



Mississippi Office of Homeland Security FY22 Homeland Security Grant Implementation

Welcome and Introductions

MOHS Grants Staff:



- Rachel Day-Northern HSGP Programs
- Kayla Stewart-Central/South HSGP Programs
- Catrina Stamps-Non-Profit Programs
- Beth Loflin, Director of Grants and Finance

Implementation Topics

Information about
the FY22 HSGP
Grant

National
Cybersecurity
Review and Why
You Should Care?

Let's Talk Award
Documents &
Grant
Requirements

SGA Manual-What
is it?

Changes in Grant
Reporting & How
to Get the \$\$

Equipment
Purchases and
what is allowable?

Monitoring –
We are coming to
see you soon!

Let's Closeout

Receive Award
Packet and Let's Go
Home



FY22 Homeland Security Grant Program

Information about the FY22 Federal HSGP Grant Program

Homeland Security Grant Program (HSGP)

The Fiscal Year (FY) 2022 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.

MISSION AREAS



Program Objective:

The objective of the FY 2022 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.

Program National Priorities:

Due to the unique threats that the nation faced in 2021, 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.



FY22 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:



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

Federal Funding for FY22

For the Fiscal Year of the 2022 Homeland Security Grant, Mississippi Office of Homeland Security will award a total of:

FY22 Homeland Security Grant Program (HSGP) and Operation Stonegarden Grant Awards

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

(3) Stonegarden Grants=\$517,381.00*

MOHS Grant Breakdown

For the Fiscal Year of the 2022 Homeland Security Grant, Mississippi Office of Homeland Security will award a total of:

National Priorities:

Community Preparedness: \$146,000.00 (3.01%)

Soft Targets: \$456,800.00 (9.42%)

Information/Intelligence: \$377,000.00 (7.78%)

Law Enforcement: \$1,175,500.00 (33.54%)

Cybersecurity: \$25,000.00 (0.52%)

Other Terrorism Prevention: \$770,440.00 (15.89%)

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

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



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

What is the National Cyber Security Review?

- **Required** for all FY22 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)

- Questions are based on the National Institute of Technology (NIST) National Cybersecurity Framework (NCF).
- Each of the five functions is subdivided into a total of 23 categories.



National Cybersecurity Review (NCSR)

How will this Help?



- Identify gaps and measure progress in cyber functionality
- Access to cyber resources that can assist in managing cybersecurity risk
- Nationally, aggregate NCSR data for nationwide visibility
- Results enable Federal partners to better plan and improve core capabilities

National Cybersecurity Review (NCSR)

How Much does it Cost & How long does it take?

- The NCSR is available at **no cost** to government entities
- It takes approximately **two (2) hours** to complete the NCSR



National Cybersecurity Review (NCSR)

How many questions are on the NCSR?

There are approximately 141 questions across 5 categories:

- Demographics
- 5 Functions of the NCF
- Privacy
- Automation/Orchestration
- Post Survey Questions



National Cybersecurity Review (NCSR)

Can Other Organizations View My Results?

- All individual self-assessments and scores are kept confidential and anonymous
- Only the individuals assigned to your specific organization can view your organization's results
- After the NCSR closes, the aggregated data is used in a Summary Report that is designed to measure gaps and capabilities



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.



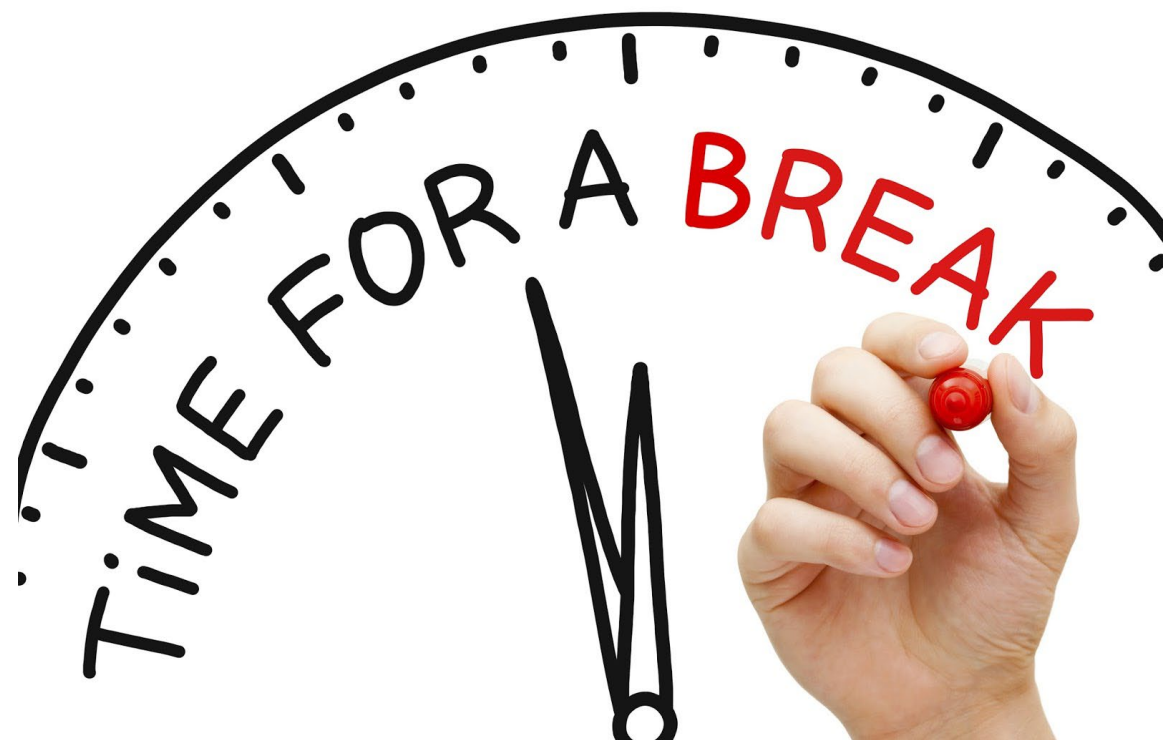
National Cybersecurity Review (NCSR)

