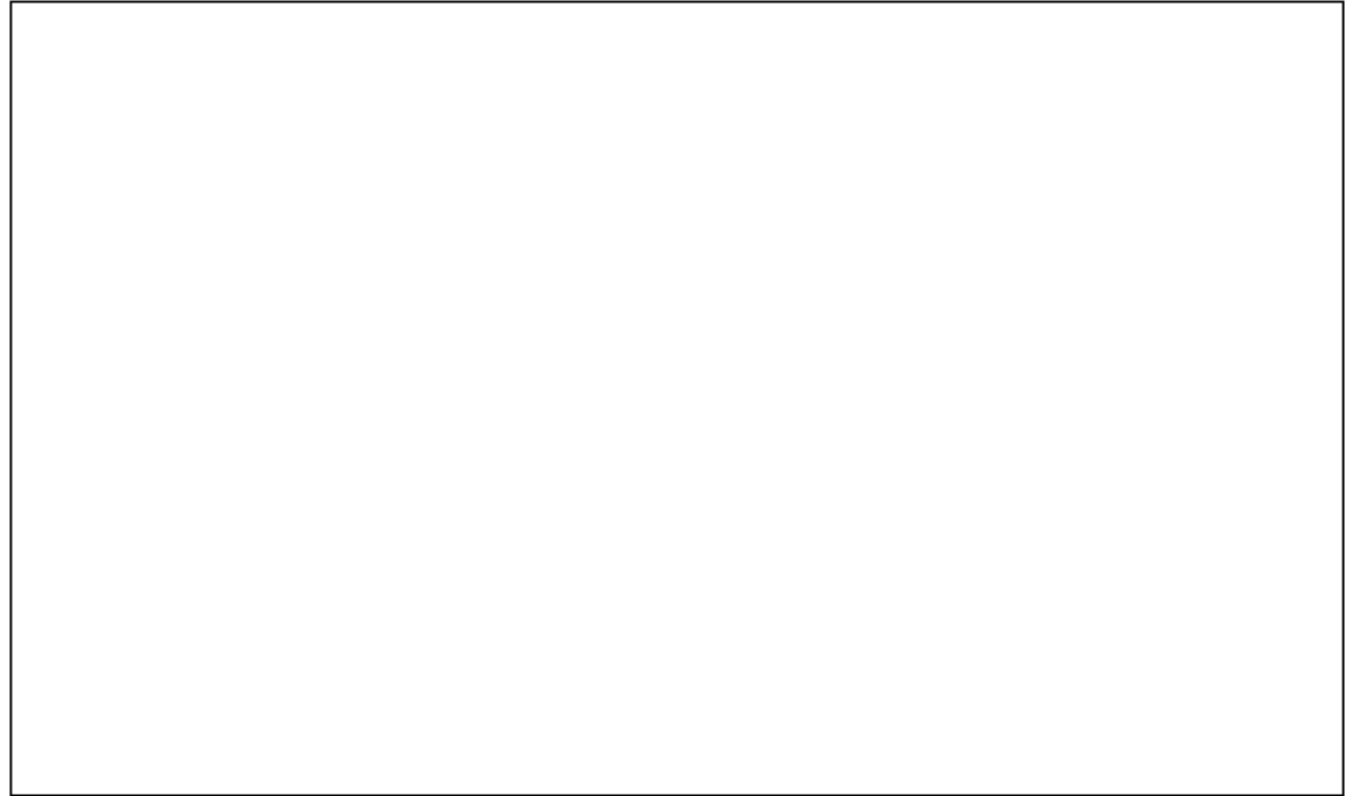
Program Information: Please provide the following information regarding the request:

Date:	1.
Grant Number:	2.
Agency:	3.
Sub-Recipient Grant Administrator Name:	4.
Sub-Recipient Grant Administrator Email:	5.
Amount of Grant:	6.
Amount of Requested Advance/Minor Change:	7.
Date of Extension for Grant to be Extended:	8.

1. Date: Date of the Request
2. Grant Number: Grant Number
3. Agency: Include the Agency Name
4. Sub-Recipient Grant Administrator Name: Please include the name of the person that is assigned as the SGA
5. Sub-Recipient Grant Administrator Email: Please include email address of the person that is assigned as the SGA.
6. Amount of the Grant: Please include the amount that the grant was awarded.
7. Amount of Requested Advance/Minor Change: Please include the amount of the advance amount requested.
8. Date of the Extension for Grant to be Extended: Please include the date requested for the extended date.

Modifications- Request Form

Please provide a detailed justification for the requested advance/extension or minor change:



Attach a copy of supporting documentation for the requested advance/extension or minor change. (Quotes, Bids, Purchase Order, Invoice) Please return form to MOHS Grants at: mohsgrants@dps.ms.gov

Include a detailed justification statement of the request (Advance, Extension or Minor Change). Also attach supporting documentation for the request that will support the request, such as quotes, bid, and/or invoices.

