

# Mississippi Office of Homeland Security FY25 Sub-Recipient Grant Administrator's Guide



## **Sub-Recipient's Grant Administrators Guide**

<b>Purpose.....</b>	<b>3</b>
<b>Laws and Regulations.....</b>	<b>3</b>
<b>MOHS Planning Calendar .....</b>	<b>5</b>
<b>Grant Management and Administration.....</b>	<b>7</b>
<b>Property Management/Purchasing .....</b>	<b>8</b>
<b>Budget .....</b>	<b>9</b>
<b>Non-Reimbursable/Unallowable Expenses .....</b>	<b>15</b>
<b>Grant Reimbursement and Payments .....</b>	<b>16</b>
<b>Modification of Grants.....</b>	<b>17</b>
<b>Ownership .....</b>	<b>18</b>
<b>Monitoring .....</b>	<b>19</b>
<b>Sub-Contracts within the Grant Agreement.....</b>	<b>21</b>
<b>Records Keeping Requirements: .....</b>	<b>22</b>
<b>Non-Compliance: .....</b>	<b>22</b>
<b>Closeout: .....</b>	<b>23</b>
 <b>Appendix:</b>	
<b>Instructions to Complete FY25 Award Documents .....</b>	<b>A</b>
<b>Instructions to Complete FY25 Sub-Recipient Forms .....</b>	<b>B</b>
<b>Equipment/Inventory: AEL List/Description and Useful Life .....</b>	<b>C</b>

## **Purpose of the Sub-Recipient Grant Administrator's Guide:**

The SGA Guide is designed to establish clear and consistent procedures for program and project management by Sub-Recipients of the Mississippi Office of Homeland Security (MOHS). Its primary purpose is to equip Sub-Recipients with the knowledge and tools necessary to effectively manage awarded Homeland Security grants while ensuring full compliance with applicable regulations issued by the U.S. Department of Homeland Security, the Federal Emergency Management Agency (FEMA), and the State of Mississippi.

This guide outlines key administrative and financial policies and provides practical guidance to support Sub-Recipient staff and administrators in fulfilling their roles and responsibilities.

***Note: This Guide does not cover every regulation or requirement. Where applicable, references to relevant Federal and State policies, manuals, and other governing documents will be provided. It remains the Sub-Recipient's responsibility to stay informed of, and comply with, all relevant laws and regulations.***

The SGA Guide serves a broad audience—including MOHS personnel, department staff, state and local government officials, and other stakeholders interested in the operational procedures of the MOHS. It offers a comprehensive overview of Mississippi and federal regulations that apply to the administration of Homeland Security grant-funded projects. For issues or questions not addressed in this guide, Sub-Recipients should contact MOHS directly.

Ultimately, this guide is intended to function as a practical, day-to-day resource for Sub-Recipients and others engaged in supporting federally funded Homeland Security grant programs administered through MOHS.

**Updating the Sub-Recipient Grant Administrator's (SGA) Guide:** The Mississippi Office of Homeland Security (MOHS) will conduct an annual review of the SGA Guide for each grant fiscal year to ensure that all policies and procedures remain accurate and up to date. Sub-Recipients will be notified promptly of any revisions or updates made to the guide.

**Availability of the SGA Guide:** Following Grant Orientation, each agency will receive an electronic copy of the SGA Guide via email. For additional information or assistance, please contact the MOHS office at:

**MOHS Main Office Number: 601-987-1278**

**MOHS Email Address: [mohsgrants@dps.ms.go](mailto:mohsgrants@dps.ms.go)**

## **Laws and Regulations:**

**Authority:** To qualify for federal funding under the Homeland Security Act, each State must establish a Homeland Security Agency empowered with sufficient authority and structured appropriately to execute its homeland security programs to the satisfaction of both the U.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA).

This requirement is outlined in Sections 2002 to 2004 of the Homeland Security Act of 2002 (Pub. L. No. 107-296), as amended and codified at 6 U.S.C. §§ 603–605. Additional provisions are included in the Department of Homeland Security Appropriations Act, 2021 (Pub. L. No. 116-260).

**Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards (Super Circular):** The Super Circular, codified at 2 CFR Parts 200 and 1201, establishes uniform administrative requirements, cost principles, and audit standards for federal awards. Adopted by the U.S. Department of Homeland Security (DHS) on December 26, 2014, it supersedes the previous standards outlined in 49 CFR Parts 18 and 19 (also known as the Common Rule). All grant-funded activities administered through the Mississippi Office of Homeland Security (MOHS) must comply with the provisions set forth in the Super Circular.

**Internal Management Controls:** MOHS will maintain internal policies and procedures to ensure:

- Programs are delivering expected outcomes

- Resources are aligned with the agency's mission
- Federal funds and program assets are protected from waste, fraud, and mismanagement
- All relevant federal laws and regulations are followed
- Information used for decision-making is accurate, timely, and properly maintained
- Personally identifiable and sensitive information is adequately safeguarded

These responsibilities align with compliance standards outlined in 2 CFR Part 200.303.

Superseded Office of Management and Budget (OMB) Circulars: The regulations in 2 CFR Parts 200 and 1201 replace the following OMB Circulars:

- |        |         |
|--------|---------|
| • A-21 | • A-102 |
| • A-50 | • A-110 |
| • A-87 | • A-122 |
| • A-89 | • A-133 |

Recipients of FEMA funding are required to follow the standards and requirements established in 2 CFR Part 200, as supplemented by 2 CFR Part 1201.

State Laws and Regulations: The Mississippi Office of Homeland Security (MOHS) operates under the laws and regulations established by the Mississippi Department of Public Safety (MDPS). The MDPS was created through the Mississippi Code Annotated (MCA) Section 45-1-2, et seq., which outlines its statutory authority and scope.

MOHS was originally established by Executive Order 872 and later repositioned under the authority of MDPS through Executive Order 916. These executive orders grant MOHS the power to:

- Monitor and evaluate homeland security programs
- Coordinate and promote homeland security initiatives across the State
- Support efforts to prevent terrorist attacks
- Reduce vulnerabilities to terrorism and other disasters
- Mitigate the impact of incidents
- Lead recovery efforts following an event

Organization: MOHS functions as a division within the Mississippi Department of Public Safety. Personnel are assigned to homeland security programs in alignment with agency needs and as mandated by State statute. Additional program assignments may be made as necessary to meet the evolving requirements of public safety and homeland security operations.

Governor's Homeland Security Representative/State Administering Agent: The Governor of Mississippi appoints a Homeland Security Advisor and a State Administering Agent (SAA) to serve as the official representatives for the State's homeland security program. The Commissioner of the Department of Public Safety provides recommendations to the Governor regarding the selection of the SAA for the Mississippi Office of Homeland Security (MOHS). The appointed SAA is responsible for:

- Signing and certifying the Investment Justification
- Authorizing the Threat and Hazard Identification and Risk Assessment (THIRA)
- Submitting associated funding applications to MOHS on behalf of the State
- Accepting awards for federal funding

Authority Delegation & Signatory Authority: MOHS maintains official documentation of the SAA's authority and submits these records to FEMA and FEMA Region IV. Authority documentation is reviewed and updated periodically to reflect any changes in personnel within MOHS.

NIMS Compliance: In accordance with Executive Order 932, the State of Mississippi has formally adopted and adheres to the principles of the National Incident Management System (NIMS) as outlined by the U.S. Department of Homeland Security (DHS).

- Standardization: NIMS establishes uniform standards to ensure equipment, training, and procedures are compatible across all Mississippi first responder agencies.

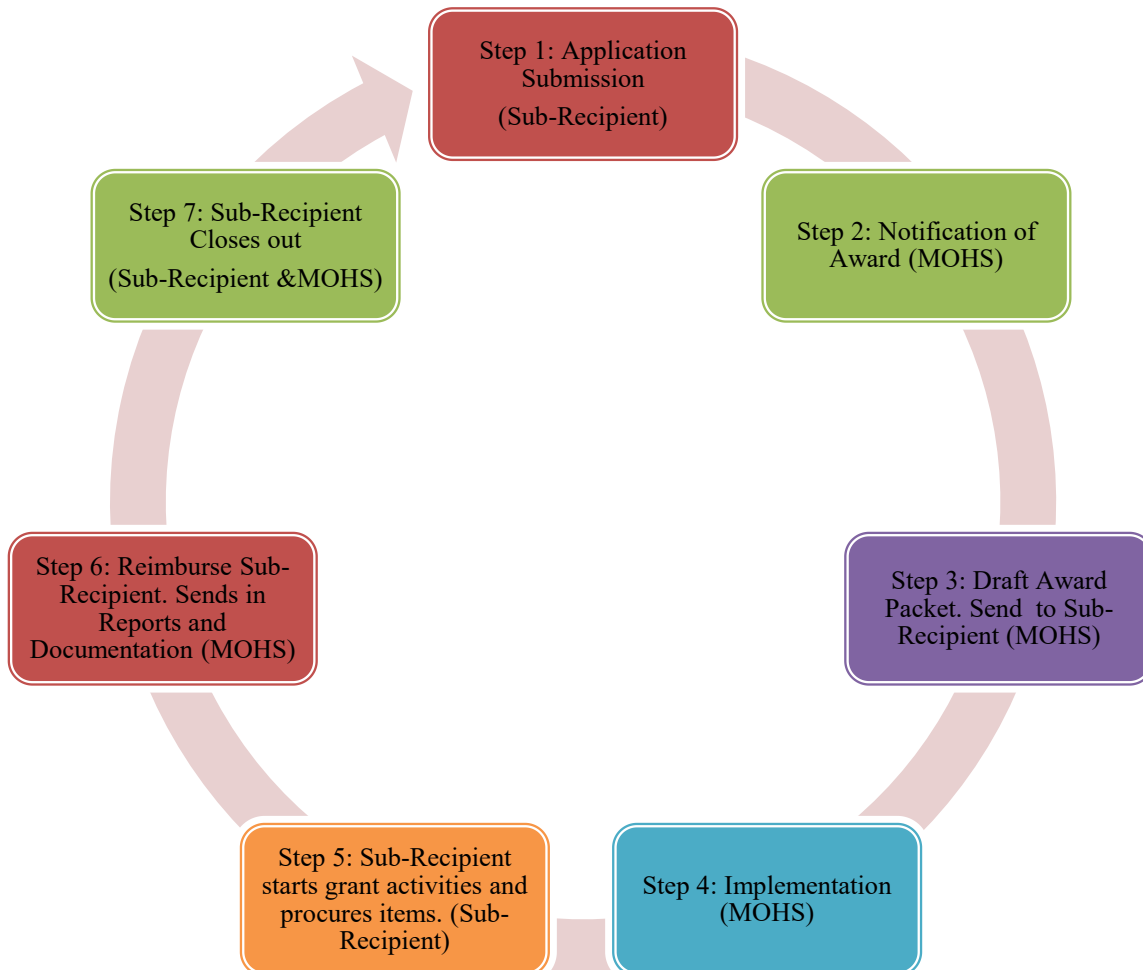
- **Equipment Compliance:** All grant recipients and subrecipients must ensure that purchased equipment complies with NIMS. If the equipment is listed in the NIMS Resource Typing Definition, it must meet specifications as defined by the Federal Emergency Management Agency (FEMA).
- **Interoperability:** Equipment, communications, and data systems acquired through State, Territorial, or local programs must be interoperable to support coordinated emergency response.
- **Grant Requirements:** Subrecipients are required to be NIMS compliant and must certify compliance in the grant application. Failure to comply may result in the withholding or reallocation of funding.
- **Training Alignment:** All training must align with NIMS standards.
- **Training Plan:** FEMA’s Incident Management Systems Division maintains a five-year NIMS training plan to guide implementation and development.

For further NIMS compliance and information, visit the official NIMS website at: <https://www.fema.gov/emergency-managers/nims>

### **MOHS 2025 Grant Cycle and Schedule- (Updated Annually)**

The Mississippi Office of Homeland Security (MOHS) follows a management process that consists of the following major functions:

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



## **MOHS Planning Calendar:**

The Mississippi Office of Homeland Security (MOHS) Planning Calendar is a tentative scheduling tool, regularly updated to reflect evolving deadlines, program changes, and new information as it becomes available.

- **Live Updates:** Dates within the calendar are subject to revision and expansion based on ongoing updates and program developments.
- **Notifications:** MOHS Sub-Recipient Grant Program Manager will promptly inform sub-recipients of any changes to ensure adequate time for schedule adjustments and program planning.
- **Flexibility:** Sub-recipients are encouraged to maintain flexibility and closely monitor calendar revisions to support effective grant and project management

### **Planning Schedule (Updated Annually)**

September	
September 1	New Grant Year Begins
September 15	4 <sup>th</sup> 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 (FY23)
October 15	Deadline for All Award Paperwork to be provided to MOHS Grants Dept.
November	
November 30	1 <sup>st</sup> Quarter Ends. Begin Preparation of 1 <sup>st</sup> Quarter Financial and Progress Report
December	
December	Strategic Planning Meetings (All Staff)
December 15	1 <sup>st</sup> Quarter Financial and Progress Reports Due to MOHS
January	
January	Strategic Planning Meetings
February	
February	Strategic Planning Meetings (All Staff)
February 1	Notice of Application Released for Upcoming Grant Funding
February 15	MOHS Homeland Security Grant Program Grant Released
February 28/29	National Cybersecurity Review Closes (Federal Requirement)
February 28/29	2nd Quarter Ends. Begin Preparation of 2nd Quarter Financial and Progress Report
March	
March	Strategic Planning Meetings (All Staff)
March 15	2nd Quarter Financial and Progress Reports Due to MOHS
April	
April	Strategic Planning Meetings (All Staff)
April 1	MOHS Grant Applications are Due to mohsgrant@dps.ms.gov
April 1-30	MOHS-Staff: Application Financial Risk Assessment Review.