MOHS Grant Compliance-REQUIRED

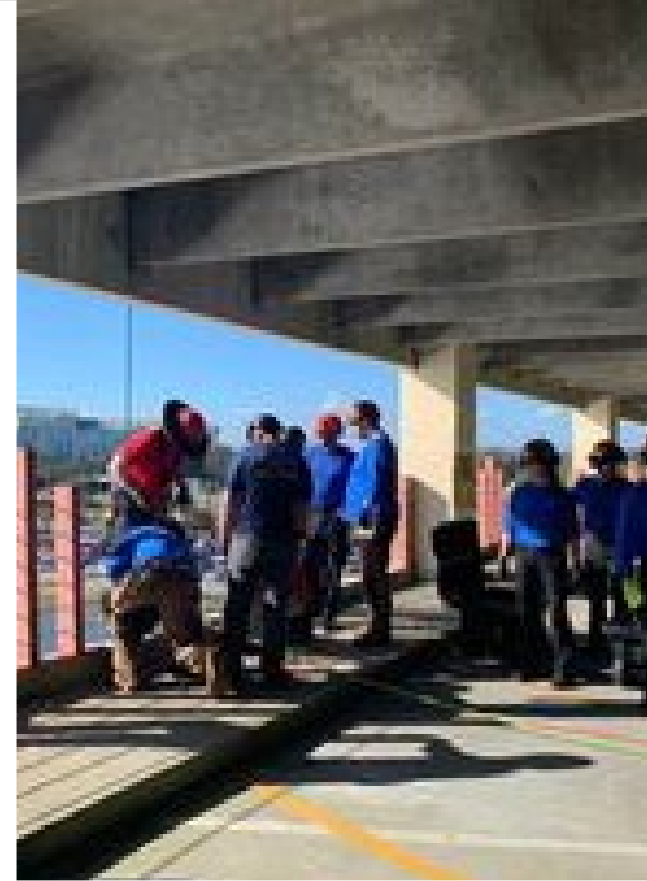
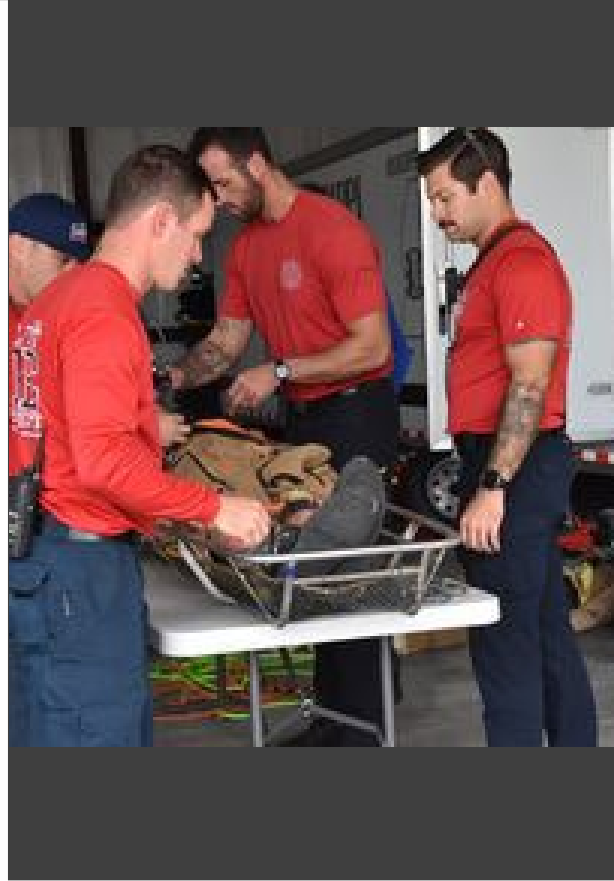
Element Information - Name	If this NCSR submission is covering additional entities who receive HSGP funding_ please enter those entity names here- Please see the help text (question mark icon) for examples- If this NCSR submission is not covering additional entities who receive HSGP funding_ please enter -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



Let's Take a Break



10
Minutes



FY22 Homeland Security Grant Program

Let's Talk Award Documents & Grant Requirements



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

Sub-Recipient Name: Anytown Fire Department

Project Title: Homeland Security Grant Program

Grant Period: September 1, 2022- August 31, 2023

Date of Award: September 1, 2022

Total Amount of Award: \$58,100.00

Grant Number: 22HS241-9

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-2022-SS-00006**. 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 to the MOHS by **October 17, 2022**. 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.

Award Letter

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

James Thomas

Signature of Authorized Signatory Official

John Smith

Signature of MOHS Executive Director/SAA

Award Packet

The Grant Award Packet will need
to be returned by
October 17, 2022, to the MOHS
Email Address at:

mohsgrants@dps.ms.gov

MISSISSIPPI OFFICE OF HOMELAND SECURITY



**FY22 HOMELAND SECURITY GRANT
PROGRAM
GRANT AGREEMENT AND
AWARD PACKET**

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.

FY22 MISSISSIPPI OFFICE OF HOMELAND SECURITY GRANT AGREEMENT					
1. Sub-Recipient's Name: Anytown Fire Department		2. Effective Date of Grant: September 1, 2022			
Mailing Address: 112 Hillmont Place Anytown, MS 39547		3. Sub-Recipient Grant Number: 22HS241-9			
Telephone Number: 601-555-5555		4. Grant Identifier (Funding Source & Year): EMW-2022-SS-00006			
E-Mail: anytown@anytown.com		5. Period of Performance: Start and End Dates: September 1, 2022-August 30, 2023			
7. CFDA #: 97.607- Homeland Security Grant Program		8. UEI #: 454LOS98N3R		9. Congressional District: 2nd	
10. FAIN #: 646000779		11. Initial Federal Award Date: September 1, 2022		12. Federal Awarding Agency: Homeland Security (800)368-6498	
13. Research and Development Grant: ___ Yes ___ X 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	\$ 58,100.00	\$0.00	100%
(2) Personal Services-Fringe	\$0.00	(2) State	\$0.00	\$0.00	0%
(3) Contractual Services	\$500.00	(3) Local	\$0.00	\$0.00	0%
(4) Travel	\$2,000.00	(4) Other	\$0.00	\$0.00	0%
(5) Equipment	\$53,000.00	Total:	\$	\$0.00	100%
(6) Commodities/Supplies	\$2600.00	E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:			
(7) Other	\$0.00	Number of Grants:	FY19	FY20	FY21
TOTAL	\$58,100.00	TOTAL:	\$25,000	\$26,600	\$55,000
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; and Agreement of Understanding and Compliances.					
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: John Smith 10/11/2022		15. Approval from Sub-Recipient: James Thomas 10/16/2022			
Signature: _____ Name: John Smith Title: MOHS Executive Director/SAA		Signature: _____ Name: James Thomas Title: Authorized Signatory Official			



FY22 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.

FY22 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.

Develop a joint 24-hour emergency notification system for first responders and others who are in a critical, need-to-know position. This includes the Health Alert Network (HAN) and DPS information dissemination to local law enforcement within 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.

This is a new section added into the grant.

Provides Sub-Recipient information on Grant Project Description and some Goals and Objectives of the Grant.

These are standard in every grant.

FY22 PROGRAM MILESTONE SCHEDULE

The program milestone schedule is intended to provide the Sub-Recipient, a proposed list of planned activities, implementation dates, for the implementation of the grant. Program milestones will be provided in the Sub-Recipient's quarterly reporting, as when the milestone should be completed.

1st QUARTER September, October, and November)

- Completed Environmental Historic Preservation Form and submit to MOHS (If required). Please include form and photographs of outside of 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 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 1st quarter for the grant year.
- Begin Preparation of 1st Quarter Report. (September 1-November 30). Due to MOHS December 15th.
- Send full Grant Agreement with 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.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.
- Assess and review program's threats, hazards, core capabilities and needs.

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.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.
- Assess and review program's threats, hazards, core capabilities and needs.

Program Milestones

This is also a new section
in the Grant Award.

FY22 PROGRAM MILESTONE SCHEDULE

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 30). Due to MOHS September 15th.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.
- Assess and review program's threats, hazards, core capabilities and needs.