Modifications- Modification of Grant

Modification Request of the Grant: Some reasons for modifying the project agreement or contract might include:

- increasing or decreasing the budgeted amount

Modifications are also executed to authorize a material change in other terms and conditions.

NOTE: Requests for modifications should be submitted for approval *before* the revision is implemented.

Modifications- Modification of Grant

The Sub-Recipient will submit a copy of the Sub-Recipient Budget Modification Request to the MOHS for review and approval. If the cost, complexity, or scope of work authorized in the grant must be revised after the project agreement is signed, then a written amendment must be executed to authorize the change.

Modifications- Modification of Grant

The Sub-Recipient must submit the modification to the MOHS email address of mohsgrants@dps.ms.gov. Effective date will not be issued until both parties have executed the modification.

When an amendment is needed, sufficient time should be allowed for proper review and execution. With sufficient advance planning and ongoing monitoring, Sub-Recipients should have any amendments to a grant or Contract executed **90 days prior to the end of the grant or by May 31.**

When a simple budget modification is needed, sufficient time (a minimum of two weeks) should be allowed for proper review and execution. Modifications must be signed by the parties who signed the original project agreement unless approval authority has been specifically retained or delegated to someone else in accordance with MOHS policy.

Modifications- Modification of Grant

Modification Processing: A modification will follow the same approval processing procedures as the original agreement. The same signature authority that applies for the original agreement also applies for any modification to that agreement.

As with the original project agreement, the modification becomes effective only when all signatures have been obtained. Sub-Recipient is allowed two (2) modifications per year and if any modifications are submitted for processing, then the last modification (#2) should be processed through the MOHS office no later than June 30th. If any modifications are sent to be processed, the modification must be approved by the MOHS.

NOTE: MOHS Sub-Recipients are allowed (2) two budget modifications during the grant year. Budget Modifications will not be accepted until the 2nd quarter, unless approved by the MOHS Grants Director.

**MS OFFICE OF HOMELAND SECURITY
BUDGET MODIFICATION SIGNATURE SHEET**

Modifications- Modification of Grant Request for Change

1. Sub-Recipient's Name:		2. Effective Date:		
Mailing Address		3. Sub-Recipient Number:		
Telephone Number:		4. Modification Number:		
Email:		5. Grant Identifier: (Funding Source and Year)		
		6. Period of Performance: Start and End Dates:		
7. The above sub-grant is hereby modified as follows:				
Budget Category	Current Budget	Change		New Budget
		Federal	State/Local	
Personal Services-Salary	A	B	\$0.00	C
Personal Services-Fringe	A	B	\$0.00	C
Contractual Services	A	B	\$0.00	C
Travel	A	B	\$0.00	C
Equipment	A	B	\$0.00	C
Commodities/Supplies	A	B	\$0.00	C
Other	A	B	\$0.00	C
TOTAL	A	B	\$0.00	C
8. Except as hereby modified, all terms and conditions of the sub-grant remain unchanged.				
AGENCY APPROVAL			SUB-GRANTEE ACCEPTANCE	
9. Approval from Grantee:			10. Typed Name & Title of Authorized Sub-Recipient Official: (Mayor/Board President)	
11. Signature of Grantee and Date:			12. Signature of Authorized Sub-Recipient Official & Date:	

Modifications- Modification of Grant Request for Change

**MS OFFICE OF HOMELAND SECURITY
BUDGET MODIFICATION COST SUMMARY SUPPORT SHEET**


1. Sub-Recipient Agency:

2. Sub-Recipient Grant Number:

3. Modification Effective Date:

4. Grant Budget Category	5. Grant Budget Detail	6. Revised Budget		
		Federal	All Other	Total
Salary & Wages: Original Grant Amount \$ Revised Grant Amount \$		\$	\$0.00	\$
Fringe: (If Applicable) Original Grant Amount \$ Revised Grant Amount \$		\$	\$0.00	\$
Contractual Services: Original Grant Amount \$ Revised Grant Amount \$		\$	\$0.00	\$
Travel: Original Grant Amount \$ Revised Grant Amount \$		\$	\$0.00	\$
Equipment: Original Grant Amount \$ Revised Grant Amount \$		\$	\$0.00	\$
Commodities/Supplies: Original Grant Amount \$ Revised Grant Amount \$		\$	\$0.00	\$
Other Costs: Original Grant Amount Revised Grant Amount		\$	\$0.00	\$

TOTALS	\$	\$0.00	\$
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Quiz Time...
When are Grant
Extensions Due By?

FY23 Homeland Security Grant Program

Monitoring Visits



Monitoring Visits: Why Do We Monitor?