May	
May	Strategic Planning Meetings (All Staff)
May 1-May 31	MOHS-Peer Review: Peer Review of Applications
May 31	3 <sup>rd</sup> Quarter Ends. Begin Preparation of 3 <sup>rd</sup> Quarter Financial and Progress Report
May 31	Last day for Grant Modification or Grant Changes
May 31	Grant Extension Justifications are due to MOHS
June	
June 15	3 <sup>rd</sup> Quarter Financial and Progress Report Due to MOHS
July	
July	Grant Orientation Meetings
August	
August 30	4 <sup>th</sup> Quarter and Grant Year Ends. Begin Preparation of 4 <sup>th</sup> Quarter Financial and Progress Report. Begin Preparation of Closeout Paperwork.
September	
September 15	4th Quarterly Report Due to MOHS
October	
October 15	Closeout Paperwork Due to MOHS

### **Grant Management and Administration** **Sub-Recipients Grant Administrator (SGA) Responsibilities**

The Sub-Recipient Grant Administrator (SGA) is the designated agency staff member responsible for the day-to-day oversight of the grant. This role includes managing projects, handling official correspondence, submitting grant reimbursement requests, and maintaining all documentation related to grant-supported activities. Failure to execute these responsibilities accurately may lead to significant grant management and financial issues.

The SGA should read the following documents to be aware of federal rules and regulations. The SGA should review documentation and program updates, as information, it is the SGA's responsibility to be up to date on regulations.

- Grant Agreement and Terms of Conditions (DHS/FEMA and MOHS)
- FEMA Notice of Funding
- FEMA Preparedness Manual
- FEMA Compliance Manuals

 *Costs incurred before September 1st or after August 31st of the fiscal year are not eligible for reimbursement, unless otherwise defined in the Grant Award Letter or Grant Agreement.*

#### **Responsibilities of the SGA:**

The SGA ***will***:

- Accounting Practices: Implement and maintain an accounting system that adheres to Generally Accepted Accounting Principles (GAAP) and develop accurate source documentation to track fund usage.
- System Registration: Register the agency with the Mississippi Accountability System for Government Information and Collaboration (MAGIC); all reimbursement claims will be processed through MAGIC.
- Personnel Documentation: Maintain job descriptions and résumés for all grant-funded personnel and project-related positions (if applicable).
- Timekeeping Records: Track and document actual hours worked by grant-funded staff and participating personnel or volunteers (if applicable).

- Project Modifications: Submit written requests and receive prior approval from MOHS for any changes to project objectives, scope, key personnel, budget, timeline, or agency contact details.
- Records and Asset Management: Maintain records, files, and documentation for all purchases and activities supported by the grant.
- Quarterly Reimbursements: Submit reimbursement requests by the 15th of the month following the end of each quarter, using the MOHS-provided claim form.
- Include copies of quotes, invoices/receipts for requested items per funding requirements.
- Submit quarterly claims regardless of activity
- Ensure claims are signed by an authorized signatory or designated representative

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 on 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.

### **Property Management:** **Procurement and Purchasing:**

Sub-recipients must follow all federal, state and local procurement and purchasing regulations and laws. It is the responsibility of the sub-recipient to be aware and have knowledge of procurement and purchasing regulations and laws.

**Federal Procurement:** Sub-recipients will review and understand the following federal code of regulations.

- 2CFR 200.302-Financial Management:
- 2CFR 208: Specific Conditions
- 2 CFR 200.317 through 2 CFR 200.327. Federal Procurement and Procurement Standards
- 2CFR 200.331-Sub-Recipient and Contractor Determinations
- 2CFR 200.501: Audit Requirements

**Mississippi Code:** 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." Costs associated with the Budget Cost Summary and Grant Agreement are the only items that are allowable for purchase and advance/reimbursement. Any discrepancies of costs outside the Budget Cost Summary and Grant Agreement will be disallowed and will not move forward for payment.

### **Documentation Requirements:**

Documentation requirements must demonstrate that purchasing is reasonable, allowable and allocated appropriately. All purchases must be within the grant limits.



Quotes: The following information is provided from MS Code 31-7-13 and the Purchase Laws of the Mississippi State Auditor.

Required documentation: (See Purchasing Laws by State Auditor)

- 0-\$5,000. Requires one (1) quote.
- Over \$5,000 to \$74,999. Requires two (2) quotes. (Lowest and Best Bid Must be Documented)
- Over \$75,000. Requires advertising for bids. If bids are not received, bids must be rebid. (Lowest and Best Bid Must be Documented). Bid must be posted once each week for two (2) consecutive weeks.
- Over \$500,000 requires PPRB Approval.

Quotes should be clear, identifiable and coordinate with the items listed in the approved Budget Cost Summary and items listed within the Grant Agreement. Quotes may be required to be pre-approved by the MOHS.

Invoices: Invoices for items purchased must be clear, identifiable and coordinate with the items listed in the approved Budget Cost Summary and items listed within the Grant Agreement.

Sole Source Vendors: Any purchases from a sole source vendor must be pre-approved by MOHS, prior to entering procurement. *Please see Sole Procurement Form.* Sole Source is not a preferred source.

### **Grant Budget Cost Summary:**

This section outlines the essential requirements for managing the Grant Budget Cost Summary and the Grant Agreement budget.

Fixed Cost Awards: Grants may authorize a fixed amount of funding, which is not subject to modification Payments may occur at scheduled intervals or in a single disbursement upon project completion.

- A comprehensive cost analysis must be conducted during negotiations to justify the fixed amount.
- Refer to **2 CFR §200.201** and **2 CFR §200.333** for detailed guidance.

Direct/Actual Costs: Only expenses explicitly approved within the Budget Cost Summary and Grant Agreement are eligible for reimbursement. No other costs may be charged to the grant.

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 Agreement, reimbursement will not be authorized. The MOHS will notify the Sub-Recipient of costs that will be unallowable.

Grant Budget Cost Summary: Each Grant Agreement includes a Grant Budget Cost Summary that is tailored to the sub-recipient's project. At a minimum, Budget Cost Summaries may include the following categories:

- 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 the 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 (if applicable): Overtime hours for personnel are 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.
- Grant Activity Training: The MOHS will not reimburse the cost of the training, unless approved in the MOHS agreement. Any training or training assistance that is requested and not listed in the approved MOHS agreement will not be reimbursed. Additional information may be requested.
- Travel (if applicable): 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. The travel section must include estimated costs associated with each trip identified and must include all costs associated with travel. Travel costs must be specific to the program area and needed to carry out project activities. Travel costs must coincide with all MOHS, state, and federal guidelines/policies/rates.

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

- o 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:
    - All meal receipts must be itemized.
    - All meal receipts must be legible.
    - Itemized meal receipts should reflect only meals for (1) individual.
    - 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.
    - The purchase of alcohol should not be included on itemized meal receipts.
- o 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 costs 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.
- o 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.
- o Taxi Fares - Fares for taxis or airport transportation services to and from a hotel require 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 costs must coincide with all MOHS, state, and federal guidelines/policies/rates.
- o Hotel/Airport Parking: Itemized Receipts must be attached to the Travel Voucher.
- o Baggage Allowance: Charges for baggage at check-in may vary by airline. Baggage fees are reimbursable expenses according to the grant agreement; however, they may not be paid for with the Travel Card. A receipt is required for charges.
- o 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.
- o 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 the total time spent working in each area and the degree of business activity in each area.

**Contractual Services:** Contractual Services refer to payments made for services provided by individuals or entities who are not employees of the Subgrantee. These services must be supported by formal, written agreements between the Subgrantee and the service provider. Such costs are allowable only if they are explicitly included in the approved Budget Cost Summary and Grant Agreement.

All contractors, vendors, and subgrants must comply with applicable federal laws, regulations, and executive orders. All documentation must be submitted to the Mississippi Office of Homeland Security (MOHS) for review and reimbursement purposes. Documentation required for all Contractual Service expenses includes:

- Formal contracts or agreements
- Vendor quotes
- Invoices
- Any other supporting documentation

If a Subgrantee opts to use a contractual service/agreement for items or services not listed in the approved Budget Cost Summary and Grant Agreement, MOHS will only reimburse costs associated with the categories that are documented within those agreements.

*Example:*

- The Subgrantee is awarded a firewall listed under the "Equipment" category.
- Instead of purchasing the firewall directly, the Subgrantee enters into a contractual agreement with a vendor for installation, training, and equipment procurement as a bundled service.
- Upon submission for reimbursement, MOHS will only reimburse expenses directly associated with the firewall, as documented under the "Equipment" category

The MOHS will only reimburse actual expenses listed in both the approved Budget Cost Summary and Grant Agreement.

**Non-Reimbursable or Limited Reimbursement Categories:**

- Indirect Costs: Indirect costs are generally unallowable under federal grant funding, unless explicitly approved in the Budget Cost Summary and Grant Agreement.
- Overhead & Profit (OH&P): Overhead and profit costs tied to contractual services are not reimbursable.

**Reimbursable Cost Categories (if applicable and documented)**

- Communication & Freight: Actual expenses for telephone service, internet service, postage, and freight for shipping equipment may be reimbursed.
  - Submit a cost allocation summary
  - Include documentation for all amounts claimed
- Printing: Printing costs are eligible for reimbursement.
  - Must be supported with proper documentation
- Fees—Professional & Other: Payments for external contractual services may be reimbursed.
  - Consultant contracts must comply with applicable bidding procedures (state or stricter local ordinances) and federal guidelines
  - Contracts must include a narrative detailing consultant qualifications and responsibilities
  - Include a detailed itemized budget for services
  - Agreements and sub-contracts require prior MOHS approval
  - Refer to "Project Agreement/Contract Development" section for guidance
- Installation Costs: Equipment installation costs (e.g., radio, camera) are reimbursable.
  - Documentation for each expense is required
- Equipment Purchased via Contractual Services: If equipment is procured through a service contract, only the actual cost of the equipment is eligible for reimbursement.

#### 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.

Equipment: To ensure proper management and eligibility of equipment purchases under the grant, sub-recipients must follow the guidelines outlined below.

#### Justification and Documentation:

- All equipment purchased for the successful execution of the project/program must be itemized, with costs listed per item.
- Sub-recipients must clearly justify the need for each item and explain how it enhances project activities.
- Supporting documentation is required for every amount claimed.

#### Procurement and Compliance:

- All equipment purchases must comply with state procurement laws and bidding requirements.
- Equipment valued over \$1,000 must be recorded in the MOHS property inventory.
- Refer to the State Property Manual: <https://www.dfa.ms.gov/procurement-manual>

#### Reimbursement Eligibility:

- Equipment is reimbursable as a direct project expense, provided it is essential to the project scope and approved in the grant agreement.
- All equipment must be utilized, managed, and disposed of per federal regulations.
- Purchases are subject to audit review under 2 CFR §200.439.

#### Equipment Classification:

- The Mississippi Office of the State Auditor defines major equipment as any single item costing \$1,000 or more when purchased with MOHS funds.
- Equipment regardless of costs is considered equipment and will be required to be monitored and inventoried. Refer to the link below for additional equipment classifications.
- Reference: <https://www.osa.ms.gov/documents/property/propoffman20.pdf>

#### Inventory Tracking Process:

- Upon purchase, the MOHS Equipment Inventory Form must be completed and submitted. Pictures should also be included of all equipment purchased with the grant funds. Include pictures of serial numbers.
- Available in the Program Manager Workbook, during grant implementation, and on the MOHS website.
- Once received, MOHS enters the item into its database, and it will be tracked throughout its useful life.

#### Monitoring and Tagging:

- During monitoring visits, the MOHS Program Manager will inspect and tag all equipment valued at \$1,000 or more with MOHS inventory labels.
- Equipment under \$1,000 may also be tagged if deemed necessary for inventory tracking.
- For details on capital asset reporting and equipment life cycles, see Section 23.10.30 of the State Auditor's guide: <https://www.osa.ms.gov/documents/property/propoffman20.pdf>
- MOHS Equipment Program Managers may schedule equipment/inventory checks periodically to inspect and check equipment and inventory for grant compliance.

Property Disposition: Below please find the process for selling/disposing of equipment purchased with grant funds.

- Sub-Recipients are required to submit a letter to the MOHS requesting disposition or approval to remove equipment purchased from its inventory records.
- The letter must state the piece(s) of equipment, serial number(s), and the grant award number that the equipment was purchased under.
- State why the equipment is being sold or disposed of.

Upon receipt of a formal letter from the Sub-Recipient, the Mississippi Office of Homeland Security (MOHS) will issue written guidance outlining the appropriate next steps. If equipment or material is no longer actively used in support of project activities, the Sub-Recipient must promptly notify MOHS. In response, MOHS reserves the right to issue directives regarding the disposition of the equipment, which may include instructions to:

- Transfer the equipment to another eligible entity
- Return the equipment to MOHS
- Retain the equipment for other approved uses
- Dispose of the equipment in accordance with applicable regulations

**Reporting Use of Equipment:** Sub-Recipients are required to submit equipment/property reports as follows:

- Equipment purchased for a project funded by MOHS must be used for the intended project/program purpose. If used otherwise the jurisdiction must cover all costs incurred.
- Funds generated using the equipment purchased for specific programs must be reported as program income and must be expended on the specific program activities in which the funds were generated.
- Sub-Recipients are required to submit equipment reports on the equipment purchased with federal funds for the extent of the useful life of the equipment, even if the Sub-Recipient is no longer active in the grant program.
- Equipment can and will be monitored during the useful life of the equipment purchased with federal funds, even if the Sub-Recipient is no longer active in the grant program.
- Equipment can be retrieved from a Sub-Recipient at any time, if the equipment is not being used for the intent of the program, proper use within the agreement requirement, being used improperly or any other reason that equipment is not being used in accordance with the grant agreement.

**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.

The Useful Life Schedule can be found on the MOHS website at: <https://www.homelandsecurity.ms.gov/grants/homeland-security-grant-programs-hsgp>

Please refer to the agencies' own useful life schedule, if available. If a schedule is not available, then the following information may be used. The MOHS refers to the schedule below to place track and monitor equipment that is still useful and functional for grant activity purposes.