CLOSEOUT (September 1-October 1)

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

Program Milestones

This is also a new
section in the Grant
Award.

FY22 Mississippi Office of Homeland Security-Cost Summary Support Sheet

1. Sub-Recipient Agency: Anytown Fire Department				
2. Sub-Recipient Grant Number: 22HS241-9		3. Grant ID: FY22HSGP	4. Beginning: September 1, 2022	5. Ending: August 31, 2023
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	Instructor Fees: 1 Instructor Fee @\$300.00 for (1) Day Training. Shipping: Shipping Costs @ \$200.00	\$500.00	\$0.00	\$500.00
Travel	Lodging: 1 Instructor x 2 Nights @ \$500.00 per Night=\$1,000.00 Mileage: 200 miles @ .50 per mile=\$100.00 Food: 2 days \$50.00 per day =\$100.00 Airfare: 1 Instructor @ \$800.00	\$2,000.00	\$0.00	\$2,000.00
Equipment	1 License Plate Reader @ \$33,000.00 10 Radios @ \$2,000.00 each= \$20,000.00	\$53,000.00	\$0.00	\$53,000.00
Commodities/Supplies	PPE (Boots and Shirts) =\$1,000.00 5 Flashlight @ \$200.00= \$1,000.00 Training Supplies (Notebooks, Pens, etc.) =\$600.00	\$2,600.00	\$0.00	\$2,600.00
Other:		\$0.00	\$0.00	

TOTALS	\$58,100.00	\$0.00	\$58,100.00
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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



MOHS Terms and Conditions to Pay Attention to:

MOHS Terms and Conditions:

One of the Most Important Terms and Conditions is #1.

- 1. Sub-Recipient must comply with the rules and regulations of 2CFR 200.**

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

MOHS Terms and Conditions:

24. The Quarterly Reimbursement Claim and Progress Report: Request for reimbursement is 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	2 nd Quarter	March 15
March 1-April 1-May 31	3 rd Quarter	June 15
June 1-August 31	4 th Quarter	September 15
Closeout	Closeout	October 15

MOHS Terms and Conditions:

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 accounting system, MAGIC.

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.

MOHS Terms and Conditions:

Equipment:

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.

MOHS Terms and Conditions:

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 Awards 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.

MOHS Terms and Conditions:

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 sub recipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the sub-award for the purposes 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.

MOHS Terms and Conditions:

Intelligence Sharing:

57. Sub-Recipient **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.

MOHS Terms and Conditions:

Other Provisions

58. This agreement is not intended to conflict with current laws or regulations of Mississippi or your jurisdiction. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

59. Sub-Recipient is required to ensure that grant monies are used to support all Emergency Service-related agencies and departments, specifically law enforcement, fire, and rescue. **Senior officials of these agencies must sign this agreement and familiarize themselves with the rules and regulations governing each grant program.** They are encouraged to work together in determining and prioritizing their needs and requirements prior to submitting their plan.

MOHS Terms and Conditions:

Other Provisions

60. All final requests for reimbursement, performance reports and closeout documents must be received in the Mississippi Office of Homeland Security within **forty-five (45) days of completion of the project.**

61. Any Sub-Recipient delinquent in submitting reimbursements, quarterly reports, and/or other required reports, or incomplete reports that lack sufficient detail of progress during the period in question, may be subject to having submitted reimbursement requests delayed, pending additional justification. Once completed reports are received, reimbursement requests will be processed.

Assurance of Understanding Requirement for Sub-Recipients

ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-RECIPIENTS:

As the Authorized Official for, Anytown Fire 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:

James Thomas

11/1/2022

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

Date:

James Thomas

Mayor of Anytown

Authorized Signatory Official's Printed Name:

Organizational Title:

UEI Number: 454LOS98N3R

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

By: John Smith

Date: 10/21/2022

Executive Director/SAA
Mississippi Office of Homeland Security



MOHS Appendix Documents Of the Grant Award

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 hold 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: Anytown Fire Department **Grant Number:** 22HS241-9

Agency Address: 112 Hillmont Place Anytown, MS 39547

Agency Phone Number: 601-555-5555 **Agency Fax Number:** 601-555-5556

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: Mark Andrews
(Designated Sub-Recipient Grant Administrator)

Title: Grants Supervisor

Phone Number: 601-555-8741

Email Address: markandrews@anytownfd.com

Signature of Sub-Recipient Grant Administrator: Mark Andrews

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: Karen Fletcher
(Sub-Recipient Financial Officer)

Title: Anytown Fiscal Clerk

Phone Number: 601-555-7862

Email Address: karenfletcher@anytownfd.com

Signature of Sub-Recipient Financial Officer: Karen Fletcher

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: James Thomas
(Grant Authorized Signatory Official)

Title: Mayor of Anytown, MS

Phone Number: 601-555-6663

Email Address: mayorofanytown@anytown.com

Signature of Authorized Signatory Official: James Thomas

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 Fire Department** has authorized and approved (print designated sub-recipient grant administrator official name) **Mark Andrews** 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: **Mark Andrews** Title: **Grants Supervisor**
(Designated Sub-Recipient Grant Administrator)

Agency Name: **Anytown Fire Department**

Mailing Address: 112 **Hillmont** Place

City: **Anytown** Zip Code: **39547**

Telephone Number: **601-555-8741** Fax Number: **601-555-5556**

Email Address: **markandrews@anytownfd.com**

Signature of Sub-Recipient Grant Administrator: **Mark Andrews**

Grant Authorized Signatory Official

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

Authorized Signatory Official Signature: **James Thomas**

Title: **Mayor of Anytown, MS**

Date: **11/1/2022**

Designation of the Sub-Recipient Grant Administrator or SGA

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 Fire Department will use the approved grant funds to work with our local community, as well as provide training to local and regional emergency management personnel. The agency will provide (1) training to local emergency management personnel on the topic of Terrorist Attacks and the Aftermath with Search and Rescue Operations. This funding will fund (1) instructor to provide the class to local personnel at no charge to their agencies. This training will help support the Homeland Security in preparation of potential terrorist attacks and help provide locals with skills and training on response and recovery.

Funds will also be used to provide the agency with needed equipment for emergency response and recovery. Equipment will be ordered within the 1st quarter of the grant and will work with MOHS personnel to secure reimbursement once equipment is received.

The Agency will prepare all required Quarterly Reimbursement Claims and Reports to provide needed reports on the status of the program and agency activities. The SGA will be responsible for turning in all reporting for the Agency.

The funding for the radios will help increase the response and communication capability that the agency has identified through gap analysis. The agency will use the purchase to the LPS system to help provide local and the state with valuable information on vehicles that enter the area of Anytown, MS. The LPR system will be tied in with the State of Mississippi LPR system that is managed through the MS Fusion Center and any intelligence found through will be shared with the Office of Homeland and the Fusion Center.

Once all equipment is purchased and receive the Anytown Fire Department will submit for reimbursement and submit all required Inventory forms for the grant.

Scope of Work

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 Fire Department
City	Anytown
Zip Code +4 Digits (Required)	39547
Unique Entity Identification (UEI) #	454LOS98N3R
Amount of Award:	\$58,100.00

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

- More than 80% of the Agency organization's annual gross revenue are 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)
____ 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)
____ 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.