- MOHS is required to monitor, by federal guidelines
- To confirm the funds were used for the purpose stated in the grant request
- Assist with compliance observations for future visits
- Ensure that State and Federal programs are programmatically and financially compliant to State and Federal Guidelines and are in line with the approved grant contract
- Detect and identify concerns from the sub-recipients or the contracts
- Assure targets and performance measures are being met and achieved

Monitoring Visits: Benefits of Monitoring

- Develops and builds relationships
- Proactively educates sub-recipient
- Identifies any problems or questions
- Prevents fund waste, fraud, or misuse
- Improves communication processes
- Gives opportunities for improvements
- Ensures equipment inventory is in good working condition and maintenance records are current



Monitoring Visits: Benefits of Monitoring

Project Monitoring Policy: It is the responsibility of MOHS to maintain oversight for all federally funded grants that are awarded to their sub-recipients. MOHS will provide technical assistance as needed to assist the sub-recipient with fulfilling their project targets and performance measures. MOHS will ensure that the contract provisions are in compliance. **(2CFR 200.328)**

Depending on the monitoring criteria and policy as stated above, each grant will be reviewed either by on-site monitoring, desk reviews, via telephone calls, reimbursement processing, staff meetings, conference calls, and other correspondence, as appropriate.

Monitoring Visits: Sub-Grantee Record Keeping Guide

- Signed Award Letter and Grant Application
- Agreement
- Quarterly Reimbursement and Progress Reports
- Reimbursement Documents
- Equipment Inventory Form(s) and Photos
- Your copy of signed Monitoring Visit Report



Monitoring Visits: Types of Monitoring

Monitoring is formal and informal, financial and operational. MOHS will utilize the following types of monitoring:

- Ongoing monitoring/contact with the sub-recipient through phone calls, meetings, and written/verbal correspondence;
- On-site monitoring reviews of project operations, management, and financial systems;
- Review and approval of reimbursement claims;
- Desk monitoring of grant files; and/or
- Compliance monitoring of statewide security activities and grant oversight.

Monitoring Visits: Types of Monitoring-Ongoing

Ongoing monitoring occurs every time a MOHS staff holds a discussion or communicates with a sub-recipient project director.

Ongoing monitoring can occur daily, weekly, or monthly. Weekly phone calls may be appropriate, if there are concerns. More regularly scheduled meetings may be needed for complex projects.

If concerns are identified, the project could require quarterly review meetings between the sub-recipient and MOHS staff. This is left at the discretion of MOHS staff and any additional monitoring requirements will be documented in the official file. MOHS staff will rely on regular correspondence and the annual monitoring to handle routine project issues.

Monitoring Visits: Types of Monitoring-On-Site

On-Site Monitoring will include:

- Entry Meeting to answer questions and provide an overview of the monitoring process
- Review of Program Files
 - General Financial Documents
 - Grant Specific Financial Documents
 - Program Related Source Documents
- Inspection of Equipment
- Exit Meeting to report any findings and explanation of additional information needed



Monitoring Visits: What to Expect?



- Pre-Monitoring Notification Letter/Email
 - 30 days prior to monitoring visit
 - Notification of date and time
 - What grant(s) is being monitored (can be multiple grant years)
 - What documentation is needed for review
 - What equipment is needed for inspection/photos
 - Name of person to complete the monitor visit and contact information
- You will receive a confirmation call 3-5 days prior to the scheduled visit.

Monitoring Visits: Types of Monitoring-On-Site

On-Site Monitoring will include:

- Inspection of Equipment. Please have all grant funded equipment available for viewing
- During on-site monitoring equipment will be photographed with the serial and identification numbers



Single Audit Requirements:

The State of Mississippi requires a sub-recipient expending \$750,000.00 or more in federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with 2CFR200, Sub-Part F (previously OMB Circular A-133).

The sub-recipient will permit the State of Mississippi project officials, program officials and auditors to have access to the sub-recipient's and third-party contractor's records and financial statements as necessary for the State of Mississippi to comply with the 2CFR200, Sub-Part F.

Record Keeping

Grant financial, programmatic, and administrative records shall be maintained for a period of three years following the date of the closure of the grant award, or audit if required. Property and equipment records shall be maintained for a period of three (3) years following the final disposition replacement or transfer of property and equipment. **Reference 2CFR 200.333**

Record Keeping

Sub-Recipients are expected to keep records of different federal fiscal periods separately identified and maintained so that information can be readily located. sub-recipients are also obligated to protect records adequately against fire and damage.

Access to sub-recipients records must include MOHS, FEMA granting agency, Office of the Inspector General, or any of agency requesting records, who shall have the right to access to any pertinent books, documents, papers or other records of the sub-recipient, which are pertinent to the award, in order to make audits, examinations, excerpts and transcripts. The right to access must not be limited to the required retention period but shall last as long as the records are retained. **Reference 2CFR 200.336**



Quiz Time...

What is (1) thing that
will be reviewed
during Monitoring?