Equipment that has been purchased and is past the useful life of the item, please contact the MOHS to take the steps of property disposition. For any additional questions on Useful Life or Items that are on the MOHS Property Inventory, please contact your PM. *See **Property Disposition** above.*

**Authorized Equipment List:** All equipment must be approved by MOHS and be included on the Authorized Equipment List (AEL) and must be used specifically for the purposes for which is purchased. The AEL list can be found at:

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

**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.

## **Non-Reimbursable/Unallowable Expenses:**

**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.

### **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.

### **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 that is 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 costs are unallowable under these funds.

### **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.

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 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)**

Lobbying: Federal - the cost of influencing the U.S. Congress and Federal agency officials for activities associated with obtaining grants, contracts, cooperative agreements, or loans.

State and Local - No Federal funds may be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., grassroots) lobbying activities, with one exception. This does not preclude a state official whose salary is supported with federal funds to engage in direct contact with State or local legislative officials, in accordance with customary State practice, even if it urges legislative officials to favor or oppose the adoption of a specific legislative proposal pending.

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.

### **Grant Reimbursement and Payments:**

Grant Reimbursement Process: Reimbursements shall be based upon authorized and allowable expenditures. Payment will be made for pending corrections of deficiencies and additional information may be requested. Reimbursements are due on a quarterly basis and as part of the Quarterly Reimbursement Claim and Progress Report.

- 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 1<sup>st</sup> day of the approved grant period; and
- Must be adequately supported by source documentation.

MAGIC: For Sub-Recipients to receive payments and reimbursement, all Sub-Recipients must be set up in the Mississippi Accountability System for Government Information and Collaboration (MAGIC) as a vendor.



- Link to Vendor MAGIC Page: <https://www.dfa.ms.gov/mississippi-suppliersvendors>
- Link to Vendor MAGIC Setup: [https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda\\_e\\_suco\\_sreg?sap-client=100#](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#)
- Link to MAGIC Registration Form Instructions:  
<https://www.dfa.ms.gov/sites/default/files/Office%20of%20Purchasing%2C%20Travel%20and%20Fleet%20Home/Marketing%2C%20Travel%2C%20Card%20Program/Links/Vendor%20Information/supplier-registration-form.pdf>
- Link to MAGIC Request for Change Form:  
<https://www.dfa.ms.gov/sites/default/files/Office%20of%20Purchasing%2C%20Travel%20and%20Fleet%20Home/Marketing%2C%20Travel%2C%20Card%20Program/Links/Vendor%20Information/state-of-mississippi-supplier-form-extended.pdf>

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

- The availability of appropriate funds.
- Actual costs have 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.
- Required documentation and required forms included with the documentation.

### **Modification of Grants:**

During the active period of a grant-funded project, evolving conditions may require changes to the original project agreement. If both parties agree to alter the scope, activities, or budget, a formal modification request must be submitted. All budget modifications must be completed using the official MOHS forms and must be signed and dated by the designated signatory official.

**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.

**Request for Change:** The Sub-Recipient agrees to notify in writing the MOHS of any changes and the reasons for the changes to any line items within the grant. This does not include any financial changes. Please use the Request for Changes form.

**Request for Extension:** The Sub-Recipient may request a Request for Extension in case of the grant activities not being 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.

**Request for Modification 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.

**Modification Process:** The Sub-Recipient will submit a copy of the Sub-Recipient Change Form 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 it 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.

The Sub-Recipient must submit the modification to the MOHS email address of [mohsgrant@dps.ms.gov](mailto:mohsgrant@dps.ms.gov). An 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.

Modification Processing: A modification will follow the same approval processing procedures as the original agreement. The same authority that applies to 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 for two (2) modifications per year and if any modifications are submitted for processing, then the last modification (2) should be processed through the MOHS office no later than June 30th.** If any modifications are sent to be processed, the modification must be approved by the MOHS.

**NOTE: Budget Modifications will not be accepted until the 2<sup>nd</sup> quarter, unless approved by the MOHS Grants Director.**

### **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:

- 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.

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 FEMA.

Reports, Studies, or Material Developed for Publication: Reports, studies or other materials approved for publication or printing are to be regarded as information in the public domain and their 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.

Equipment and Supplies: Equipment and supplies purchased with grant funds are required to be used for the purpose of the grant only. If equipment and supplies are found to not be used for grant purposes, the MOHS may retrieve items or request items to be returned to the MOHS. Items may be transferred to other agencies with the use of equipment and supplies.

If an agency no longer participates in the grant program and its items are no longer in use or needed, the MOHS may retrieve or request items to be returned to the MOHS. Items retrieved or transferred will be used for other programming and grant activities.

**All items that are purchased with federal funds can be used and repurposed, as needed for programs in need.**

### **Monitoring:**

Homeland Security grant project monitoring provides a method of tracking progress and achievement of grant objectives and performance goals. Since the process is ongoing throughout the duration of the project, it serves as a management tool for project control. Project monitoring also presents a good opportunity for sharing information and assistance. Project monitoring includes a set of procedures and forms for project review and documentation.

Monitoring and reporting program performance are both a State and Federal requirement of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Monitoring is required to:

- Assure compliance with state and federal requirements.
- Assure that objectives and performance goals are being achieved.
- Detecting and preventing problems.
- Helping identify changes needed.
- Identifying training or assistance needed; and
- Providing data necessary for daily operations, planning, and evaluation.

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

- Ongoing 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 Quarterly claims.
- Desk monitoring of grant files.
- Compliance monitoring of statewide homeland security activities and grant oversight.

On-site Monitoring and Evaluation: Pursuant to Federal guidelines, 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-Recipients' 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. **(2CFR 200.302 & 2CFR200.28-330)**

### **Monitoring Procedures:**

Project Monitoring Policy: It is the responsibility of the MOHS to maintain oversight into all federally funded grants that are awarded to their Sub-Recipients. The 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 comply. **(2CFR 200.329)**

Depending on the monitoring criteria and policy as stated above, each homeland security grant will be reviewed either by on-site monitoring, desk reviews, via telephone calls, monthly reimbursement processing, staff meetings, conference calls, and other correspondence, as appropriate. As a measure of quality assurance, the Mississippi Office Homeland Security must perform an on-site monitoring visit.

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

### **Desk Monitoring:**

Desk monitoring occurs every time a PM holds a discussion or communicates with a Sub-Recipient project director. Desk monitoring can occur daily, weekly, or monthly. Weekly phone calls may be appropriate if there are problems. Monthly status meetings might be needed for complex projects. If problems are identified, the project could require quarterly review meetings between the Sub-Recipient and the PM. This is left at the discretion of the PM and any additional monitoring requirements will be documented in the official file. PM will rely on regular correspondence and the annual on-site visit to handle routine project issues.

### **On-Site Monitoring:**

The following documents must be provided at the beginning of the monitoring visit:

#### **1. General Financial Documents**

- a) Financial statements (Balance Sheet, Income Statement, Changes in Fund Balance, Cash Flow Statement).
- b) Chart of accounts.
- c) General ledger.
- d) Reconciliation of subsidiary ledgers to general ledgers.
- e) List of authorized check signers; and
- f) Payroll register

#### **2. Grant Specific Financial (monitoring period only)**

- a) Grant Application.
- b) Modifications, extension approvals.
- c) Timesheets: functional timesheets/time logs/cards/attendance reports along with the applicable time study allocation plan (if applicable).
- d) Vouchers supporting all claimed operating expenses, including the following: purchase orders, receiving reports and vendor invoices.
- e) Canceled checks, check stubs, and/or cash receipts (ensure secondary signature, if applicable).
- f) Contracts: Services/Consultant contracts and lease agreements, sole source or open bid process documentation and rate of pay.
- g) If applicable, Project Income (PI): all source documents describing the type of PI earned, when PI was earned, how much was earned and how it was expended.
- h) Equipment Inventory list for grant funded purchases to include equipment description, identification number, source, title holder, acquisition date, cost, percentage of federal funds used in the cost, location, use, condition, and disposition date.
- i) Vouchers supporting all claimed equipment expenses, including the following: purchase orders, receiving reports and vendor invoices; and
- j) Indirect cost rate agreement (if applicable)

#### **3. Program Related Source Documentation**

- a) Reports: Project Agreement, Project Modifications, Sub-Recipient Monthly Report.
- b) Required certifications for activity, training certification reimbursed by the MOHS and/or additional certifications required by MOHS.
- c) Contracts: signed written contract(s).

- d) Documentation to support services provided by contractor including activities performed and evaluation services; and
- e) Equipment purchased with MOHS funds available for monitoring visit (current and past)

#### 4. Other

1. Job description for grant funded positions: As it relates to overtime (if applicable)

Please be advised the monitor may request additional documentation as necessary at the time of the visit.

### **Additional Documents Reviewed During Monitoring:**

**Policies:** Sub-Recipient must submit to the MS Office of Homeland Security a copy of the following policy and/or certification(s).

- NIMS Training Certifications (See Appendix B)
- Cyber-Security Assessment (See Appendix A)
- FFATA Compliance (See Award Packet)

**A-133 Audit:** federal directive that established audit requirements for states, local governments, and nonprofit organizations receiving federal financial assistance. It was designed to ensure transparency, accountability, and proper use of federal funds through a process known as the Single Audit.

**Single Audit:** Federal mandate that ensures organizations receiving substantial federal funding are audited for both financial accuracy and compliance with federal program rules. It's designed to promote transparency, accountability, and proper stewardship of taxpayer dollars.

The State of Mississippi requires a sub-recipient expending \$1,000,000.00 or more in federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with 2CFR200, Sub-Part F. 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 review will be performed by MOHS during the review process of the grant application submission.

**Reference 2CFR 200.518**

**Single Audit Finding:** 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 200.518**

### **Sub-Contracts within the Grant Agreement:**

If grant funds have been approved by MOHS for services provided by a sub-contractor under your agreement—but outside the original grant scope—all related contracts must be submitted to MOHS for review and approval. Sub-contracts may include, but are not limited to:

- Formal contracts
- Memorandums of Understanding (MOUs)
- Personal or professional services agreements
- Service contracts
- Conference facility rental requests
- Rental space agreements

#### **Submission Guidelines for Sub-Contracts:**

Submit sub-contract(s) a minimum of (60) sixty days before the event or service is provided, so that ample time is allowed for the contract process to be reviewed and approved. Submission of the contract must include justification of the contract, a memo explaining the need for the contract and how the contract will be funded. Submit all invoices, quotes and any information that may be needed for review of the sub-contract.

#### Approval/Disapproval:

If the sub-contract is approved, the MOHS will notify the Sub-Recipient of the approval as soon as the decision has been made. If a sub-contract is disapproved, the MOHS will notify the Sub-Recipient of the decline as soon as the decision has been made. Any services that are performed without the approval of the MOHS will not be eligible for reimbursement.

#### Records Keeping Requirements:

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 200.334**

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 the MOHS, federal granting agency, Office of the Inspector General, or any 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, to make audits, examinations, excerpts, and transcripts. The right to access must not be limited to the required retention period but shall last if the records are retained. **Reference 2CFR 200.337**

#### Conditional Grant Requirements:

Conditional grants deemed for additional monitoring, assistance, and oversight. Conditional grants can be placed on conditional status for several reasons, which can include not meeting performance measures, lack of documentation and paperwork for grant activities, pattern of financial inconsistencies, late submission of monthly reimbursements, etc. Agencies will be informed of the conditional status and conditions prior to the conditional status being implemented.

Conditional grants will be monitored by MOHS to determine if grant requirements are met and performed according to the grant agreement. After the 1<sup>st</sup> Quarter, failure to meet grant requirements set forth in the grant agreement will result in notification to signatory authority official stating, that the grant requirements have not been met. After the 2<sup>nd</sup> Quarter of failure to meet grant requirement, the conditional grant will be in penalty of non-compliance. (See Penalty for Non-Compliance section).

#### Penalty for Non-Compliance:

For the reasons listed below, 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 may be withheld. **Reference 2CFR 200.339**

The MOHS may institute the following but is not limited to withholding authority to proceed to the next phase of the project, requiring additional or more detailed reports, additional project monitoring, and/or establishing additional prior approvals.

The 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. **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 the State or federal required management standards.**

### **Termination of Agreement:**

The MS Office of Homeland Security in the event of Sub-Recipient noncompliance with any of the provisions of this agreement may terminate this agreement by giving the Sub-Recipient thirty (30) day notice. The MS Office of Homeland Security, before issuing notice of termination of this agreement, shall allow the Sub-Recipient a reasonable opportunity to correct noncompliance issues. For noncompliance with the nondiscrimination section of this agreement or with any of the said rules, regulations or orders, this agreement may be canceled, terminated, or suspended in whole or in part.

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.

**Agreement Changes:** Any proposed changes to the agreement that would result in changes in the scope, character, or complexity of the agreement, must be submitted with Budget Modification to the MS Office of Homeland Security, and shall require an approved Budget Modification prior to change being implemented.

**Agreements:** Unless otherwise authorized in writing by the MS Office of Homeland Security, the Sub-Recipient shall not assign any portion of the work to be performed under this agreement, or execute any agreement, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this agreement without the prior written concurrence of the MS Office of Homeland Security. Any subcontract under this agreement must include all required and/or applicable clauses and provisions of this 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 the MS Office of Homeland Security, will result in the withholding of reimbursement payments. **Reference 2CFR 200.339-343**

### **Closeout:**

At the end of each grant year, completion of grant activities and grant funding, the Sub-Recipient should begin the process of closeout. A typical period of performance for a grant year is one (1) year but can allow for an extension to a period of performance, if approved. Closeout forms and required documentation are due forty-five days after the end of the grant period. If a Sub-Recipient does not complete all required paperwork for the proper closeout, the MOHS can perform an Administrative Closeout.