James Thomas

11/1/2022

Authorized Signatory Official (Signature)

Date

James Thomas

Authorized Signatory Official (Printed Name)

Mayor of Anytown
Title

Federal Funding Accountability and Transparency Act (FFATA) Compliance Form

Get all Award Documents Signed and Return to:

mohsgrants@dps.ms.gov

By October 17, 2022

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



FY22 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

Link to MAGIC Registration Form Instructions:

<https://www.dfa.ms.gov/media/1689/supplier-registration-form.pdf>

Link to MAGIC Request for Change Form:

<https://www.dfa.ms.gov/media/1688/state-of-mississippi-supplier-form-extended.pdf>

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



FY22 Homeland Security Grant Program

SGA Manual and What is it?

Mississippi Office of Homeland Security FY22 Sub-Recipient Grant Administrator's Guide



This guide will enable sub-recipients to manage an awarded homeland security grant and help guide in compliance with U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) and State regulations.

This guide contains information and approved administrative and financial procedures and will assist staff and administrators in performing their assigned functions.



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.

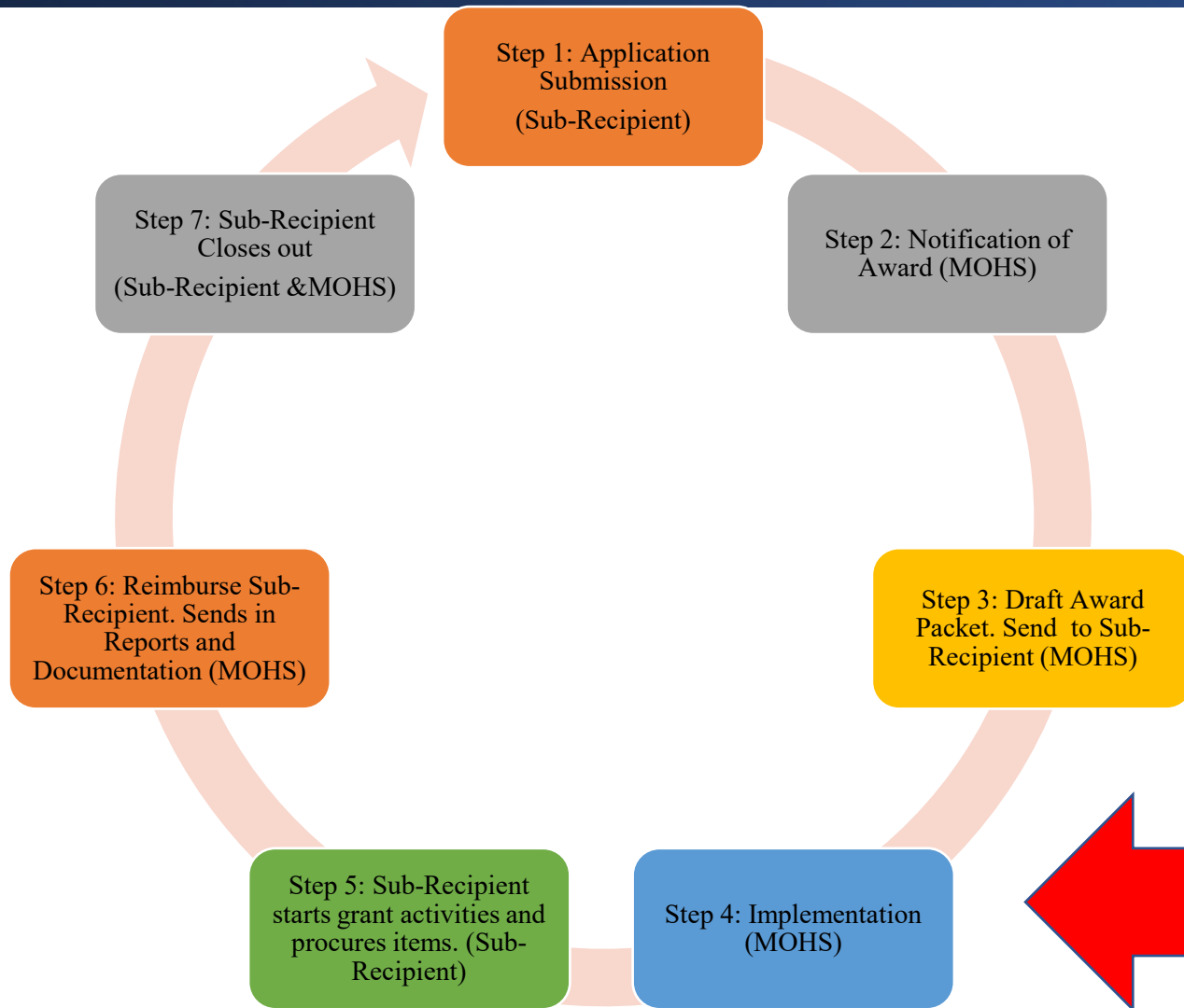
Internal Management Controls: The MOHS shall have policies and procedures to reasonably ensure that: (a) programs achieve their intended results; (b) resources are consistent with agency mission; (c) programs and resources are protected from waste, fraud, and mismanagement; (d) Federal laws and regulations 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/>

Sub-Recipient Grant Administrator's Guide-Planning



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

Currently in Step 4

Sub-Recipient Grant Administrator's Guide-Planning Schedule

2022 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	National Cybersecurity Review Closes (Federal Requirement)
February 28	2nd Quarter Ends. Begin Preparation of 2nd Quarter Financial and Progress Report

Sub-Recipient Grant Administrator's Guide-SGA Responsibilities

The agency staff member responsible for the day-to-day oversight of a grant is the Sub-Recipient Grant Administrator (SGA).

The SGA is responsible for tasks associated with project management, correspondence, grant reimbursements and providing all documentation to support project.

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

The SGA will expedite the Quarterly Financial Report, along with required documentation to be processed in accordance with the grant requirement without necessary delays.

The SGA will:

- Establish and/or use an accounting system that conforms to generally accepted accounting principles and ensure that source documents are developed which will reliably account for the funds expended.
- Establish the agency in the Mississippi Department of Finance, Mississippi Accountability System for Government Information and Collaboration (MAGIC). All reimbursements will be prepared and funded through the MAGIC accounting system.
- Maintain copies of job descriptions and resumes of persons hired for all project-related positions which are grant funded. (if applicable)

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.
- 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.