Grant Compliance and Non-Compliance

Non-Compliance

MOHS considered non-compliance for the following concerns:

- Award Paperwork- Not Submitted on Time
- Quarterly Reimbursement Claim and Progress Report –Not Submitted on Time
- Inventory/Equipment Forms- Not Submitted with Reimbursement
 - No Pictures submitted

Non-Compliance

Non-Compliance with Quarterly Reimbursement/Reports:

- **Miss a Report-** You will get an email to the SGA regarding the missing report
- **Miss 2 Reports-** You and the SGA will get an email regarding missing reports. Will Require (1) and (2) Reports to be submitted

Non-Compliance

Non-Compliance with Quarterly Reimbursement/Reports:

- **Miss 3 Reports-**You and the SGA will get an email regarding missing reports and a **DEADLINE** to complete required documentation
 - Will Require (1), (2) and (3) Reports to be submitted by the set **DEADLINE**

Non-Compliance

Non-Compliance with Quarterly Reimbursement/Reports:

If DEADLINE is missed and reports not provided, grant will be administratively closed out!

Non-Compliance

Special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modification maybe withheld. **Reference 2CFR 200.338**

MOHS shall notify the sub-recipient of its decisions in writing stating the nature and reason for imposing the conditions, the corrective action required and timeline to remove the conditions and the method of requesting a reconsideration of the imposed conditions.

Non-Compliance

The sub-recipient **must respond within five (5) days of receipt of notification** of the reasons listed below.

- Unwillingness or inability to attain project goals, performance measures or strategies;
- Unwillingness or inability to adhere to the conditions of the grant agreement;
- Failure or inability to adhere to grant guidelines and federal compliance requirements;
- Improper procedures regarding agreements, contracts, and procurements;
- Inability to submit reliable, documented and/or timely reports; and
- Management systems do not meet State or federal required management standards.

Non-Compliance-Changes to Agreement

Sub-recipient failure to meet all reporting, attendance at meeting(s), scheduled events and timely submission of reimbursement requests set forth in the agreement by MS Office of Homeland Security, may result in the withholding of reimbursement payments. **Reference 2CFR 200.339 and 2CFR 200.340**

Termination of Agreement

The sub-recipient may terminate its participation in this agreement by notifying and submitting the required closeout documentation to the MS Office of Homeland Security, thirty (30) days in advance of the termination date.





Quiz Time...

Where do you send
your Grant Reports
and Documents?

FY23 Homeland Security Grant Program

Closeout and End of Grant



Closeout and End of Grant:

All grant funded equipment should be purchased, as well as grant funded activities, should take place during the grant award dates of:

9/1/2023 - 8/31/2024

If the agency needs additional time to meet grant activity requirements and/or receive grant awarded equipment, please submit a Request for Extension.

Closeout and End of Grant:

Grant Closeout is due to MOHS (45) forty-five days after the end of the Grant Award Year.

Grant Closeout should include the following:

- Final Reimbursement requests (If Needed), along with supporting documentation
- Closeout Form

Closeout and End of Grant: Extension

If a Request for Extension is not received by May 31st, the grant will be closed out on the grant award end date. Any remaining funds may be re-allocated to other projects.



Closeout Form

Sub-Recipient Grant Closeout Form				
Type of Grant: (Please Check Grant Type for Reimbursement)	Homeland Security:	Non Profit:	Cybersecurity:	Other:
Agency Name:				
Grant Number #:				
<p>In compliance with the requirements of the Mississippi Office of Homeland Security (MOHS) Sub-Recipient Closeout Procedures and the Terms and Conditions of the Grant Agreement, the following Closeout Authorization will serve as the Sub-Recipient Grant Closeout. Please attach a copy of the last/final Request for Grant Reimbursement form. All grant reimbursements have been submitted to the MOHS for payment and no further costs will be requested after the date of this closeout.</p>				
Grant Closeout Authorization:				
Grant Award Budget Type:		Federal Amount	Match Amount (If Applicable)	
Grant Award Total:				
Grant Reimbursements Total:				
Unexpended Grant Balance:		\$0.00	\$0.00	

Closeout Form

Explanation/Comments/Additional Information:
Compliance for Closeout
<p>The Sub-Recipient of the above referenced Grant Agreement certifies that all term, conditions, grant activities, scope of work, reimbursement and any additional grant requirements have been met and achieved. I understand that all information submitted for the grant referenced above has been in support of a federally funded grant program. False statements and/or documentation may be prosecutable under 18 USC 1001. The information provided on this form and for the grant is true, correct, complete and in compliance with all local, state and federal regulations, to be best of my knowledge and ability.</p>
Sub-Recipient Grant Administrator: Signature and Date
Authorized Signatory Official: Signature and Date

Closeout Form

Mississippi Office of Homeland Security Use Only:	
MAGIC Number:	
Program Manager:	
Grant Director:	
Date Grant Agreement Closed in MAGIC	

MOHS Staff will fill this section of the Closeout form.

Grant Reimbursement Request Process

Checklist for submitting the FY23 Quarterly Reimbursement Claim and Progress Reports:

- ___ (1) **Salaries and Fringes (If applicable)**
 - Check Register or copies Payroll Checks
 - Timesheets/Activity Sheets
 - Hours Breakdown

- ___ (2) **Contractual Services: (If applicable)**
 - Any Documentation Needed to Justify Purchases
 - Copies of all contracts **MUST** be submitted with 1st Reimbursement.
 - Contracts **MUST** be within the period of performance.