If a Sub-Recipient remains in non-compliance and has not met all requirements of the grant, performed grant activities or prepared required reports, the MOHS can also perform an Administrative Closeout. At the time of an Administrative Closeout or End of Year Closeout, the MOHS staff will close all financial documents in the MAGIC system, and no further financial reimbursements will be able to take place in the grant. **Reference 2CFR 200.344.**



## Mississippi Office of Homeland Security Grants Department Contact Information

All Reports, Reimbursements and Grant Requirements should be emailed to the MOHS Grants Department email address:

[mohsgrants@dps.ms.gov](mailto:mohsgrants@dps.ms.gov)  
(601) 987-1278

Beth Loflin (Finance and Grants Director) Email Address: <a href="mailto:beth.loflin@dps.ms.gov">beth.loflin@dps.ms.gov</a> Phone Number: (601) 987-1278	Kayla Stewart (Grants Program Management Lead) Email Address: <a href="mailto:ksstewart@dps.ms.gov">ksstewart@dps.ms.gov</a> Phone Number: (601) 987-1217
Orlando Hoard (Admin Specialist) Email Address: <a href="mailto:ohoard@dps.ms.gov">ohoard@dps.ms.gov</a> Phone Number: (601) 987-1278	
<b>Program Managers</b>	
Teresa Wash (HSGP Program Management) Email Address: <a href="mailto:twash@dps.ms.gov">twash@dps.ms.gov</a> Phone Number (601) 987-1519	Ty Barnes (HSGP Program Management) Email Address: <a href="mailto:tbarnes@dps.ms.gov">tbarnes@dps.ms.gov</a> Phone Number: (601) 987-1505
Micah Carrington (HSGP Program Management) Email Address: <a href="mailto:mcarrington@dps.ms.gov">mcarrington@dps.ms.gov</a> Phone Number: 601-987-1231	Kimberly Johnson (Non-Profit Lead) Email Address: <a href="mailto:kjohnson@dps.ms.gov">kjohnson@dps.ms.gov</a> Phone Number: (601) 987-1518
Keondra Wallace (Non-Profit Program Management) Email Address: <a href="mailto:kwallace@dps.ms.gov">kwallace@dps.ms.gov</a> Phone Number: (601)987-1225	Fazenda Young: (Non-Profit Program Management) Email Address: <a href="mailto:fyong@dps.ms.gov">fyong@dps.ms.gov</a> Phone Number: (601)987-4278

<b>Financial Review:</b>	
Karen Evans: General Funds/ Procurement/ Contracts Email Address: <a href="mailto:kevans@dps.ms.gov">kevans@dps.ms.gov</a> Phone Number: (601) 987-1213	Rachelle McKinley: Grant Funds Email Address: <a href="mailto:rmckinley@dps.ms.gov">rmckinley@dps.ms.gov</a> Phone Number: (601) 987-1226
<b>Program Monitors:</b>	
Bebea Boney: Program Monitor Email Address: <a href="mailto:bboney@dps.ms.gov">bboney@dps.ms.gov</a> Telephone: (601) 987-1544	Steve Latham: Program Monitor Email Address: <a href="mailto:slatham@dps.ms.gov">slatham@dps.ms.gov</a> Telephone: (601) 987-1590



Program Trainers:	
<p>Larry Cagle: CERT State Coordinator/ Community Emergency Response Trainer CERT &amp; Teen CERT Trainer  Email Address: <a href="mailto:lcagle@dps.ms.gov">lcagle@dps.ms.gov</a>  Telephone: (601) 987-1382</p>	<p>Rebecca Chaney: Community Coordinator /Targeted Violence and Prevention Trainer &amp; Community Violence Prevention Trainer  Email Address: <a href="mailto:rchaney@dps.ms.gov">rchaney@dps.ms.gov</a>  Telephone: (769) 312-5501</p>
<p>Laura Fosselman: Law Enforcement Training Coordinator/ Law Enforcement Trainer (Active Shooter/Craze/Church Security)  Email Address: <a href="mailto:lfossleman@dps.ms.gov">lfossleman@dps.ms.gov</a>  Telephone: (601)927-7783</p>	



# **Appendix A**

Instructions to Complete

Award Agreement

Forms

Award Packets are Due to

MOHS:

**October 15, 2025**

### **Award Packet:**

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

- Award Letter
  - Signed by Signatory Authorized Official
- Award Agreement Packet
  - Signature Page- Page 2
  - Assurance of Understanding Requirements for Sub-Recipients- Page 24
- Appendix to Agreement Packet
  - Grant Agreement Certifications- and Sub-Recipient Grant Administrator Certifications-Page 2
  - Financial Officer Certification and Authorized Signatory Official Certification-Page 3
  - Scope of Work- Page 4
  - Federal Funding Accountability and Transparency Act (FFATA)-Page 5

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

- Orientation Acknowledgement Form
- National Cybersecurity Review (NCSR) **(Pending FEMA Guidance)**
  - Opens October 1 and Closed February 28
- Environmental Historic Preservation Act Form Packet (If Applicable)
- License Plate Reader Memorandum of Understanding (If Applicable)
- State and Local Cybersecurity Consent and Memorandum of Understanding (If Interested)

**Must be provided to the MOHS @ [mohsgrants@dps.ms.gov](mailto:mohsgrants@dps.ms.gov) by October 15, 2025**



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

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

**Sub-Recipient Name: Anytown Police Department**

**Project Title: Law Enforcement Terrorist Prevention Program**

**Grant Period: 9/1/2025**

**Total Amount of Award: \$100,000.00**

**Date of Award: 8/31/2028**

**Grant Number: 25LE257-5**

In accordance with the provisions of Federal Fiscal Year 2025 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-2025-SS-05001. Authorizing Authority for Program: Section 2002 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C.603).

Enclosed is a signed grant agreement obligating federal funds as outlined above. Please review the grant agreement in full, sign in the designated signature areas and return it to the MOHS by **October 15, 2025**. Strict adherence to these provisions is essential to ensure compliance with applicable federal and state statutes, rules, regulations, and guidelines.

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

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

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

**ACCEPTANCE OF THE FEDERAL GRANT AWARD FOR THE SUB-RECIPIENT**

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

---

Signature of Authorized Signatory Official

*Pete Banks-Executive Director*

---

Signature of MOHS Executive Director/SAA

# MISSISSIPPI OFFICE OF HOMELAND SECURITY



## FY25 HOMELAND SECURITY GRANT PROGRAM GRANT AGREEMENT AND AWARD PACKET-**EXAMPLE**

# FY25 MISSISSIPPI OFFICE OF HOMELAND SECURITY GRANT AGREEMENT

1. Sub-Recipient's Name: Anytown Police Department  Mailing Address: 110 Main Street Anytown, MS 39541  Telephone Number: (662)874-1445  E-Mail: grantwriter@anytown.gov		2. Effective Date of Grant: September 1, 2025  3. Sub-Recipient Grant Number: 245E257-5  4. Grant Identifier (Funding Source & Year): EMW-2025-SS-05001  5. Period of Performance: Start and End Dates: September 1, 2025-August 31, 2028  6. Subgrant Payment Method: <u>  X  </u> Cost Reimbursement Method	
7. CFDA # - 97.607- Homeland Security Grant Program	8. UEI # - 5H41P26Y4MH9	9. Congressional District: 5	
10. FAIN #: 646000779	11. Initial Federal Award Date: September 1, 2024	12. Federal Awarding Agency: Homeland Security (800)368-6498	
13. Research and Development Grant: Yes <u>  X  </u> No	14. Indirect Cost Rate Charged: \$0.00		
15. The following grant funds are obligated:			
A. COST CATEGORY		B. SOURCE OF FUNDS	
(1) Contractual Services	\$0.00	(1) Federal	\$100,000.00
(2) Equipment	\$0.00	(2) State	\$0.00
(3) Commodities/Supplies	\$0.00	(3) Local	\$0.00
(4) Other	\$0.00	(4) Other	\$0.00
TOTAL	\$85,000	Total:	\$100,000.00
C. MATCH		D. RATIO%	
\$0.00		100%	
\$0.00		0%	
\$0.00		0%	
\$0.00		0%	
\$0.00		100%	
E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:			
Number of Grants:	FY21	FY22	FY23
	2	2	1
Total Award Funding of Grants	\$56,200.00	\$57,360.00	\$23,000
The Sub-Recipient agrees to operate the program outlined in this Grant Agreement in accordance with all provisions of this Agreement as included herein. The following sections are attached and incorporated into this Agreement: Final Approved Agreement which includes Sub-Recipient Signature Sheet; Project Description; Goals and Objectives; Implementation Schedule; Cost Summary Support Sheet; Agreement of Understanding and Compliances, and all required documentation. All policies, terms, conditions, and provisions listed in funding guidelines, grant agreement, and agreement of understanding which has been provided to Sub-Recipient, are also incorporated into this agreement, and Sub-Recipient agrees to fully comply therewith.			
14. Approval from Grantee: <i>Pete Banks-Executive Director</i> <i>9/1/2025</i>		15. Approval from Sub-Recipient: 1. Signature of Authorized Official 2. Date of Signature	
Signature	Date	Signature	Date
Name: <i>Pete Banks</i> Title: MOHS Executive Director/SAA		Name: 3. Printed Name of Signatory Official Title: Authorized Signatory Official	

## **FY25 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 utilize risk assessments, data, and community knowledge to target and deploy resources that are community and state-wide threats and hazards.

## **FY25 HOMELAND SECURITY PROJECT GOALS AND OBJECTIVES**

### **PROJECT:**

The following project will:

- Prevent a threatened or actual threat of terrorism.
- Protect citizens, residents, visitors and assets against the threats that pose the greatest risk to the security of the United States.
- Mitigate the loss of life and property by lessening the impact of future catastrophic events.
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.

### **GOAL:**

Increase jurisdiction participation with multi-level intelligence components and capabilities to assist agencies to prevent, protect against, respond to, and recover from terrorism incidents and attacks.

### **OBJECTIVES:**

- Provide intelligence gathering and information sharing capabilities to 50% of local jurisdictions within three (3) years after approval of state strategy.
- Establish/enhance statewide deterrence/prevention and response efforts.
- Provide funds to jurisdictions for prevention and response efforts through the funding of services, equipment, training and supplies that will be deployed, as needed and requested to help in statewide homeland efforts.

### **GOAL:**

Reduce Mississippi's vulnerability to terrorism through preparedness and protective efforts. Increase jurisdiction capabilities by reducing vulnerabilities and risks against terrorism incidents.

### **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 terrorism incidents, including hoaxes, threats and suspicious packages within three (3) years of the approval of the state strategy.



## FY25 PROGRAM MILESTONE SCHEDULE

The Program Milestone Schedule is intended to provide Sub-Recipients with a timeline for the progress, completion and success of their awarded grant program. All Sub-Recipients should strive to complete the awarded program with the following Program Milestone timeline, which represents a twelve (12) month cycle.

### 1<sup>st</sup> Quarter (September, October & November)

- Attend a required Grant Implementation Meeting.
  - In Person Meeting: Submit Grant Implementation Acknowledgement form at the MOHS Implementation Meeting.
  - Virtual Meeting: Submit Grant Implementation Acknowledgement to [mohsgrants@dps.ms.gov](mailto:mohsgrants@dps.ms.gov), by **October 1, 2025**.
- Submit the following required documentation for the Grant Award. Forms should be executed by the Signatory Authorized Official. A copy of the following forms must be maintained in the Agency file and will be reviewed during grant monitoring. A submission deadline has been set for **October 15, 2025**, for the following forms.
  - Grant Award Letter, Agreement and Appendix documents.
  - Environmental Historic Preservation (EHP) Form, if required.
  - NIMS Certifications (100, 200, 700 and 800), if not submitted
  - Latest Audit, if not submitted.
  - Memorandum of Understanding for License Plate Reader, if required.
  - State and Local Cybersecurity Grant Program Memorandum of Understanding and Consent Form.
  - Nationwide Cybersecurity Review (NCSR) Assessment (Open from October 1-February 28<sup>th</sup>)
- Solicit quotes and/or bids for equipment. (If equipment is over \$5,000.00, two (2) quotes are required)
- Review proposals, quotes, bids and select vendors.
- Purchase approved equipment during the 1st quarter for the grant year.
- Begin preparation of 1st Quarter Report. (September 1-November 30). Due to MOHS **December 15th**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any training, meetings, or conference calls with MOHS, as required and necessary.

### 2<sup>nd</sup> QUARTER (DECEMBER, JANUARY & FEBRUARY)

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

### 3<sup>RD</sup> QUARTER (March, APRIL & MAY)

- Submit 3<sup>rd</sup> Quarter Report to MOHS. Due **June 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 is received.
- Begin preparation of 4<sup>th</sup> Quarter Report. (**June 1-Aug 31**). Due to MOHS **Sept 15**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any training, meetings, or conference calls with MOHS, as required and necessary.

## FY25 PROGRAM MILESTONE SCHEDULE

### **4th QUARTER (June, July, and August)**

- Submit 4<sup>th</sup> Quarter Report to MOHS. Due **September 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 is received.
- Begin preparation of 1<sup>st</sup> **Supplemental Report. (Sept 1-Nov 30)**. Due to MOHS **December 15**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any training, meetings, or conference calls with MOHS, as required and necessary.

### **CLOSEOUT (September 1-October 1)**

- Submit 4<sup>th</sup> Quarter Report. (June 1-August 31). Due to MOHS **September 15th**.
- Prepare Closeout Form and supporting documentation to MOHS. Due **October 15<sup>th</sup>**.
- Assess and review program's threats, hazards, core capabilities and needs.

## FY25 Mississippi Office of Homeland Security-Cost Summary Support Sheet

<b>1. Sub-Recipient Agency: Anytown Police Department</b>				
<b>2. Sub-Recipient Grant Number: 25LE257-5</b>		<b>3. Grant ID: FY25 HSGP</b>	<b>4. Beginning: September 1, 2025</b>	<b>5. Ending: August 31, 2028</b>
<b>6. Activity: Homeland Security Grant Program</b>				
7. Category & Line Item	8. Description of item and/or Basis for Valuation	9. Budget		
		Federal	All Other	Total
Personal Services-Salary		\$0.00	\$0.00	\$0.00
Personal Services-Fringe		\$0.00	\$0.00	\$0.00
Contractual Services		\$0.00	\$0.00	\$0.00
Travel/Training		\$0.00	\$0.00	\$0.00
Equipment	MSWin Radio 9 @ \$2,000.00= \$18,000.00 Prime Mover 1 @ \$44,000.00=\$44,000.00 Mass Casualty Kit 1 @ \$1,250.00 License Plate Reader 1 @ \$21,000.00 Chainsaw \$750.00	\$85,000.00	\$0.00	\$85,000.00
Commodities/Supplies	Helmet 10 @ \$700.00= \$7,000.00 Glass Cutter 1@ \$825.00 Hitch Tow Kit \$300.00 Gas Monitor 10 @ \$687.50= \$6,875.00	\$15,000.00	\$0.00	\$15,000.00
Other:			\$0.00	

<b>TOTALS</b>	\$100,000.00	\$0.00	\$100,000.00
---------------	--------------	--------	--------------

**BUDGET EXAMPLE**

# 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 2023 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. 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. Terms and Conditions listed below are applicable, as of the time of the Application. Each Sub-Recipient will abide by the latest federal terms and conditions, as published by FEMA.