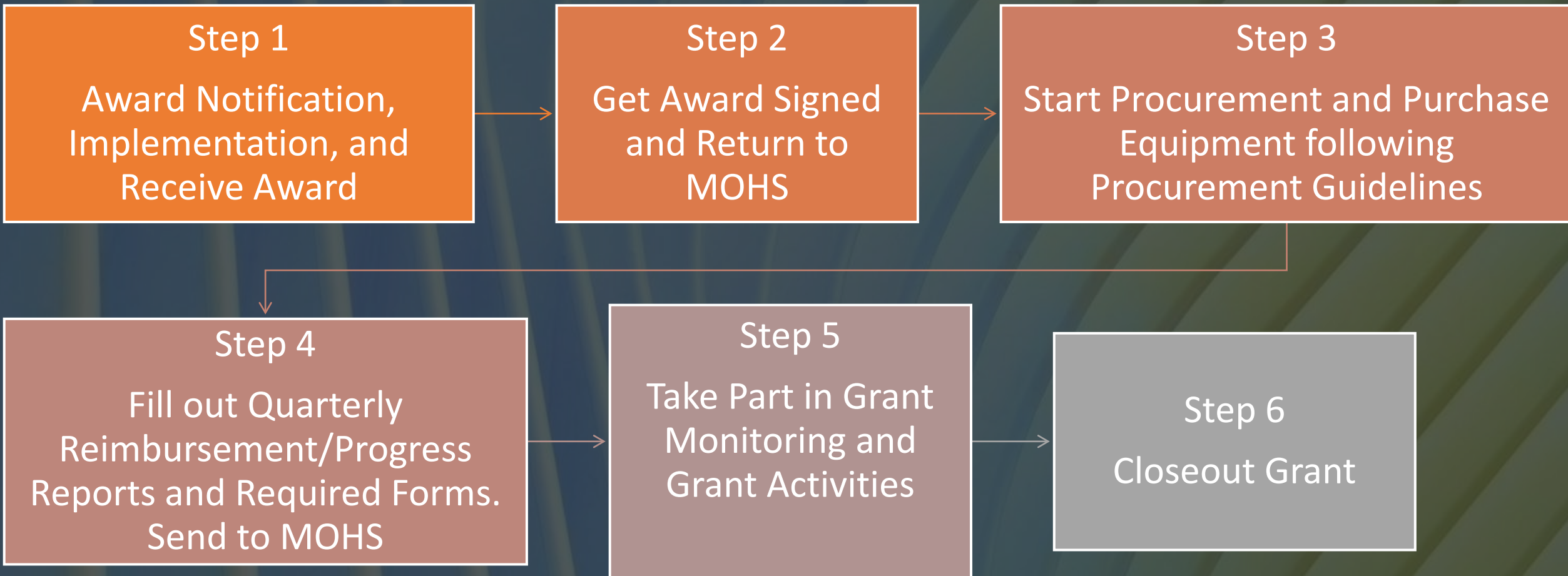
Sub-Recipient Grant Administrator's Guide-SGA Responsibilities

The SGA will *not*:

- Impose any task or permit any substitute activity not specifically provided for in the project agreement.
- Approve expenses for activities that do not meet project performance specifications contained in the project agreement.
- Authorize expenditure of funds except in accordance with the specific terms of the project agreement.
- Offer advice that may adversely affect project performance, compromise MOHS's rights, or provide the basis of a claim against MOHS that may affect any pending or future determination of fault or negligence.
- Authorize or agree to any change in the project agreement, standard provisions, certifications, project period, delivery schedule, maximum amount eligible for reimbursement, or other terms and conditions of the project agreement, unless such change is specifically authorized in the project agreement; or
- Promise or infer that a future agreement or extension of an agreement for another year is approved prior to MOHS approval.

Sub-Recipient Grant Administrator's Guide-SGA

Lifecycle of Grant





FY22 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:

- Commodities & Non-Computer Equipment
 - 0-\$5,000 requires one quote.
 - Over \$5,000 to \$575,000 requires two quotes
 - Over \$75,000 requires sealed bids (contract procurement)
 - Over \$500,000 requires PPRB Approval
- Contractual Services
 - 0-\$50,000 requires one quote.
 - Over \$50,000 to \$75,000 requires three quotes
 - Over \$75,000 requires sealed bids (contract procurement)
 - Over \$75,000 requires PPRB Approval
- Computer Equipment
 - Require IT Director Approval
 - 0-\$5,000 requires one quote.
 - Over \$5,000 to \$50,000 requires two quotes
 - Over \$50,000 requires sealed bids (contract procurement)
 - Over \$50,000 requires ITS Approval
 - Over \$500,000 requires PPRB Approval

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





Let's go to Lunch



Changes in Grant Reporting



STEP 4: Grant Forms and Grant Requirements

Grant Reimbursement Request Process: Submission of Requests

Reimbursement Conditions: Reimbursement of costs under a MOHS grant is contingent upon the following conditions:

- The availability of appropriated funds
- Actual costs having been incurred (that is, services provided, hours worked, etc.) in accordance with the approved grant agreement and associated budget
- Compliance with applicable cost principles referenced in the Grant Agreement

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

CHANGE IN GRANT REPORTING:

Sub-Recipient Program Manager Workbook: Quarterly Reimbursement Claim and Progress Report

To simplify the grant reimbursement, claim and progress report process, the MOHS has combined all required submission forms into (1) one workbook to claim reimbursement and track progress. There are four (4) quarters that will be required for the FY22 grant year, along with a final closeout form.

Grant Reimbursement Request Process

CHANGE IN GRANT REPORTING:

Grant Period	Quarter	Date Report is Due
September 1-November 30	1 st Quarter	December 15 th
December 1-February 28	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	October 15

Grant Reimbursement Request Process

Each quarter, the Sub-Recipient should fill out the tab that is required for the quarter, prepare all information, provide required documentation, scan and submit to the MOHS Grant Address:

mohsgrants@dps.ms.gov

Quarterly Forms are due no later than the 15th day of the following month.

Grant Reimbursement Request Process

Reimbursement can take a minimum of thirty (30) days for the reimbursement to be processed with our office and reimbursement to be received.

Our staff will process reimbursements, as they are received and as quickly as possible.

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**)
- Submit “Equipment Inventory” form
- Pictures of equipment displaying the serial/vin number

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:
	X			
Agency Quarter of Report (Please Check Grant Quarter of Report)	September 1-November 30:	December 1-February 28:	March 1-May 31:	June 1-August 31:
		X		
Agency Name:	Anytown Fire Department			
Grant Number #:	22HS241-9			
Reported By:	Mark Andrews		Telephone:	601-555-8741
Date of Report:	3/2/2023		Is this the Final Claim? (Y/N)	N

Turn to Page 27 in the SGA Manual

Grant Reimbursement Request Form

Quarterly Reimbursement Claim:				
	A. Grant Award Amount	B. Cumulative Expenditures Thru Last Claim	C. Grant Reimbursement Amount Requested	D. Cumulative Grant Amount:
	(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	\$500.00	\$200.00	\$300.00	\$500.00
Training/Travel:	\$2,000.00	\$450.00	\$1,550.00	\$2,000.00
Equipment:	\$53,000.00	\$28,000.00	\$25,000.00	\$53,000.00
Commodities/Supplies:	\$2,600.00	\$1,100.00	\$1,500.00	\$2,600.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00
Total of Reimbursement:	\$58,100.00	\$29,750.00	\$28,350.00	\$58,100.00

Turn to Page 28 in the SGA Manual

Grant Reimbursement Request Form

Quarterly Programmatic Report			
2nd Quarter (January, February, March)			
Please Mark If Milestones are Incomplete, In Process or Completed/Not Applicable	Incomplete	In Process	Complete/Not Applicable
Submit 1st Quarter Report to MOHS. Due January 30.			Yes-12/15/2022
Receive approved equipment or grant funded items.			Yes-12/15/2023
Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.			Yes-12/15/2024
Prepare Reimbursement paperwork if equipment received.			Yes-3/2/2023
Begin preparation of 3rd Quarter Report. (April 1-June). Due to MOHS July 30.			Yes-12/15/2026
Assess and review program's threats, hazards, core capabilities and needs.		Ongoing	
Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.		Ongoing	Yes 10/15/2022

Turn to Page 29 in the SGA Manual

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 trthough 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

<u>Sub-Recipient Certification:</u> 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)

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.