- ___ (3) **Training/Travel (If applicable)**
 - A. Travel Voucher
 - B. Any Documentation Needed to Justify Purchases

- ___ (4) **Equipment**
 - A. Inventory Form
 - B. Breakdown for Reimbursement
 - C. Pictures of all Equipment
 - D. Any Documentation Needed to Justify Purchases

- ___ (5) **Commodities/Supplies: (If applicable)**
 - Any Documentation Needed to Justify Purchases

- ___ (6) **Other Grant Expenses: (If applicable)**
 - Any Documentation Needed to Justify Purchases

- ___ (7) **Check all forms for Signature:**
 - A. Quarterly Reimbursement Claim and Progress Report
 - B. Travel Vouchers
 - C. Time Sheets/Activity Sheets
 - D. Breakdown for Reimbursement Form
 - E. Agency Routine Intelligence Form



Let's go to Lunch

FY23 Homeland Security Grant Program

Reimbursement Exercise



MOHS HSGP Implementation Exercise

Fill out a Quarterly Reimbursement Claim and Progress Report for Anytown Fire Department.

- Review Cost Summary for Budget Information
- Review all Invoices, Quotes and Payments in Packet

Fill out the Equipment Breakdown for Reimbursement for all Equipment

- Review Invoices and Pictures for Information

Fill out the MOHS Equipment Inventory Sheet for the Chainsaw

20 Minutes to Work on Exercise

MOHS HSGP Implementation Exercise

What was your 1st Step?

Organize and See What you
Have to Work With.

MOHS HSGP Implementation Exercise

FY23 Mississippi Office of Homeland Security-Cost Summary Support Sheet

1. Sub-Recipient Agency: Anytown Police Department				
2. Sub-Recipient Grant Number: 23LE257-5		3. Grant ID: FY23HSGP	4. Beginning: September 1, 2023	5. Ending: August 31, 2024
6. Activity: Homeland Security Grant Program				
7. Category & Line Item	8. Description of item and/or Basis for Valuation	9. Budget		
		Federal	All Other	Total
Personal Services-Salary		\$0.00	\$0.00	\$0.00
Personal Services-Fringe		\$0.00	\$0.00	\$0.00
Contractual Services		\$0.00	\$0.00	\$0.00
Travel/Training		\$0.00	\$0.00	\$0.00
Equipment	MSWin Radio 9 @ \$2,000.00= \$18,000.00 Prime Mover 1 @ \$44,000.00=\$44,000.00 Mass Casualty Kit 1 @ \$1,250.00 License Plate Reader 1 @ \$21,000.00 Chainsaw \$750.00	\$85,000.00	\$0.00	\$85,000.00
Commodities/Supplies	Helmet 10 @ \$700.00= \$7,000.00 Glass Cutter 1@ \$825.00 Hitch Tow Kit \$300.00 Gas Monitor 10 @ \$687.50= \$6,875.00	\$15,000.00	\$0.00	\$15,000.00
Other:			\$0.00	

Review Cost Summary for Allowable Items and Budget.

TOTALS	\$100,000.00	\$0.00	\$100,000.00
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MOHS HSGP Implementation Exercise

Quarterly Reimbursement Claim and Progress Report				
Agency Information				
Type of Grant: (Please Check Grant Type for Reimbursement)	Homeland Security:	Non Profit:	Cybersecurity:	Other:
	X			
Agency Quarter of Report (Please Check Grant Quarter of Report)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	X			
Agency Name:	Anytown Police Department			
Grant Number #:	23LE257-5			
Report Prepared By:	Your Name	Telephone:	Your #	
Date of Report:	8/16/2023	Is this the Final Claim? (Y/N)	No	

Start filling out the Quarterly Reimbursement Claim and Progress Report.

- Check What type of Grant.
- Check What Quarter.
- Organizational Information

MOHS HSGP Implementation Exercise

Was it an Advance or a
Reimbursement?

MOHS HSGP Implementation Exercise

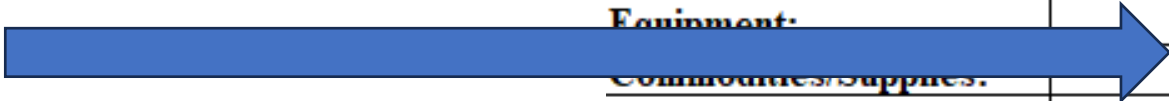
Quarterly Reimbursement Claim: Only Fill out for Reimbursement				
	A. Grant Award Amount	B. Funds Spent Through Last Claim	C. Grant Reimbursement Amount Requested	D. Total Grant Funds:
	(Amounts Same Each Claim)	(Previous Claim Totals, If Available)		
Personal Services-Salary:	\$0.00	\$0.00	\$0.00	\$0.00
Personal Services-Fringe:	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$85,000.00	\$0.00	\$18,750.00	\$18,750.00
Commodities/Supplies:	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00
Total of Reimbursement:	\$100,000.00	\$0.00	\$33,750.00	\$33,750.00

Does your Sheet Match?