The Fiscal Year (FY) 2025 Department of Homeland Security (DHS) Standard Terms and Conditions apply to all new federal awards of federal financial assistance (federal awards) for which the federal award date occurs in FY 2025 and flows down to subrecipients unless a term or condition specifically indicates otherwise. For federal continuation awards made in subsequent FYs, the FY 2025 DHS Standard Terms and Conditions apply unless otherwise specified in the terms and conditions of the continuation awards. The United States has the right to seek judicial enforcement of these terms and conditions.

All legislation and digital resources are referenced with no digital links. These FY 2025 DHS Standard Terms and Conditions are maintained on the DHS website at <https://www.dhs.gov/publication/dhs-standard-terms-and-conditions>.

#### **A. Assurance, Administrative Requirements, Cost Principles, Representations, and Certifications**

- I. 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.

#### **B. General Acknowledgements and Assurances Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located in Title 2, Code of Federal Regulations, Part 200 and adopted by DHS at 2 C.F.R. § 3002.10.**

All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R.

§ 200.337.

- I. Recipients must cooperate with any DHS compliance reviews or compliance investigations.

- II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal award and permit access to facilities and personnel.
- III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or DHS Component program guidance. Organization costs related to data and evaluation are allowable. The definition of data and evaluation costs is in 2 C.F.R. § 200.455(c), the full text of which is incorporated by reference.
- V. Recipients must complete DHS Form 3095 within 60 days of receipt of the Notice of Award for the first award under which this term applies. For further instructions and to access the form, please visit: [https://www.dhs.gov/civil- rightsresources-recipients-dhs-financial-assistance](https://www.dhs.gov/civil-rightsresources-recipients-dhs-financial-assistance).

### C. Standard Terms & Conditions

- I. Acknowledgement of Federal Funding from DHS  
Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.
- II. Activities Conducted Abroad  
Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.
- III. Age Discrimination Act of 1975  
Recipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (codified as amended at Title 42, U.S. Code § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
- IV. Americans with Disabilities Act of 1990  
Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
- V. Best Practices for Collection and Use of Personally Identifiable Information
  - (1) Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect.
  - (2) Definition. DHS defines “PII” as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.
- VI. CHIPS and Science Act of 2022, Public Law 117-167 CHIPS
  - (1) Recipients of DHS research and development (R&D) awards must report to the DHS Component research program office any finding or determination of sex based and sexual harassment and/or an administrative or disciplinary action taken against principal investigators or co-investigators to be completed by an authorized organizational representative (AOR) at

- the recipient institution.
- (2) Notification. An AOR must disclose the following information to agencies within 10 days of the date/the finding is made, or 10 days from when a recipient imposes an administrative action on the reported individual, whichever is sooner. Reports should include:
- (a) Award number,
  - (b) Name of PI or Co-PI being reported,
  - (c) Awardee name,
  - (d) Awardee address,
  - (e) AOR name, title, phone, and email address,
  - (f) Indication of the report type:
    - (i) Finding or determination has been made that the reported individual violated awardee policies or codes of conduct, statutes, or regulations related to sexual harassment, sexual assault, or other forms of harassment, including the date that the finding was made.
    - (ii) Imposition of an administrative or disciplinary action by the recipient on the reporting individual related to a finding/determination or an investigation of an alleged violation of recipient policy or codes of conduct, statutes, or regulations, or other forms of harassment.
    - (iii) The date and nature of the administrative/disciplinary action, including a basic explanation or description of the event, which should not disclose personally identifiable information regarding any complaints or individuals involved. Any description provided must be consistent with the *Family Educational Rights in Privacy Act*.
- (3) Definitions.
- (a) An “authorized organizational representative (AOR)” is an administrative official who, on behalf of the proposing institution, is empowered to make certifications and representations and can commit the institution to the conduct of a project that an agency is being asked to support as well as adhere to various agency policies and award requirements.
  - (b) “Principal investigators and co-principal investigators” are award personnel supported by a grant, cooperative agreement, or contract under Federal law.
  - (c) A “reported individual” refers to recipient personnel who have been reported to a federal agency for potential sexual harassment violations.
  - (d) “Sex based harassment” means a form of sex discrimination and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
  - (e) “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment, whether such activity is carried out by a supervisor or by a co-worker, volunteer, or contractor.

## VII. Civil Rights Act of 1964 – Title VI

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964*, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of a federal award from the Federal Emergency Management

Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 7.

VIII. Civil Rights Act of 1968

Recipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. No. 90284 (codified as amended at 42 U.S.C. § 3601 *et seq.*) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

IX. Communication and Cooperation with the Department of Homeland Security and Immigration Officials

- (1) All recipients and other recipients of funds under this award must agree that they will comply with the following requirements related to coordination and cooperation with the Department of Homeland Security and immigration officials:
  - (a) They must comply with the requirements of 8 U.S.C. §§ 1373 and 1644. These statutes prohibit restrictions on information sharing by state and local government entities with DHS regarding the citizenship or immigration status, lawful or unlawful, of any individual. Additionally, 8 U.S.C. § 1373 prohibits any person or agency from prohibiting, or in any way restricting, a Federal, State, or local government entity from doing any of the following with respect to information regarding the immigration status of any individual: 1) sending such information to, or requesting or receiving such information from, Federal immigration officials; 2) maintaining such information; or 3) exchanging such information with any other Federal, State, or local government entity;
  - (b) They must comply with other relevant laws related to immigration, including prohibitions on encouraging or inducing an alien to come to, enter, or reside in the United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv), prohibitions on transporting or moving illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(ii), prohibitions on harboring, concealing, or shielding from detection illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(iii), and any applicable conspiracy, aiding or abetting, or attempt liability regarding these statutes;
  - (c) That they will honor requests for cooperation, such as participation in joint operations, sharing of information, or requests for short term detention of an alien pursuant to a valid detainer. A jurisdiction does not fail to comply with this requirement merely because it lacks the necessary resources to assist in a particular instance;
  - (d) That they will provide access to detainees, such as when an immigration officer seeks to interview a person who might be a removable alien; and
  - (e) That they will not leak or otherwise publicize the existence of an immigration enforcement operation.
- (2) The recipient must certify under penalty of perjury pursuant to 28 U.S.C. § 1746 and using a form that is acceptable to DHS, that it will comply with the requirements of this term. Additionally, the recipient agrees that it will require any subrecipients or contractors to certify in the same manner that they will comply with this term prior to providing them with any funding under this award.
- (3) The recipient agrees that compliance with this term is material to the Government's decision to make or continue with this award and that the Department of homeland Security may terminate this grant, or take any other allowable enforcement action, if the recipient fails to comply with this term.

- X. Copyright  
Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.
- XI. Debarment and Suspension  
Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
- XII. Drug-Free Workplace Regulations  
Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of the *Drug-Free Workplace Act of 1988* (41 U.S.C. §§ 8101-8106).
- XIII. Duplicative Costs  
Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing requirements of any other federal award in either the current or a prior budget period. See 2 C.F.R. § 200.403(f).  
However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal award terms and conditions.
- XIV. Education Amendments of 1972 (*Equal Opportunity in Education Act*) – Title IX  
Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of a federal award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 19.
- XV. *Energy Policy and Conservation Act*  
Recipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
- XVI. Equal Treatment of Faith-Based Organizations  
It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries.  
Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R.



Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

XVII. Anti-Discrimination

Recipients must comply with all applicable Federal anti-discrimination laws material to the government's payment decisions for purposes of 31 U.S.C. § 372(b)(4).

(1) Definitions. As used in this clause –

- (a) DEI means “diversity, equity, and inclusion.”
- (b) DEIA means “diversity, equity, inclusion, and accessibility.”
- (c) Discriminatory equity ideology has the meaning set forth in Section 2(b) of Executive Order 14190 of January 29, 2025.
- (d) Discriminatory prohibited boycott means refusing to deal, cutting commercial relations, or otherwise limiting commercial relations specifically with Israeli companies or with companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of Israel to do business.
- (e) Federal anti-discrimination laws mean Federal civil rights law that protect individual Americans from discrimination on the basis of race, color, sex, religion, and national origin.
- (f) Illegal immigrant means any alien, as defined in 8 U.S.C. § 1101(a)(3), who has no lawful immigration status in the United States.

(2) Grant award certification.

- (a) By accepting the grant award, recipients are certifying that:
  - (i) They do not, and will not during the term of this financial assistance award, operate any programs that advance or promote DEI, DEIA, or discriminatory equity ideology in violation of Federal anti-discrimination laws; and
  - (ii) They do not engage in and will not during the term of this award engage in, a discriminatory prohibited boycott.
  - (iii) They do not, and will not during the term of this award, operate any program that benefits illegal immigrants or incentivizes illegal immigration.
- (3) DHS reserves the right to suspend payments in whole or in part and/or terminate financial assistance awards if the Secretary of Homeland Security or her designee determines that the recipient has violated any provision of subsection (2).
- (4) Upon suspension or termination under subsection (3), all funds received by the recipient shall be deemed to be in excess of the amount that the recipient is determined to be entitled to under the Federal award for purposes of 2 C.F.R. § 200.346. As such, all amounts received will constitute a debt to the Federal Government that may be pursued to the maximum extent permitted by law.

XVIII. False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the *False Claims Act*, 31 U.S.C. §§ 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

XIX. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

XX. Federal Leadership on Reducing Text Messaging While Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving

recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of Executive Order 13513.

*XXI. Fly America Act of 1974*

Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: Certificated Air Carriers List | US Department of Transportation, <https://www.transportation.gov/policy/aviation-policy/certificated-aircarriers-list>) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974*, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

*XXII. Hotel and Motel Fire Safety Act of 1990*

Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. § 2225a.

*XXIII. John S. McCain National Defense Authorization Act of Fiscal Year 2019*

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the *John S. McCain National Defense Authorization Act for Fiscal Year 2019*, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

*XXIV. Limited English Proficiency (Civil Rights Act of 1964, Title VI)*

Recipients must comply with Title VI of the *Civil Rights Act of 1964* (42 U.S.C. § 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizationsprovide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

*XXV. Lobbying Prohibitions*

Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a lobbying certification form as described in Appendix A to 6 C.F.R. Part 9 or available on Grants.gov as the Grants.gov Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on Grants.gov as the Disclosure of Lobbying Activities (SF-LLL).

*XXVI. National Environmental Policy Act*

Recipients must comply with the requirements of the *National Environmental Policy Act of 1969*,

Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

XXVII. National Security Presidential Memorandum-33 (NSPM-33) and provisions of the CHIPS and Science Act of 2022, Pub. L. 117-167, Section 10254

- (1) Recipient research institutions (“covered institutions”) must comply with the requirements in NSPM-33 and provisions of Pub. L. 117-167, Section 10254 (codified at 42 U.S.C. § 18951) certifying that the institution has established and operates a research security program that includes elements relating to:
  - (a) cybersecurity;
  - (b) foreign travel security;
  - (c) research security training; and
  - (d) export control training, as appropriate.
- (2) Definition. “Covered institutions” means recipient research institutions receiving federal Research and Development (R&D) science and engineering support “in excess of \$50 million per year.”

XXVIII. Non-Supplanting Requirement

Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.

XXIX. Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the federal award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.

XXX. Patents and Intellectual Property Rights

Recipients are subject to the *Bayh-Dole Act*, 35 U.S.C. § 200 *et seq.* and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

XXXI. Presidential Executive Orders

Recipients must comply with the requirements of Presidential Executive Orders related to grants (also known as federal assistance and financial assistance), the full text of which are incorporated by reference.

XXXII. 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. No. 89-272 (1965) (codified as amended by the *Resource Conservation and Recovery Act* at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. 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.

*XXXIII. Rehabilitation Act of 1973*

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

*XXXIV. Reporting Recipient Integrity and Performance Matters*

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide federal award term and condition for Recipient Integrity and Performance Matters is in 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.

*XXXV. Reporting Subawards and Executive Compensation*

For federal awards that total or exceed \$30,000, recipients are required to comply with the requirements set forth in the government-wide federal award term and condition on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

*XXXVI. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials*

(1) Recipients of a federal award from a financial assistance program that provides funding for infrastructure are hereby notified that none of the funds provided under this federal award may be used for a project for infrastructure unless:

- (a) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (b) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (c) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

(2) The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

(3) *Waivers*

When necessary, recipients may apply for, and the agency may grant, a waiver from these

requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements.

- (a) When the Federal agency has determined that one of the following exceptions applies, the federal awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
  - (i) applying the domestic content procurement preference would be inconsistent with the public interest;
  - (ii) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
  - (iii) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.
- (b) A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.
- (c) There may be instances where a federal award qualifies, in whole or in part, for an existing waiver described at "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.
- (4) *Definitions*. The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

#### XXXVII. SAFECOM

Recipients receiving federal awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at Funding and Sustainment | CISA.

#### XXXVIII. Subrecipient Monitoring and Management

Pass-through entities must comply with the requirements for subrecipient monitoring and management as set forth in 2 C.F.R. §§ 200.331-333.

#### XXXIX. System for Award Management and Unique Entity Identifier Requirements

Recipients are required to comply with the requirements set forth in the governmentwide federal award term and condition regarding the System for Award Management and Unique Entity Identifier Requirements in 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.