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.

The background consists of a dark blue field with a lighter blue square on the left and a semi-transparent blue circle on the right. The word "Travel" is centered in white.

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

Form 13.20.10 Revised 07/2017		TRAVEL VOUCHER										Check One:	
State of Mississippi: 1		(Agency or Institution)										Employee <input type="checkbox"/>	
Employee SSN: _____		PIN/WIN: _____										Contract Worker <input type="checkbox"/>	
Name: 2		PID#: _____										Board Member <input type="checkbox"/>	
Address: 3												Trip Optimizer Attached Yes <input type="checkbox"/> No <input type="checkbox"/>	
												Reason Why Trip Optimizer <i>is not</i> Attached _____	
I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from													
4 _____ to 4 _____ . The itemized statement follows.													
5	Check Box(es):	In-State	Out-of-State	Out-of-Country	PTE Request								
Prior to Trip Expenses (PTE) Request:						Per Diem in Lieu of Subsistence 7							
Lodging Do Not Fill Out						Taxable Meals <input type="checkbox"/>							
Public Carrier Do Not Fill Out						Non-Taxable Meals <input type="checkbox"/>							
Registration Do Not Fill Out						Lodging <input type="checkbox"/>							
Payment Information (Traveler complete, if known)						Registration <input type="checkbox"/> #REF!							
Trip # Do Not Fill Out						Travel in Private Vehicle <input type="checkbox"/>							
Travel Voucher # Do Not Fill Out						Travel in Rented Vehicle <input type="checkbox"/> #REF!							
SAAS Ag # Do Not Fill Out						Travel in Public Carrier <input type="checkbox"/> Do Not Fill Out							
SPAHS Ag # Do Not Fill Out						Other: <input type="checkbox"/>							
Fund # Do Not Fill Out						Sub Total <input type="checkbox"/> #REF!							
Activity / Location Do Not Fill Out						Less: Travel Advance <input type="checkbox"/> #REF!							
Org / Sub Org Do Not Fill Out						Less: PTE Lodging <input type="checkbox"/> #VALUE!							
Rpt Category Do Not Fill Out						Less: PTE Public Carrier <input type="checkbox"/> #VALUE!							
Project / Sub Proj 6						Less: PTE Registration <input type="checkbox"/> #VALUE!							
						Net Payment (Overpayment) <input type="checkbox"/> #REF!							
Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for my part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.													
Traveler: _____ 8		Title: 8										Date: 8	
Approved by: _____ 9		Title: 9										Date: 9	
Verified by: _____ 10		Title: 10										Date: 10	
<small>PENALTY FOR FRAUDULENT CLAIM - fine of not more than \$250; civilly liable for full amount received illegally; removal from office or position held (Section 25-1-81 and 25-1-91, Miss. Code Ann., 1972)</small>													

Travel Voucher can be found on Page 36 of SGA Manual.

Grant Reimbursement Request Process: Travel/Training

[illegible]

Travel Voucher can be found on Page 36 of SGA Manual.

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

Local/Municipal-Owned Vehicle- Actual operating expenses incurred in the use of agency-owned vehicles for grant related travel will not be reimbursed by MOHS.

Taxi Fares-Fares for taxis or airport transportation services to and from a hotel require a receipt which must be attached to the Travel Voucher to receive reimbursement for that item. The MOHS policy for transportation reimbursements for all Sub-Recipients and employees of the MOHS is as follows: Transportation reimbursements will not be reimbursed for travel to/from personal entertainment during travel. Travel is only reimbursable for approved program related travel. Travel cost must coincide with all MOHS, state, and federal guidelines/policies/rates.

Hotel/Airport Parking: Itemized Receipts must be attached to the Travel Voucher.

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.

Equipment

Sub-Recipient Grant Administrator's Guide-Equipment

Equipment is eligible for reimbursement as a direct expense chargeable to a specific project agreement, provided the equipment is needed to perform that project. Equipment must be used, managed, and disposed of in accordance with applicable Federal requirements. All equipment must meet the requirements stated here, and all expenditures to purchase equipment are submit to audit. (See **2 CFR 200.439**)

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: Definition

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

- Weapons
- 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: Definition

*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.

Due to COVID-19 and manufacturing delays, agencies may experience delays in the procurement of equipment.

Go ahead and begin procurement ASAP!!!!

If procurement is delayed and the acquirement of equipment and materials will be outside the grant award date **(8/30/2023)**, please request an extension.

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 property management 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

Pages 8-10 of SGA Manual

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 34-35 in SGA Manual

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"/> ALPR (Trailer) <input type="checkbox"/> Audio/Visual Training <input type="checkbox"/> Boat - Flood Water <input type="checkbox"/> Boat - Swift Water <input type="checkbox"/> Camera, Other <input type="checkbox"/> Camera, Thermal <input type="checkbox"/> Camera, Video <input type="checkbox"/> Cameras, Surveillance <input type="checkbox"/> Computer, Desktop <input type="checkbox"/> Computer, Laptop <input type="checkbox"/> Computer, Tablet <input type="checkbox"/> Confined Space Cache <input type="checkbox"/> Cyber Security Equipment <input type="checkbox"/> Dive Equipment <input type="checkbox"/> Drone/UAV <input type="checkbox"/> Fuel - Portable Tank <input type="checkbox"/> Generator, Portable					
<input type="checkbox"/> Generator, Trailer Mounted <input type="checkbox"/> GPS / Tracking Devices <input type="checkbox"/> Interoperability Gateway (Coms.) <input type="checkbox"/> K-9 <input type="checkbox"/> Mobile Repeaters <input type="checkbox"/> Monitor, EMS <input type="checkbox"/> Monitor, Hazmat <input type="checkbox"/> PD Ballistic Equipment <input type="checkbox"/> PD Tactical Equipment <input checked="" type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Radio, Mobile <input type="checkbox"/> Radio, Portable <input type="checkbox"/> Rope Rescue Cache <input type="checkbox"/> Satellite Data <input type="checkbox"/> Satellite Phone <input type="checkbox"/> Security Equipment <input type="checkbox"/> Shoring Equipment (USAR) <input type="checkbox"/> Sonar					
<input type="checkbox"/> Tents / Cots <input type="checkbox"/> Trailer, / RV, Communications <input type="checkbox"/> Trailer, Command <input type="checkbox"/> Trailer, Cooking / Food Unit <input type="checkbox"/> Trailer, Enclosed <input type="checkbox"/> Trailer, Flat Bed <input type="checkbox"/> Trench Rescue Equipment <input type="checkbox"/> Vehicle, ATV - 4 Wheeler <input type="checkbox"/> Vehicle, High Water <input type="checkbox"/> Vehicle, Prime Mover <input type="checkbox"/> Vehicle, UTV - Side by Side - 2 seater <input type="checkbox"/> Vehicle, UTV - Side by Side - 4 seater <input type="checkbox"/> Other_____					



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



Grant Reimbursement Request Process: Additional Form (If Applicable)

Please fill out if you have items that are being purchased for \$50,000.01 and above.