MOHS HSGP Implementation Exercise

Amounts came from Cost Summary Page. These amounts will not change through the grant period.

Quarterly Reimbursement Claim: Only Fill out for Reimbursement				
	A. Grant Award Amount	B. Funds Spent Through Last Claim	C. Grant Reimbursement Amount Requested	D. Total Grant Funds:
	(Amounts Same Each Claim)	(Previous Claim Totals, If Available)		
Personal Services-Salary:	\$0.00	\$0.00	\$0.00	\$0.00
Personal Services-Fringe:	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$85,000.00	\$0.00	\$18,750.00	\$18,750.00
Commodities/Supplies:	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00
Total of Reimbursement:	\$100,000.00	\$0.00	\$33,750.00	\$33,750.00



MOHS HSGP Implementation Exercise

Quarterly Reimbursement Claim: Only Fill out for Reimbursement				
	A. Grant Award Amount	B. Funds Spent Through Last Claim	C. Grant Reimbursement Amount Requested	D. Total Grant Funds:
	(Amounts Same Each Claim)	(Previous Claim Totals, If Available)		
Personal Services-Salary:	\$0.00	\$0.00	\$0.00	\$0.00
Personal Services-Fringe:	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$85,000.00	\$0.00	\$18,750.00	\$103,750.00
Commodities/Supplies:	\$15,000.00	\$0.00	\$15,000.00	\$30,000.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00
Total of Reimbursement:	\$100,000.00	\$0.00	\$33,750.00	\$133,750.00

Amounts came from the Quotes and Invoices.



MOHS HSGP Implementation Exercise-Equipment

Relecloud Radio Services		QUOTE	
4321 Maplewood Ave., Nashville, TN 12345 (123) 456-7890 (123) 456-7891 relecloud@example.com		INVOICE # 111 Date: 12/11/23	
To: Paul Smith 110 Main Street Anytown, MS 39541 (662)888-5412 Customer ID No. 0549		Expiration Date: 2/9/23	

Salesperson	Job	Payment terms	Due date
Cristina Echevarria	Sales rep	Due on receipt	TBD

Qty	Description	Unit price	Line total
9	MS Win Radios	\$2,000.00	\$18,000.00
Subtotal			\$18,000.00
Sales Tax			0.00
Total			\$18,000.00

LENNY'S BIG TIME RADIOS

Quote

562 Main Street
Anytown, MS

Date: 12/1/2023
Quote #563
For Equipment

Invoice
Anytown PD
Anytown, MS

Description:	Price Per Unit:	Total Costs
9 MSWin Radios	\$2,860.00	\$25,740.00
TOTAL:		\$25,740.00

Thank you for your Business. Please shop at Lenny's Big Time Radio Again.

RADIOS

Two Quotes are required for items over \$5,000.00. MOHS will pay for the lowest and best quote.

Quote for Relecloud was within the Budget expense in Cost Summary

MOHS HSGP Implementation Exercise

Relecloud <i>Radio Services</i> 4321 Maplewood Ave., Nashville, TN 12345 (123) 456-7890 (123) 456-7891 relecloud@example.com		INVOICE INVOICE #100 DATE: 1/1/2024			
BILL TO: Anytown Police Department 110 Main Street Anytown, MS 39541 (662)888-5412 Customer ID No. 0549		SHIP TO: Anytown Police Department 110 Main Street Anytown, MS 39541 (662)888-5412			
COMMENTS OR SPECIAL INSTRUCTIONS: Shipment contains fragile goods					
SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Cristina	143	Paul Smith	Express air	Warehouse	Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
9	Portable Radios	\$2,000.00	\$18,000.00
	Serial Number: 5551		
	Serial Number: 5552		
	Serial Number: 5553		
	Serial Number: 5554		
	Serial Number: 5555		
	Serial Number: 5556		
	Serial Number: 5557		
	Serial Number: 5558		
	Serial Number: 5559		
		SUBTOTAL	\$18,000.00
		SALES TAX	\$0.00
		SHIPPING & HANDLING	\$0.00
		TOTAL DUE	\$18,000.00

Anytown PD chose the Relecloud and made the purchase with the best option for them.

Invoice is included with the amount of Purchase.

MOHS HSGP Implementation Exercise

Proof of Payment-Check
is included and as seen
the check has cleared
the bank.