#### XL. Termination of a Federal Award

- (1) By DHS. DHS may terminate a federal award, in whole or in part, for the following reasons:
  - (a) If the recipient fails to comply with the terms and conditions of the federal award;
  - (b) With the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated; or
  - (c) Pursuant to the terms and conditions of the federal award, including, to the extent authorized by law, if the federal award no longer effectuates the program goals or agency priorities.
- (3) By the Recipient. The recipient may terminate the federal award, in whole or in part, by sending

written notification to DHS stating the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if DHS determines that the remaining portion of the federal award will not accomplish the purposes for which the federal award was made, DHS may terminate the federal award in its entirety.

- (4) Notice. Either party will provide written notice of intent to terminate for any reason to the other party no less than 30 calendar days prior to the effective date of the termination.
- (5) Compliance with Closeout Requirements for Terminated Awards. The recipient must continue to comply with closeout requirements in 2 C.F.R. §§ 200.344-200.345 after an award is terminated.

**XLI. Terrorist Financing**

Recipients must comply with Executive Order 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the Executive Order and laws.

**XLII. Trafficking Victims Protection Act of 2000(TVPA)**

Recipients must comply with the requirements of the government-wide federal award term and condition which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, § 106 (codified as amended at 22 U.S.C. § 7104). The federal award term and condition is in 2 C.F.R. § 175.105, the full text of which is incorporated by reference.

**XLIII. Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001, Pub. L. 107-56**

Recipients must comply with the requirements of Pub. L. 107-56, Section 817 of the USA PATRIOT Act, which amends 18 U.S.C. §§ 175–175c.

**XLIV. Use of DHS Seal, Logo and Flags**

Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.

**XLV. Whistleblower Protection Act**

Recipients must comply with the statutory requirements for whistleblower protections in 10 U.S.C § 4701-10 U.S.C. § 4712.

## **FEMA Standard Terms and Conditions**

### **FEMA STANDARD TERMS AND CONDITIONS**

[<https://www.fema.gov/fact-sheet/fiscal-year-2023-fema-standard-terms-and-conditions>]

FEMA standard terms and conditions are updated each fiscal year (FY). This Fact Sheet displays the FEMA standard terms and conditions for FY. These standard terms and conditions apply to all non-disaster financial assistance awards funded in FY.

#### **1. Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website [<https://www.fema.gov/grants/guidance-tools/environmental-historic>]. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

#### **2. Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

#### **3. Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/ GMD Call Center at (866) 927-5646 or via e-mail to: [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.

#### **4. Disposition of Equipment Acquired Under the Federal Award**

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

## **5. Prior Approval for Modification of Approved Budget**

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308 [<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.308>].

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) [<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.308>] regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) [<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.308>] to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) [<https://www.grants.gov/forms/post-award-reporting-forms.html>] you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

## **6. Indirect Cost Rate**

2 C.F.R. section 200.211(b)(15) [<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.211>] requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

## **Mississippi Office of Homeland Security FY25 Terms and Conditions:**

### **Compliance and Regulations:**

1. Sub-Recipient must comply with the rules and regulations of 2CFR 200 and all federal, state, and local rules and regulations.
2. Sub-Recipient shall comply with the provisions of the Hatch Act limiting political activities of public employees and 44CFR Part 18, New Restrictions on Lobbying.
3. Sub-Recipient shall comply, as applicable, with provisions of the Davis-Bacon Act relating to labor standards.
4. 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.
5. 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.



6. The Signatory Authorized Official is responsible for committing to the terms of this Agreement, budgeting local funds to purchase equipment or support jurisdictional exercise, training, and planning efforts for executing this Agreement on behalf of the Sub-Recipient's jurisdiction. The designated representative certifies that he/she has legal signatory authority to receive assistance.
7. The Signatory Authorized Official shall designate a person(s) as the Sub-Recipient Grant Administrator (SGA) for developing and attaching the scope of work, obtaining project approval from respective officials, reporting, submitting applications to Recipient, equipment distribution, training, and obtaining and submitting supporting documentation and requests for reimbursement on behalf of the Sub-Recipient to *Recipient* for repayment.

**Grant Funding:**

8. Grant funds expended prior to the date of the award letter are not authorized to be reimbursed. No cost or obligation shall be incurred by the Recipient under this Agreement, unless and until the Recipient advises the Sub-Recipient in writing that the Award has been executed and funds are available.
9. Sub-Recipients shall use approved and awarded funds solely for the purpose for which these funds are approved and awarded by the Mississippi Office of Homeland Security. All changes and/or revisions to the program scope of work and/or budget items must be approved in writing by the MOHS.
10. Sub-Recipient shall comply with the cost-sharing requirements of the awarded grant, if applicable.
11. Sub-Recipient shall not enter any contracts or purchase goods from any party and/or vendor which is disbarred or suspended from participating in Federal assistance programs. The sub-recipient shall comply with all applicable provisions of Federal and State laws and regulations regarding procurement of goods and services. It is the responsibility of the awarded agency to follow all local, state and federal procurement.
12. Sub-Recipient shall establish and maintain a proper accounting system to record expenditure of awarded funds in accordance with generally accepted accounting standards and OMB Circulars 2 CFR 200 as applicable and/or as directed by the DPS Authorized Representative and the MOHS.
13. Sub-Recipients shall provide all required financial and program documentation to meet the terms and conditions of receiving Federal and State assistance.
14. The period of performance for this Grant Agreement shall begin on the date of acceptance of the Subrecipient Award execution and shall continue through the period of Subrecipient unless terminated by the MOHS and/or the Department of Public Safety.
15. Sub-Recipient **shall return** to the State, within thirty (30) days of such a request by the DPS/MOHS, any funds which are not supported by audit, Federal and/or State review of documentation by the Sub-Recipient for programs and costs associated with the Award.
16. All radios and radio communications purchased with grant funds should be APCO 25 compliant and follow Project 25 suite of standards for voice and low-moderate speed data interoperability. (If Applicable)
17. Contractual services, internet service, radio service, cellular phone, satellite phone, etc. will be eligible for grant funding for up to **twelve (12) months\*** during the awarded period of performance. \*Some grant programs may have increased contractual services periods of performance. Ex. SLCGP services, etc.
18. The Sub-Recipient shall develop and improve their capability to combat the effects of a terrorism event. This

is accomplished through the purchase of specialized equipment as identified in the published FEMA Authorized Equipment List (AEL) or support of planning, exercises or training activities associated with the prevention, response, or recovery from terrorism incidents. Any equipment not purchased from FEMA AEL or without prior approval will be disallowed.

19. Position descriptions are required for each person being paid with grant funds. Organizational charts identifying grant funded position(s) are also required.
20. 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.
21. Reimbursement is contingent upon the funds being expended in accordance with all applicable local and state regulations, as well as Federal regulations, policies, guidelines, and submission for reimbursement made in accordance with the SAA's grant policies and procedures manual.
22. Sub-Recipient's requests for advance of funds to support purchases of equipment or other expenditure must be requested in writing to the MOHS explaining the justification for the request. Reasons, i.e., for the shortage of local funds or items not contained in the current annual jurisdictional budget must be accompanied by supporting documentation.

**Equipment/Supplies for Program Activities:**

23. Equipment purchased under the terms of this Agreement will be stored, maintained, and used in accordance with the purpose and objectives of this Grant Agreement. Adequate maintenance procedures must be developed to keep the property in good working condition.
24. 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.
25. If equipment or an asset is damaged, lost, or stolen, it is the responsibility of the agency to contact the MOHS immediately. If an item is past useful life, and/or in need to disposal or selling, please see instructions on how to sell and/or dispose of equipment, please visit our website at [www.homelandsecurity.ms.gov](http://www.homelandsecurity.ms.gov). (Click on the tab Grants /Grant Forms).
26. All equipment awarded in this grant agreement **should be ordered** within ninety (90) days after project implementation. If unforeseen circumstances arise which prohibit this from being accomplished, the MOHS must be notified as to the reason for the delay and projected purchase date of the equipment.
27. It is mutually agreed and promised that the Sub-Recipient shall immediately notify the MOHS if any equipment purchased under this project ceases to be used in the manner set forth by the project agreement. In such an event, Sub-Recipient further agrees to transfer or otherwise dispose of such equipment, as directed by the MOHS.
28. It is mutually agreed and promised by the Sub-Recipient that no equipment will be conveyed, sold, salvaged, transferred, etc., **without the express written approval** of the MOHS.
29. It is mutually agreed and promised that the Sub-Recipient shall maintain, or cause to be maintained for its useful life, any equipment purchased under this project.

### **Reporting of Program Requirements:**

30. Each quarter the SGA will prepare and submit a Quarterly Request for Reimbursement to the MOHS. This request shall contain all appropriate supporting documentation to substantiate expenses made in accordance with all applicable requirements. The MOHS will review the reimbursement package for completeness and process for payment through the Mississippi Accountability System for Government Information and Collaboration (MAGIC), accounting system.
31. Programmatic and Financial Reports: Program Reporting and Financial Reports are due within 15 days after each reporting quarter:

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

### **Non-performance of Grant Activities:**

32. 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.
33. Failure to expend all grant funds awarded (by date stated in the Award Letter) and to comply with Recipient request and guidelines will result in the reallocation of unspent grant funds and the immediate redistribution of all equipment purchased with grant funds.
34. 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.
35. The *Recipient* and *Sub-Recipient* agree to carry out the administrative and financial requirements of this Agreement in accordance with the policies and procedures established by FEMA and set forth in other applicable state and federal guides. The Biannual Strategy Implementation Report (BSIR) will update information on obligations, expenditures, and progress made on activities and will include an update of all the information submitted in that report.

### **Audit Requirements:**

36. Law enforcement, state, local, non-profit agencies funded with Federal funds administered by the MOHS for the purpose of grant activity must comply with the following (2 CFR§200.501):
- (a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
- (b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- (c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-

specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all the Federal awards expended are received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub recipient, approves in advance a program-specific audit.

- (d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).
- (e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.
- (f) *Sub-Recipients and Contractors.* An auditee may simultaneously be a recipient, a sub recipient, and a contractor. Federal awards expended as a recipient, or a sub recipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Sub recipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.
- (g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions follow Federal statutes, regulations, and the terms and conditions of Federal awards.
- (h) *For-profit sub-recipient.* Since this part does not apply to for-profit sub recipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit sub recipients. The agreement with the for-profit sub recipient must describe applicable compliance requirements and the for-profit sub recipient's compliance responsibilities. Methods to ensure compliance with Federal awards made to for-profit sub recipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

**Monitoring/Inspection:**

- 37. Sub-Recipient shall give the State and Federal agencies designated by the DPS Authorized Representative access to and the right to examine all records and documents related to use of award funds.
- 38. Physical inventory of property and equipment must be completed, and the results reconciled with the MOHS property control, at least once every two years for the used life of the property. All property and equipment acquired with grant funds must be tagged and tracked using an inventory management system.
- 39. 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.

### **Monitoring:**

40. Pursuant to Federal guidelines (2 CFR§200.328-329), the State has developed a plan for evaluating all projects. Each Sub-Recipient may be required to have at least one (1) on-site monitoring visits during the grant year. All written documents will be reviewed to determine progress, problems, and reimbursements of the project. The State evaluates all subrecipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the sub-award for the purpose of determining the appropriate level of sub-recipient monitoring.
41. 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 follow-up timetable will be given.
42. The MOHS will contact Sub-Recipient(s) for additional information as needed and determines course of action for federal program audit findings, financial statement audit findings, negative disclosures (such as financial capacity concerns) and schedule of expenditures of federal awards deficiencies. Depending on the issue or combination of issues, procedures may be modified to ensure efficient and effective resolution. Updates the status of each audit review until all follow-up actions are completed and the file is closed.

### **Intelligence Sharing:**

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

### **Other Provisions:**

46. 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.
47. 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.
48. 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.

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

**ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-RECIPIENTS:**

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

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

**SUB-RECIPIENT:**

**ATTESTS:**

1. *Chris Watkins*

4. **9/10/2025**

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

**Date:**

2. **Chris Watkins**

5. **Mayor**

**Authorized Signatory Official's Printed Name:**

**Organizational Title:**

**UEI Number:** 5. **5H41P26Y4MH9**

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

By: *Pete Banks*

Date: **9/1/2025**

Executive Director/SAA

Mississippi Office of Homeland Security

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

## **FY25 HSGP Award Appendix Documentation for Award Packet.**

**Please return the following forms along with the Award Letter and Award Agreement for a complete Award Packet.**

**If your Agency is awarded a License Plater Reader or any type of equipment that will require a building modification or installation, please include the FY25 Environmental Historic Preservation Screening Form.**

**If your Agency is awarded a License Plate Reader, please also include the Intel MOU Form and LPR MOU Form.**

## Grant Agreement Certifications

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

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

Agency Name: **Any Town Police Department**      Grant Number: **25LE257-5**

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

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

## Sub-Recipient Grant Administrator Certification

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

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

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

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

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



## Financial Officer Certification

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

**Name:** **Patricia Harris**

**Title:** **Financial Clerk**

**(Sub-Recipient Financial Officer)**

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

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

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

## Authorized Signatory Official Certification

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

**Name:** **Chris Watkins**

**Title:** **Mayor**

**(Grant Authorized Signatory Official)**

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

**Email Address:** **mayorofanytown@anytown.gov**

**Signature of Authorized Signatory Official:** *Chris Watkins*

## Grant Agreement-Scope of Work

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

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

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

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

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

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

# Federal Funding Accountability and Transparency Act (FFATA)

## Compliance Form

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

### Section 1: Award Information:

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

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

- More than 80% of the Agency organization's annual gross revenue is federal funds.  
☐ Yes (If yes, proceed to Question 2)  
☒ 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.

*Chris Watkins*

Authorized Signatory Official (Signature)

9/15/2025

Date

Chris Watkins

Authorized Signatory Official (Printed Name)

Mayor

Title

**Mississippi Accountability System for Government Information and  
Collaboration (MAGIC)  
Financial Form (NEW FOR FY25)**

To help the Mississippi Office of Homeland Security process advance or reimbursement funding smoothly and without delays, please submit the following information and documents. Once received, the grant funding will be prepared for disbursement based on the materials provided.