Mississippi Department of Public Safety Office of Homeland Security



REQUEST FOR PRE-APPROVAL OF \$50,000 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 <ul style="list-style-type: none"> 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 <div style="display: flex; justify-content: space-between;"> <div>Signature</div> <div>Date</div> </div>
11. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<input type="checkbox"/> Returned for Further Justification (See back) Date
12. SAA Point of Contact or Authorized Representative		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 offeror 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.

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 its not listed in your Grant Award, its
unallowable.

Unallowable

Unallowable Equipment Costs:

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds.
- Small, unmanned Aircraft (SUAS) Drones.
- Body worn cameras.

Maintenance Contracts: Maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are only allowable in the following circumstances:

- The use of DHS/FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, as described in FEMA Policy FP 205-402-125-1 under all active and future grant awards, unless otherwise noted. Except for maintenance plans or extended warranties purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the POP of the specific grant funds used to purchase the plan or warranty.

Unallowable

Unauthorized exercise-related costs include:

Reimbursement for the maintenance or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).

Equipment: Equipment/ supplies that are purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign)

In-Direct Costs: In-Direct cost are unallowable under these funds.

Unallowable

Personnel, Overtime and Backfill costs:

- Hiring of sworn public safety officers or supplant safety positions and responsibilities.
- Salaries and personnel costs of planners, equipment managers, exercise coordinators and/or training coordinators.
- Please note that overtime and backfill for training and exercise **are only allowable** in the following circumstances:
 - Training:
 - Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes only.
 - Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training only.

Unallowable

The following are common requests that are unallowable and/or unfunded:

- Requests for equipment for **routine/general use**.
 - All SHSP equipment requested must assist recipients and subrecipients in achieving core capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.
 - For more information refer to “Explain how applicants proposed project supports terrorism preparedness” the of this RFP.
- **Tactical law enforcement protective equipment for routine use or riot suppression**. Items in this category are allowable only to supplement normal stores, to provide the surge capacity necessary for CBRNE terrorism response.
- Vehicles
 - While certain vehicles are allowable, applications for vehicles will be reviewed on a case-by-case basis based on need, use, and justification.
 - **General purpose vehicles** (patrol cars, executive transportation, fire trucks and tactical/assault vehicles, etc.)
 - Reimbursement for the maintenance and/or wear and tear costs of general use vehicles, medical supplies, and emergency response apparatus.

Unallowable

Unallowable Sub-Granting Funds: Sub-Recipients are not authorized or allowed to sub-grant funds. Per 2 CFR. Part 225 (OMB Circular A-87) contributions or donations, including cash, property and services made by the governmental unit, regardless of recipient, are unallowable.

Unallowable Promotional Items: The cost of promotional items and memorabilia, including models, gifts and souvenirs are unallowable advertising and public relations costs. (**2 CFR Part 200.421(e)(3)**). Promotional items that are unallowable can include t-shirts, hats, key chains, bumper stickers, etc.

Unallowable Program Administration:

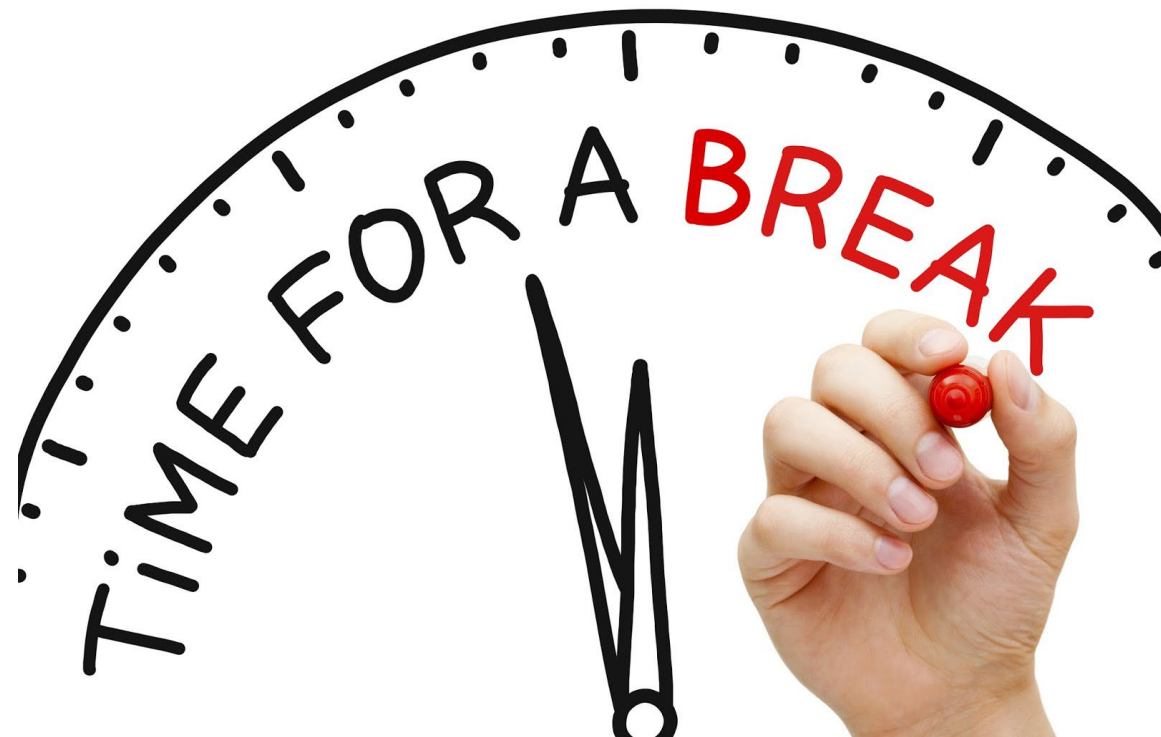
- General costs of government. For States, local governments and Indian Tribes, the general costs of government are unallowable (**Reference [2 CFR § 200.444](#) and [2 CFR § 200.474](#)**)
- Entertainment costs, including amusement and social activities and expenses directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities). (**2 CFR § 200.438**)

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.

Let's Take a Break



5
Minutes

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 for an Extension

Request for Extension: The Sub-Recipient may request a Request of Extension in the case of the grant activities will not be completed and/or equipment will not be received by the end of the grant performance period. Grant extensions will only be approved, if the grant follows all requirements of reporting and programmatic activities.

MUST BE RECEIVED BY: MAY31

Grants MUST be current with paperwork/reporting and have a reason for the extension.