Anytown Police Dept. 110 Main Street Anytown, MS 39541	2322 Date: 2/1/2024
	\$18,000.00
Pay to the Order of: <u>Relecloud</u>	
<u>Eighteen Thousand Dollars and 00/100</u>	<u>Dollars</u>
 <u>Piggy Bank</u>	
<u>For: Radios</u>	<i>Patricia Harris</i>

Endorse Here: <i>Patrick Marshall</i>	56514212121212 Piggy Bank 5554614412388
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MOHS HSGP Implementation Exercise

Chainsaw \$750.00.
Does not Require
(2) Quotes

CRAIG'S CHAINSAWS

December 1, 2023

INVOICE #1234


Bill to		Ship to	
Customer	Anytown Police Department	Recipient	Anytown Police Department
Customer ID#	8675309	Address	110 Main Street Anytown, MS 39541
Address	110 Main Street Anytown, MS 39541	Phone	662-874-1445
Phone	662-874-1445		
Payment Due	December 1, 2023	Delivery Date	December 7, 2023
Salesperson	Luca Richter	Shipping Method	Ground
Payment Terms	Cash or check	Shipping Terms	Returns not accepted

Qty.	Item#	Description	Unit price	Discount	Line total
1	154	20" Red Chainsaw-Serial Number 44230178A	\$750.00	\$0.00	\$750.00
				Total Discount	0
				Subtotal	\$750.00
				Sales Tax	0.00
				Total	\$750.00

Thank you for your business!

MOHS HSGP Implementation Exercise


Proof of Payment-Check
is included and as seen
the check has cleared
the bank.

Anytown Police Dept. 110 Main Street Anytown, MS 39541	2322 Date: 12/1/2023
	\$750.00
Pay to the Order of: Craig Saw Blades	
Seven Hundred Fifty Dollars and 00/100 Dollars	
 <u>Piggy Bank</u>	ALEX THOMPSON
For: Chainsaw	
232348	4545878787547

	565142121212
	Piggy Bank 55546144447888
Endorse Here:	<i>Craig Helsman</i>

MOHS HSGP Implementation Exercise

Proof of Payment-Check
is included and as seen
the check has cleared
the bank.

Anytown Police Dept. 110 Main Street Anytown, MS 39541	2322 Date: 1/25/2024
	\$15,000.00
Pay to the Order of: Sally Super Supplies	
<u>Fifteen Thousand Dollars and 00/100</u> <u>Dollars</u>	
 <u>Piggy Bank</u>	
<u>For: Supplies</u>	<i>Patricia Harris</i>

Endorse Here: <i>Sally Fielder</i>	56514212114 Piggy Bank 55546144123476
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MOHS HSGP Implementation Exercise Equipment Breakdown for Reimbursement

Equipment Breakdown for Reimbursement		
For each Quarterly Report/Reimbursement Report, where equipment is requested for reimbursement, please provide the following information.		
Grant #:	23LE257-5	
Agency Name:	Anytown Police Department	
Equipment Description:	Check #	Amount:
<i>Example:</i>		
<i>5 Motorola MSWin Radios</i>	<i>11532</i>	<i>\$10,000.00</i>
MSWin Radios (9)	2322	\$18,000.00
Chain Saw (1)	2322	\$750.00
Total Reimbursement Request:		\$18,750.00

MOHS HSGP Implementation Exercise- Inventory Form

MOHS Equipment Inventory Form

Sub-grantee (Jurisdiction/Agency Name): Anytown Police Department
 Grant Number: 23LE257-5
 Contact Name for Equipment: Your Name
 Contact Phone Number for Equipment: Your # After Hours Number: _____
 Email: Your Email

Local Property Identification Number (Asset Tag)		Property Description			
		20" Red Chainsaw-Stihl			
Acquisition Date	Serial/VIN #	Unit Cost	% Grant Funded	Vendor (Source)	New Equipment
12/7/23	44230178A	\$750.00	100%	Craigs Chainsaws	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Capital Asset	Description of Location of Equipment			County Located In	USAR Task Force
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anytown Police Department			Any County	<input type="checkbox"/> TF-1 <input type="checkbox"/> TF-2 <input type="checkbox"/> TF-3
Agency Type					
<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> Local Jurisdiction <input type="checkbox"/> College <input type="checkbox"/> EMA <input type="checkbox"/> Fire <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Non-Profit <input type="checkbox"/> Search/Rescue					
Asset Category (Choose One)					
<input type="checkbox"/> Air Asset <input type="checkbox"/> Communications <input type="checkbox"/> Fire Suppression <input checked="" type="checkbox"/> Law Enforcement <input type="checkbox"/> Search/Rescue <input type="checkbox"/> Vehicle Asset <input type="checkbox"/> Bomb Team <input type="checkbox"/> Cyber Security <input type="checkbox"/> Hazmat <input type="checkbox"/> Medical Asset <input type="checkbox"/> Technical Rescue <input type="checkbox"/> Other					
Asset Type (Choose One)					
<input type="checkbox"/> ALPR (Stand Alone) <input type="checkbox"/> Generator, Trailer Mounted <input type="checkbox"/> Tents / Cots <input type="checkbox"/> ALPR (Trailer) <input type="checkbox"/> GPS / Tracking Devices <input type="checkbox"/> Trailer, / RV, Communications <input type="checkbox"/> Audio/Visual Training <input type="checkbox"/> Interoperability Gateway (Coms.) <input type="checkbox"/> Trailer, Command <input type="checkbox"/> Boat - Flood Water <input type="checkbox"/> K-9 <input type="checkbox"/> Trailer, Cooking / Food Unit <input type="checkbox"/> Boat - Swift Water <input type="checkbox"/> Mobile Repeaters <input type="checkbox"/> Trailer, Enclosed <input type="checkbox"/> Camera, Other <input type="checkbox"/> Monitor, EMS <input type="checkbox"/> Trailer, Flat Bed <input type="checkbox"/> Camera, Thermal <input type="checkbox"/> Monitor, Hazmat <input type="checkbox"/> Trench Rescue Equipment <input type="checkbox"/> Camera, Video <input type="checkbox"/> PD Ballistic Equipment <input type="checkbox"/> Vehicle, ATV - 4 Wheeler <input type="checkbox"/> Cameras, Surveillance <input type="checkbox"/> PD Tactical Equipment <input type="checkbox"/> Vehicle, High Water <input type="checkbox"/> Computer, Desktop <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Vehicle, Prime Mover <input type="checkbox"/> Computer, Laptop <input type="checkbox"/> Radio, Mobile <input type="checkbox"/> Vehicle, UTV - Side by Side - 2 seater <input type="checkbox"/> Computer, Tablet <input type="checkbox"/> Radio, Portable <input type="checkbox"/> Vehicle, UTV - Side by Side - 4 seater <input type="checkbox"/> Confined Space Cache <input type="checkbox"/> Rope Rescue Cache <input checked="" type="checkbox"/> Other _____ <input type="checkbox"/> Cyber Security Equipment <input type="checkbox"/> Satellite Data <input type="checkbox"/> Dive Equipment <input type="checkbox"/> Satellite Phone <input type="checkbox"/> Drone/UAV <input type="checkbox"/> Security Equipment <input type="checkbox"/> Fuel - Portable Tank <input type="checkbox"/> Shoring Equipment (USAR) <input type="checkbox"/> Generator, Portable <input type="checkbox"/> Sonar					