**Document to Provide MOHS:**

- W-9 Form:

<b><u>MAGIC Agency Contact Information:</u> This is a good time to make sure that this information is correct and updated. If information needs to be updated, please contact MAGIC for a Change form.</b>	
Agency Name:	<b>Any Town Police Department</b>
MAGIC Grant Identification Number:	<b>3000145698</b>
MAGIC Grantee Contact:	<b>Angela Harvey</b>
MAGIC Grantee Address:	<b>101 Main Street Anytown, MS 35478</b>
MAGIC Contact Email Address:	<b>a.harvey@anytown.org</b>
When processed, where will funding be sent? Ex. City/Town; Board of Supervisors, Police Dept. EMA Dept., School District	<b>Town of Anytown, MS. Municipal Building.</b>
Unique Entity Identification Number (UEI) :	<b>4K9Ehh51V353</b>
UEI Expiration Date:	<b>October 2026</b>

**I certify that the above information is true and accurate.**

**Chris Watkins**

**Authorized Signatory Official (Signature)**

**Chris Watkins**

**Authorized Signatory Official (Printed Name)**

**8/1/2025**

**Date**

**Mayor**

**Title**

**Mississippi Office of Homeland Security**  
**FEMA Non-Disaster Reimbursement Request (NEW FOR FY25)**

Per FEMA guidance within the FEMA Notice of Funding Documents for Non-Disaster Grants, each reimbursement request to FEMA must ensure the following information for Sub-Recipient Funding Requests.

Agency Name: **Anytown Police Department**

Grant Award Amount: **\$100,000.00**

<b>1. Is Funding Directly or Indirectly to Sub-Recipient?</b>	
<input checked="" type="checkbox"/> <b><u>Directly</u></b> to the Sub-Recipient	<input type="checkbox"/> Indirectly to the Sub-Recipient
<b>2. Please provide in the space below, the Mission Statement of the Agency.</b>	
<b>The Anytown Police Department is dedicated to improving the quality of life by creating a safe environment in partnership with the people we serve. We act with humility and grit to reduce fear and crime, while treating all with respect, compassion, and fairness.</b>	
<b>3. Does the Sub-Recipient's work or mission involve supporting aliens, regardless of whether FEMA funds support such activities?</b>	
<input type="checkbox"/> Yes. Agency's work or mission <b><u>will</u></b> involve supporting aliens.	<input checked="" type="checkbox"/> No. Agency's work or mission <b><u>will not</u></b> involve supporting aliens.
<b>4. Will any payment request to the Sub-Recipient include an activity involving support for aliens?</b>	
<input type="checkbox"/> Yes. Agency's payment request <b><u>will</u></b> include activities that involve supporting aliens.	<input checked="" type="checkbox"/> No. Agency's payment request <b><u>will not</u></b> include activities that involve supporting aliens.
<b>5. Does the Sub-Recipient have and follow any Diversity, Equity and Inclusion (DEI) practices?</b>	
<input type="checkbox"/> Yes. Agency <b><u>has and follows</u></b> DEI practices.	<input checked="" type="checkbox"/> No. Agency <b><u>does not have nor follows</u></b> DEI practices.

I certify that the above information is true and accurate.

**Chris Watkins**

**12/1/2025**

Authorized Signatory Official (Signature)

Chris Watkins

Date

Mayor

Authorized Signatory Official (Printed Name)

Title



## **Other Award Packet Documents**

### **Required Document to be Submitted:**

- Orientation Acknowledgement Form
- National Cybersecurity Review (NCSR) \*If Required-Pending FEMA
  - Opens **October 1** and Closed **February 28**
- Environmental Historic Preservation Act Form Packet (If Applicable)
- Single Audit Report: If the agency did not provide a copy of the Single Audit Report at the time of Application, please provide a copy, along with the executed Award Packet.
- NIMS Compliance Forms (NIMS 100; 200; 700 and 800): If the agency did not provide a copy of the referenced NIMS Compliance Forms, at the time of Application, please provide a copy, along with the executed Award Packet.
- License Plate Reader MOU with Agency and Mississippi Analysis and Intelligence Center (If Applicable)
- Batch 3-State and Local Cybersecurity Participation Forms (MOU/Consent)

**Must be provided to the MOHS @ [mohsgrants@dps.ms.gov](mailto:mohsgrants@dps.ms.gov) by September 15, 2025**



**Mississippi Office of Homeland Security  
FY25 Homeland Security Grant Program  
Orientation Acknowledgment Form**

By signing this Orientation Acknowledgment form, I acknowledge that I have received and viewed a copy of the FY25 Mississippi Office of Homeland Security (MOHS)-Homeland Security Grant Program (HSGP) Orientation documents.

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

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

Date: **August 15, 2025**

Name: **Paul Smith-Grant Writer**

Signature: **Paul Smith**

Agency Name: **Anytown Police Department**

Please return this form to the MOHS Grants Email Address at: [mohsgrants@dps.ms.gov](mailto:mohsgrants@dps.ms.gov)

**Form can be returned during Implementation or with Award Packet**

## 2025 Nationwide Cybersecurity Review Completion Verification

### \*Pending FEMA FY25 Guidance

- On October 1: Please go to the NCSR Review Page and start working on the NCSR Assessment.
- Registration: Participants must register at the website <https://www.cisecurity.org/ms-isac/services/ncsr>.
- Website: <https://www.cisecurity.org/ms-isac/services/ncsr>
- REQUIREMENT OF GRANT!!!
- Only Open: October 1-February 28
- A Completion Certificate is required to be provided to the MOHS. NCSR Completion Certificates remain available for download at completion/submission of the NCSR.
- No Reimbursement can be processed until NCSR Cyber Certificate is provided to MOHS.
- An NCSR submission can cover multiple entities who receive HSGP funding. Participants should enter all "Legal Agency Names" within the appropriate question to account for all entities covered under the submission.

### Completion of Assessment Form: Example

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

In addition to your certificate, MOHS needs the questions below answered:

**Question 1:** If this NCSR submission covers additional entities who receive HSGP funding, please provide those organization names. If this NCSR submission does not cover additional entities who receive HSGP funding, please indicate "This submission only covers my organization."

**Question 2:** Which grant program is your organization completing the NCSR due to receiving grant funding? [enter applicable grant program name]

**Question 3:** My organization was awarded the applicable grant funds specific to the following fiscal year(s): [enter applicable years]





October 1 – February 28

# Frequently Asked Questions

## Contents

### General NCSR Questions

• What is the Nationwide Cybersecurity Review?	2
• When is the NCSR open?	2
• What if my organization misses the deadline to complete the NCSR? Could I request an extension?	2
• Do I need to be a member of the MS-ISAC to take the NCSR?	2
• How much does it cost to take the NCSR? How long does it take to complete?	2
• Who from my organization should participate in the NCSR?	3
• What are the benefits of participating in the NCSR?	3
• How is the NCSR different than other audits, surveys, assessments, reviews, etc.?	4
• Can other organizations view my results?	4
• Is my information shared with anyone outside of the MS-ISAC?	4
• How do I register for the NCSR?	4
• If I sign up with the incorrect organization name, can I request a name change?	4
• How can I add or remove contacts who have access to my organization's NCSR assessment?	4

### Grant Requirement Questions

• Am I required to complete the NCSR as a Homeland Security Grant Program (HSGP) grant recipient?	5
• Who is responsible for completing the NCSR under the HSGP?	5
• My small agency is a Homeland Security Grant Program grant sub-recipient, but our IT services are managed by another agency (i.e., consolidated IT department). Which entity is responsible for completing the NCSR?	5
• I work for an IT department that services multiple agencies, all on the same IT infrastructure. Do we have to complete it twice?	5
• Will we be notified when our NCSR assessment is submitted? Or when reporting is available?	6
• Questions	6

## General NCSR Questions

**What is the Nationwide Cybersecurity Review?**

**Answer:** The Nationwide Cybersecurity Review (NCSR) is a no-cost, anonymous, annual self-assessment, designed to measure gaps and capabilities of state, local, tribal and territorial governments' cybersecurity programs. It is based on the National Institute of Standards and Technology Cybersecurity Framework (NIST CSF). The NCSR is sponsored by the Department of Homeland Security (DHS) and the Multi-State Information Sharing and Analysis Center® (MS-ISAC®).

The NCSR question set was built upon the NIST CSF Core, with some minor alterations.

The Core consists of a collection of cybersecurity-related activities organized into five main functions: Identify, Protect, Detect, Respond, and Recover. Each of the five functions is subdivided into a total of 23 categories and then further into 108 sub-categories.

The NCSR leverages the 108 sub-categories as the questions for the assessment. For assessment purposes, the sub-categories provide enough details for organizations to identify actionable steps to improve their cybersecurity maturity and the ability to utilize pre-existing cross-references to best practices, standards, and requirements.

Using the results of the NCSR, DHS delivers a bi-yearly anonymous summary report to Congress, providing a broad picture of cybersecurity maturity across the SLTT communities.

**When is the NCSR open?**

**Answer:** The NCSR is open on an annual basis from October 1 to February 28.

After the close date of February 28, the NCSR data is compiled into an anonymized Summary Report that is presented to Congress as part of a program requirement for the MS-ISAC. While the October through February timeframe applies to NCSR submission, all NCSR participants have the opportunity to access their reporting and resources in the NCSR portal at any time.

**What if my organization misses the deadline to complete the NCSR? Could I request an extension?**

**Answer:** There are no extensions to complete the NCSR. The assessment officially closes on February 28 each year. If your organization misses the deadline, you will be able to complete the next offered NCSR, which will open on October 1. If you are a recipient of the Homeland Security Grant Program (HSGP) and have missed the deadline, you can select the appropriate fiscal year you are participating on behalf of in the next assessment. You will then be covered for both years.

**Do I need to be a member of the MS-ISAC to take the NCSR?**

**Answer:** No. All States, State Agencies/Departments, Local Government Jurisdictions, Local Government Agencies/Departments, Tribal Organizations and Territorial Governments are encouraged to participate.

However, the MS-ISAC is free to join, and provides many cybersecurity resources and services at no cost. SLTT governments are always encouraged to join the MS-ISAC.

To learn more about the MS-ISAC please visit: <https://www.cisecurity.org/ms-isac>.

**How much does it cost to take the NCSR? How long does it take to complete?**

**Answer:** The NCSR is available at no cost to the user and takes approximately two to three hours to complete. Please note, the first time the NCSR is taken may take longer, as participants may need to gather information and consult other teams. Once you have completed the NCSR for the first time, a majority of your responses will be pre-populated the next year so you can update responses where applicable.

Who from my organization should participate in the NCSR?

**Answer:** The target audience for the NCSR are personnel within the SLTT community who are responsible for the cybersecurity program within their organization.

- Chief Information Officer (CIO)
- Chief Information Security Officer (CISO)
- Chief Security Officer (CSO)
- Chief Technology Officer (CTO)
- Director of Information Technology (IT)/Information Systems (IS)
- Individuals responsible for Information Technology management

What are the benefits of participating in the NCSR?

**Answer:** There are many benefits! Many participants have found that participating in the NCSR raises awareness and communication within their organization with both internal and external stakeholders, including executive leadership. By participating in the NCSR, you are creating a cybersecurity baseline which can be used to develop your future security roadmap AND you can compare your scores against the aggregate scores of your peers across the nation.

Upon completion of the NCSR, you will have access to custom individual reports that are specific to your organization. NCSR users can also access cybersecurity policy templates.

#### Available Reports

- **Current NCSR Results:** Provides your organization's current NCSR results across the NIST Cybersecurity Framework Functions and Categories.
- **Year-To-Year Results:** Provides your year-to-year NCSR results across the NIST Cybersecurity Framework Functions and Categories.
- **Peer Profiles:** Provides your year-to-year NCSR results across the NIST Cybersecurity Framework Functions and Categories in comparison to your peers. Your peer groups are based on your Entity Type and Industry (Example: State Health & Human Services). Please note: Your results will be compared anonymously to other organizations in your peer group. You can view your peer profiles two ways. The detail view will show all category and subcategory responses to the NCSR. The summary view is where you can view the function and category responses.
- **HIPAA Compliance Report:** Provides access to your year-to-year compliance reports. Currently, we have the HIPAA Security Rule Crosswalk mapped to the NIST Cybersecurity Framework.
- **Cybersecurity Resources Report:** Aligns your NCSR results to resources such as MS-ISAC services, open source tools, and policy templates.
- **CIS Controls v8 Report:** Displays your NCSR results aligned to the practices within the CIS Controls cybersecurity framework.

Additionally, the MS-ISAC provides resources and guidance to assist with evaluating NCSR results, as well as potential "next steps" towards cybersecurity improvements. These materials can be found under the "NCSR Resources" section of the [NCSR website](#).

**How is the NCSR different than other audits, surveys, assessments, reviews, etc.?**

**Answer:** The NCSR is different in several key ways that are beneficial to the SLTT community. It is designed to measure the gaps and capabilities of cybersecurity programs, while most other audits are designed to determine compliance or adherence to a specific set of requirements. When completed on an annual basis, the NCSR allows participants to measure changes in their cybersecurity program over time. The year-over-year trending provides more than a "snapshot in time" in comparison to other audits, surveys, reviews, etc.

**Can other organizations view my results?**

**Answer:** No. All individual self-assessments and scores are kept confidential and anonymous.

The NCSR is hosted on a password-protected GRC platform that does not allow an organization to access the records of other organizations.

Further, the NCSR assessment does not identify any specific internal technology or data points utilized by an organization. The answers are based on a custom response scale, based on policy usage and level of formalized activity along the NIST Cybersecurity Framework. This high-level data helps our MS-ISAC team and DHS assess how to best assist public organizations at the state and local level through funded initiatives.

**Is my information shared with anyone outside of the MS-ISAC?**

**Answer:** No, only the individuals assigned to your specific organization can view your organization's results. After the NCSR closes, the aggregated data is used in an anonymized Summary Report that is designed to measure gaps and capabilities of SLTT governments' cybersecurity programs. Every other year the Summary Report is shared with Congress to provide a broad picture of the cybersecurity maturity across the SLTT communities.