Homeland Security Grant Program
Request for Extension

Date:	
Grant Number:	
Agency:	
Sub-Recipient Grant Administrator Name:	
Sub-Recipient Grant Administrator Email:	
Amount of Grant:	

Date of Extension for Grant to be Extended:

Please describe why the Agency is requesting extension for the grant referenced above:

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

Modifications- Request for an Extension

Modifications- Modification of Grant

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

- adding or deleting a performance goal
- increasing or decreasing the budgeted amount
- adding, deleting, or changing performance measures

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.

The PM will prepare the modification to the agreement and forward to the Sub-Recipient for signatures. If additional tasks or costs are authorized in the amendment, the Sub-Recipient must not begin work on the additional tasks or incur the additional costs until the amendment is fully executed and approved.

Modifications- Modification of Grant

The Sub-Recipient must submit the modification to the MOHS email address of mohsgrant@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 30st. 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.

Modifications- Modification of Grant Request for Change Minor Changes



Homeland Security Grant Program Request for Change

Date:	
Grant Number:	
Agency:	
Sub-Recipient Grant Administrator Name:	
Sub-Recipient Grant Administrator Email:	
Amount of Grant:	

Item Change Requested:

Please describe why the Agency is requesting a change for the grant referenced above:

--

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

Request for Change

Version 1

Modifications- Modification of Grant Request for Change

MS OFFICE OF HOMELAND SECURITY BUDGET MODIFICATION SIGNATURE SHEET

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
Personal Services-Salary		Federal	State/Local	
Personal Services-Fringe			\$0.00	
Contractual Services			\$0.00	
Travel			\$0.00	
Equipment			\$0.00	
Commodities			\$0.00	
Other			\$0.00	
TOTAL			\$0.00	
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. Name & Title of Authorized Signatory Official: (Mayor/Board President)		
11. Signature of Grantee and Date:		12. Signature of Authorized Signatory Official & Date:		
_____		_____		

Modifications- Modification of Grant Request for Change

MS OFFICE OF HOMELAND SECURITY BUDGET MODIFICATION COST SUMMARY SUPPORT SHEET				
1. Applicant Agency:				Page ____ of ____
2. Sub-Recipient Number:		3. Grant ID:	4. Grant Beginning:	5. Grant Ending:
6. Activity:			7. Modification Effective Date:	
8. Category 9. Line Item	10. Description of item and/or Basis for Valuation	11. Budget		
		Federal	All Other	Total
Salary & Wages: Original Grant Amount Revised Grant Amount				
Fringe: (If Applicable) Original Grant Amount Revised Grant Amount				
Contractual Services: Original Grant Amount Revised Grant Amount				
Travel: Original Grant Amount Revised Grant Amount				
Equipment: Original Grant Amount Revised Grant Amount				
Commodities/Supplies: Original Grant Amount Revised Grant Amount				
Other Costs: Original Grant Amount Revised Grant Amount				
		TOTALS		

Let's Take a Break



10
Minutes

FY22 Homeland Security Grant Program Monitoring Visits

Step 5:



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.

Corrective Action Plan (CAP): If a corrective action plan is warranted after a monitoring visit, MOHS staff should note possible necessary solutions to the problems with an addendum to the monitoring report. MOHS staff will supply a copy of the monitoring report and the CAP to the agency for their files.

Monitoring Visits: Sub-Grantee Record Keeping Guide

- Signed Award Letter and Grant Application
- Cooperative Agreement
- Progress and Quarterly Reports
- Reimbursement Documents
- Equipment Inventory Form(s) and Photos
- Signed Special Conditions Form
- 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: Agency Monitoring

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.

Single Audit Requirements

Audit Findings

Sub-Recipient should develop and issue corrective actions for findings within six months after receipt of the sub-recipient's audit report and ensure that the sub-recipient takes appropriate and timely corrective action.

Reference 2CFR 200.516



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**

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

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.



FY22 Homeland Security Grant Program

STEP 6:
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:

9/1/2022-8/31/2023

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:

- All reimbursement requests, along with supporting documentation.
- Closeout Form

Closeout and End of Grant: Extension

If a Request for Extension is not received within the forty-five (45) prior to the grant end. The grant will be closed out on the grant award end date and any remaining funds may be re-allocated to other projects.



Closeout and End of Grant: Extension



Homeland Security Grant Program Request for Extension

Date:	
Grant Number:	
Agency:	
Sub-Recipient Grant Administrator Name:	
Sub-Recipient Grant Administrator Email:	
Amount of Grant:	

Date of Extension for Grant to be Extended:

Please describe why the Agency is requesting extension for the grant referenced above:

Attach a copy of supporting documentation for the change. (Quotes, Bids, Purchase Order, Invoice)

Please return form to MOHS Grants at: mohegrants@dhs.mn.gov

Request for Extension

Version 1

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
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.
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.

FY22 Homeland Security Grant Program

Upcoming MOHS Grant Opportunities



Reallocation HSGP Grant Funds

FY20 and FY21



All Information on MOHS Website: Grants>Grant
Forms

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

- Notice of Funding Releases: September 15, 2022
- Application Releases: September 30, 2022
- Grant Writing: October 3, 2022 @ 10:00 a.m.
- Application Deadline: October 14, 2022 @ 5:00 p.m.
- Notification of Award: November 2, 2022
- Grant Orientation: November 16, 2022 (Tentative)
- Grant Period: December 1, 2022-August 31, 2023*

*Extensions may be available.

HSGP Grant Funds

FY23



All Information on MOHS Website: Grants>Grant Forms

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

- Notice of Funding Releases: February 2023
- Application Releases: March 2023
- Grant Writing: March 2023
- Application Deadline: April 2023
- Notification of Award: July 2023
- Grant Orientation: August 2023
- Grant Period: September 1, 2023-August 31, 2024*

*Extensions may be available.

Cyber Security Grant Funds

All Information on MOHS Website: Grants>Grant
Forms

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

Information is still pending on the
Cybersecurity Grant. Anticipation of
Information to be released

Fall 2023



MOHS Grants Staff Contacts:

Beth Loflin, Grants/Finance Director

Email Address: beth.loflin@dps.ms.gov

Rachel Day (North Sub-Recipients)

Email Address: rday@dps.ms.gov

Phone Number: (601)987-1248

Kayla Stewart (Central/South Sub-Recipients)

Email Address: ksstewart@dps.ms.gov

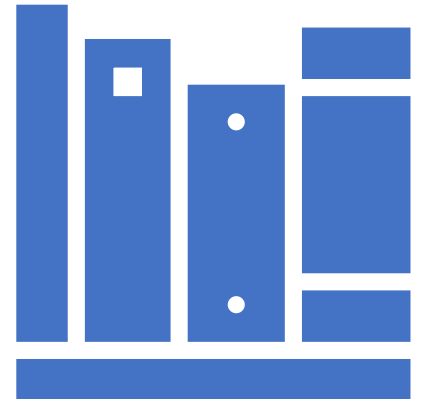
Phone Number: (601)987-1217

Catrina Stamps (Non-Profit Sub-Recipients)

Email Address: cstamps@dps.ms.gov

Phone Number: (601)987-1247





Questions

Grant Awards and Documents

On your way out, please
stop by our Grant
Managers to receive
the Award Packets