Fill out Inventory Form for Chain Saw.

All Equipment needs to have an Individual Sheet and Information provided.

MOHS HSGP Implementation Exercise- Inventory Form



Pictures must be included with the Inventory Sheet. Picture of the item and Serial Number.



Serial Number: 222246635

\$750.00.00

FY23 Homeland Security Grant Program

Upcoming MOHS Grant
Opportunities



Reallocation HSGP Grant Funds

FY21 and
FY22

All Information on MOHS Website:
Grants > Grant Forms

[https://www.homelandsecurity.ms.gov/
grants/grant-forms](https://www.homelandsecurity.ms.gov/grants/grant-forms)



HSGP Grant Funds

FY24

All Information on MOHS Website: Grants>Grant Forms

<https://www.homelandsecurity.ms.gov/grants/grant-forms>

- Notice of Funding Releases: February 2024
- Application Releases: March 2024
- Grant Writing: March 2024
- Application Deadline: April 2024
- Notification of Award: July 2024
- Grant Orientation: August 2024
- Grant Period: September 1, 2024-August 31, 2025*



Non-Profit Grant Funds

FY24

All Information on MOHS Website: Grants>Grant
Forms

<https://www.homelandsecurity.ms.gov/grants/grant-forms>

- Notice of Funding Releases: February 2024
- Application Releases: March 2024
- Grant Writing: March 2024
- Application Deadline: April 2024
- Notification of Award: July 2024
- Grant Orientation: August 2024
- Grant Period: September 1, 2024-August 31, 2025*



Cyber Security Grant Funds

FY22 Cybersecurity Grant Program:

- Funds will be spent on a statewide Cybersecurity Assessment to identify gaps, vulnerabilities and capabilities
- Assessments will be used to provide future funds to local agencies
- A Survey will be provided, you must respond to the survey for the next step. A MOU will be provided, if you have sent in the Survey
- The MOU must be signed and returned to receive a survey
- Without the Survey and the MOU, per FEMA, we will not be able to provide services with funds



Cyber Security Grant Funds

FY23 Cybersecurity Grant Program:

- Funds are being planned for the FY23 Grant Funds
- FY23 Application is due to FEMA on September 12, 2023 (FEDERAL APPLICATION)



MOHS Grants Staff Contacts:

Beth Loflin-Finance and Grants Director

Kayla Stewart (Grants Program Management Lead-Homeland/NP)

- Email Address: ksstewart@dps.ms.gov
- Phone Number: (601) 987-1217

Micheal Hall (Grants Program Management-Homeland and EOC)

- Email Address: mhall@dps.ms.gov
- Phone Number (601)987-1519

Kimberly Johnson (Grants Program Management-Non-Profit)

- Email Address: kjohnson@dps.ms.gov
- Phone Number: 601-987-1518

Catrina Stamps (Finance/Accounting Lead)

- Email Address: cstamps@dps.ms.gov
- Phone Number: (601) 987-1247

Orlando Hoard (Admin Specialist)

- Email Address: ohoard@dps.ms.gov
- Phone Number: 601-987-1278



Questions

Grant Awards and Documents will be emailed to your Point of Contact within the next few days.