**How do I register for the NCSR?**

**Answer:** To register for the NCSR, please visit: <https://www.cisecurity.org/ms-isac/services/ncsr/> and complete the registration form.

Your user account will be created within 2 to 4 business days so please sign up in advance of the submission deadline. Once your account has been created, you will receive an e-mail with your credentials from [customer.support@logicmanager.com](mailto:customer.support@logicmanager.com).

For additional questions email [NCSR@cisecurity.org](mailto:NCSR@cisecurity.org).

**If I sign up with the incorrect organization name, can I request a name change?**

**Answer:** If you signed up with the incorrect organization name, the NCSR team can change the name, as long as the organization is a first time NCSR participant. For historical tracking and consistency, we cannot change an organization name within the NCSR, if the organization has participated in the past."

**How can I add or remove contacts who have access to my organization's NCSR assessment?**

**Answer:** Please email [NCSR@cisecurity.org](mailto:NCSR@cisecurity.org) with the new contact person's name and email address. To remove a contact, please notify [NCSR@cisecurity.org](mailto:NCSR@cisecurity.org) of the specific contact, and the NCSR team will complete that step.



## Grant Requirement Questions

**Am I required to complete the NCSR as a Homeland Security Grant Program (HSGP) grant recipient?**

**Answer:** As outlined in the [FY 2022 Notice of Funding Opportunity \(NOFO\)](#), State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) recipients and sub-recipients must complete the NCSR by February 28, 2023, to benchmark and measure their progress of improving their cybersecurity posture.

**Who is responsible for completing the NCSR under the HSGP?**

**Answer:** All recipients and sub-recipients of the SHSP and UASI grant programs are required to take the NCSR. The Chief Information Officer (CIO), Chief Information Security Officer (CISO) or equivalent for each recipient and sub-recipient should complete the NCSR. If there is no CIO/CISO, the most senior cybersecurity professional should complete the assessment. The FY 2022 HSGP NOFO is located online at: <https://www.fema.gov/media-collection/homeland-security-grant-notices-funding-opportunity> as well as on <http://www.grants.gov>.

For additional questions, email [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov).

**My small agency is a Homeland Security Grant Program grant sub-recipient, but our IT services are managed by another agency (i.e., consolidated IT department). Which entity is responsible for completing the NCSR?**

**Answer:** Given the technical nature of the NCSR, it should be completed by the CIO, CISO or equivalent responsible at the agency that provides IT services to the recipient and/or sub-recipient. Outside vendors can assist agencies complete the NCSR, but each recipient and sub-recipient is responsible for ensuring that the response to the assessment accurately reflects their agency's capabilities. If an agency is unable to complete the NCSR because the state or local entity uses a privately contracted outside party, the state or local entity must have a specific person within that group register for a user account.

If an organization does not have an IT employee or contractor, then the organization should select the employee who can best answer technology-related questions.

All registrants of the NCSR must utilize a government email address. Gmail, Yahoo, Hotmail etc. will not be used to create an NCSR user account, unless it is verified as an official work email. If you are a private contractor hired by a state, local, tribal, or territorial government, you will need to create a government email address. If you do not have a government email address but need to take the NCSR on behalf of a government, please reach out to [NCSR@cisecurity.org](mailto:NCSR@cisecurity.org).

If you are a nonprofit organization taking the NCSR on behalf of SHSP and UASI grants, please email [NCSR@cisecurity.org](mailto:NCSR@cisecurity.org) confirming your State Administrative Agency (SAA): <https://www.fema.gov/media-library/assets/documents/28689>.

If you have any questions regarding these requirements, please email [NCSR@cisecurity.org](mailto:NCSR@cisecurity.org).

**I work for an IT department that services multiple agencies, all on the same IT infrastructure. Do we have to complete it twice?**

**Answer:** No. The NCSR is a network-level assessment. It only needs to be completed once when multiple recipients and/or sub-recipients share a network. For the entity completing the NCSR, please make sure to identify all recipients and/or sub-recipients within the following Demographics question of the NCSR so that each are reflected in the compliance reporting. This may mean multiple departments or agencies within your organization, so please identify all that apply as seen in the questions below.

Who are you answering the NCSR on behalf of? If your IT operations and infrastructure covers multiple departments/offices, please select all applicable department/office types below. For Homeland Security Grant Program (HSGP) recipients, enter all applicable entity names that your NCSR submission is covering within the next question's text box. This organizational information must reflect the "Legal Agency Name" as part of the Biannual Strategic Implementation Report (BSIR) reporting within the HSGP process. For additional details, please refer to the help text (question mark icon). \* ⓘ

Select option(s)

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" ⓘ

Enter text

**Will we be notified when our NCSR assessment is submitted? Or when reporting is available?**

**Answer:** You will not get a notification upon submitting the NCSR. However, upon selecting "Submit Task", your NCSR answers will be locked in. You will then have access to a Completion Certificate in the NCSR portal. All reporting is automatically available in the NCSR portal the day after you submit your assessment task. There will not be an email notification that reporting is available.

#### Questions

For administrative and technical questions about the NCSR, please contact the Multi-State Information Sharing and Analysis Center® (MS-ISAC®) at [ncsr@cisecurity.org](mailto:ncsr@cisecurity.org).

## **Environmental Historic Preservation Screening Form (If Applicable)**

Once the Environmental Historic Preservation (EHP) Screening Form is filled out, please return to the MOHS Grants Email Address at: [mohsgrants@dps.ms.gov](mailto:mohsgrants@dps.ms.gov)

EHP's will be forwarded to FEMA and will go through the review process. The review process can take **up to 6-9 months** to complete. No work, activities, or purchasing of equipment can be started or performed until the EHP is completed and approved by FEMA. If work, purchases, or activities begin before the FEMA EHP approval, costs will be unallowable and will be the responsibility of the Agency.

- Projects should require Flood Zone Notices
- Special Conditions

### **Items Needed:**

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

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

**SECTION A. PROJECT INFORMATION**

DHS Grant Award Number: EMW-2025-SS-05001

Grant Program: Homeland Security Grant Program

Recipient: MS Office of Homeland Security

    Recipient POC: Beth Loflin

    Mailing Address: 1900 E. WoodrowWilson Ave. Jackson, MS 39205

    E-Mail: beth.loflin@dps.ms.gov

Sub-recipient: 1.

    Sub-recipient 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, and how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

8.

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



## Environmental and Historic Preservation Screening Form

**All Non-Profit Grants will have an EHP Form Required. Some HSGP may require EHP Submission.**

Please review Section B and mark the number on the left to which your project best fits for this EHP submission. In most cases, the selection will be number (1) one and (3) three.

### SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. ☐ **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. ☐ **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3. ☐ **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
4. ☐ **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
5. ☐ **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
6. ☐ **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
7. ☐ **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

# Environmental and Historic Preservation Screening Form

## SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

1. ☐ **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*
  - a. Specify the equipment, and the quantity of each: \_\_\_\_\_
  - b. Provide the Authorized Equipment List (AEL) number(s) (if known): \_\_\_\_\_
  - c. Complete Section D.
2. ☐ **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*
  - a. Describe the scope of the proposed training or exercise (purpose, materials, and type of activities required): \_\_\_\_\_
  - b. Provide the location of the training (physical address or latitude-longitude): \_\_\_\_\_
  - c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? ☐ Yes ☐ No
    - If yes, provide the name of the facility and the facility point of contact (name, telephone number, and e-mail address): \_\_\_\_\_
    - If no, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): \_\_\_\_\_
    - Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? \_\_\_\_\_
    - If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: \_\_\_\_\_
    - If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): \_\_\_\_\_
  - d. Would any equipment or structures need to be installed to facilitate training? \_\_\_\_\_
  - If yes, complete Section D
3. ☐ **Renovations/upgrades/modifications, or physical security enhancements to existing structures. If so, Complete Section D.**
4. ☐ **Generator installation.**
  - a. Provide capacity of the generator (kW): \_\_\_\_\_
  - b. Identify the fuel to be used for the generator (diesel/propane/natural gas): \_\_\_\_\_
  - c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator): \_\_\_\_\_
  - d. Complete Section D.
5. ☐ **New construction/addition.**
  - a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): \_\_\_\_\_
  - b. Provide technical drawings or site plans of the proposed project: ☐ Attached
  - c. Complete Section D.
6. ☐ **Communication towers, antennas, and related equipment.**
  - a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment): \_\_\_\_\_
  - b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment: \_\_\_\_\_

Please review Section C and fill out the sections that best fit the project. In most cases, it will be section (1) one.

# Environmental and Historic Preservation Screening Form

Section 6 D: Will only be filled out for new construction or communication towers.

## SECTION D. PROJECT DETAILS

Complete all of the information requested below.

### 1. ☐ Project Installation

- a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

- b. Would ground disturbance be required to complete the project or training? ☐ Yes ☐ No

- If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

- If yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development):

- c. Would the equipment use the existing infrastructure for electrical distribution systems? ☐ Yes ☐ No

- If no, describe power source and detail its installation at the site:

### 2. ☐ Age of structure/building at project site

- a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built:

- If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s):

- b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? ☐ Yes ☐ No

- If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map:

- c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov/>

☐ Yes ☐ No

- If yes, identify the name of the historic property, site and/or district and the National Register document number:

Fill out as much detail as possible, to describe the installation and structure of where the equipment will be installed.

## Environmental and Historic Preservation Screening Form

### 3. ☐ Site photographs, maps and drawings

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

- Labeled, color, ground-level photographs of the project site: ☐ Required
  - Labeled, color photograph of each location where equipment would be attached to a building or structure: ☐ Required
  - Labeled, color aerial photographs of the project site: ☐ Required
  - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): ☐ Attached
  - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): ☐ Attached
- b. Are there technical drawings or site plans available? ☐ Yes ☐ No
- If yes, attach: ☐ Attached

**Appendix A has guidance on preparing photographs for EHP review**

### 4. ☐ Environmental documentation

- a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)? ☐ Yes ☐ No
- If yes, attach documentation with this form: ☐ Attached
- b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)? ☐ Yes ☐ No
- If yes, attach documentation with this form: ☐ Attached
- c. Was a NEPA document prepared for this project? ☐ Yes ☐ No
- If yes, what was the decision? (Check one, and please attach):
    - ☐ Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or
    - ☐ Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency:

Date Attached:

Please fill out Section 3, with site photographs, maps and or drawings.



# Environmental and Historic Preservation Screening Form

## Guidance on Providing Photographs for Site Location and Equipment Installations

### Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

#### Minimum requirements for photographs

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

#### Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)<sup>1</sup> or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

#### Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.<sup>1</sup> Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

### Examples of Labeling for EHP Submission

Figure 1. Example of labeled, color aerial photograph.

**Ground-level photographs.** The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.



Figure 2. Example of ground-level photograph showing proposed attachment of new equipment.

## Examples of Labeling for EHP Submission

### Appendix A. Supporting Photographs for EHP Grant Submissions

**Ground-level photograph with equipment close-up.** Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint,<sup>1</sup> this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

New CCTV  
Camera



Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

### Interior equipment photographs.

The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

A camera will be added  
in the upper right  
corner and a proximity  
door access reader will  
be added for access  
control

Some County Sheriff Dept. 123 Elm Street,  
Some Town, State

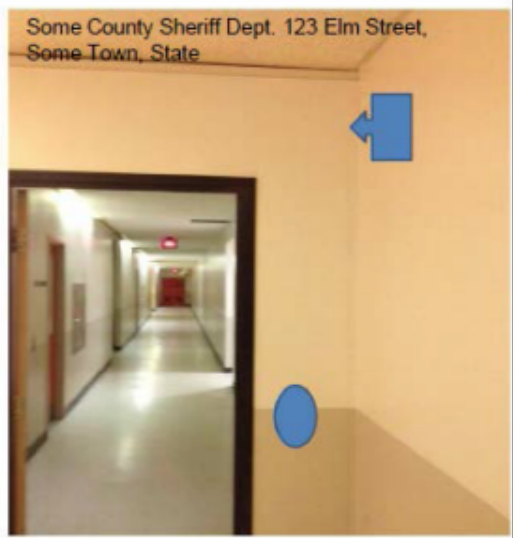


Figure 6. Interior photograph showing proposed location of new equipment.

## Examples of Pictures:



replace  
worn  
fencing



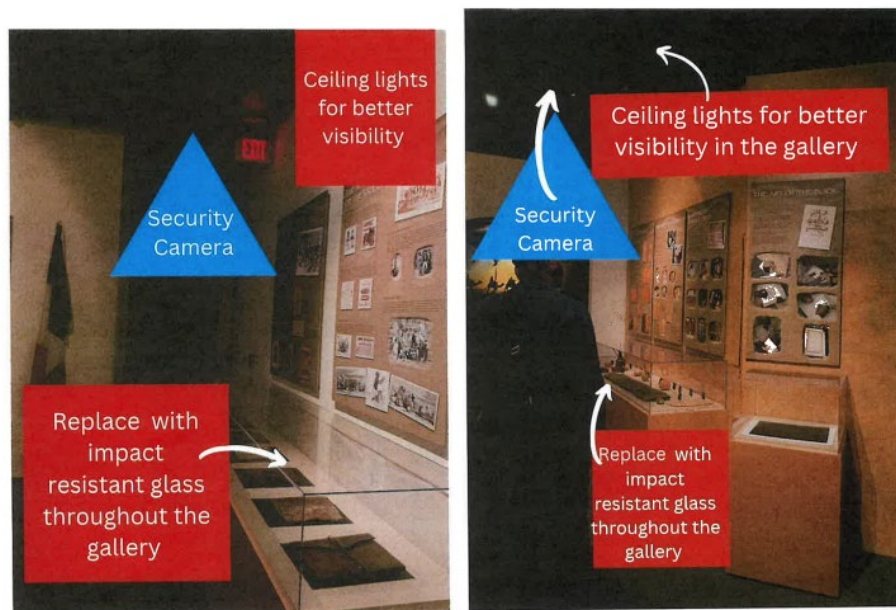
Lighting

CAMERA

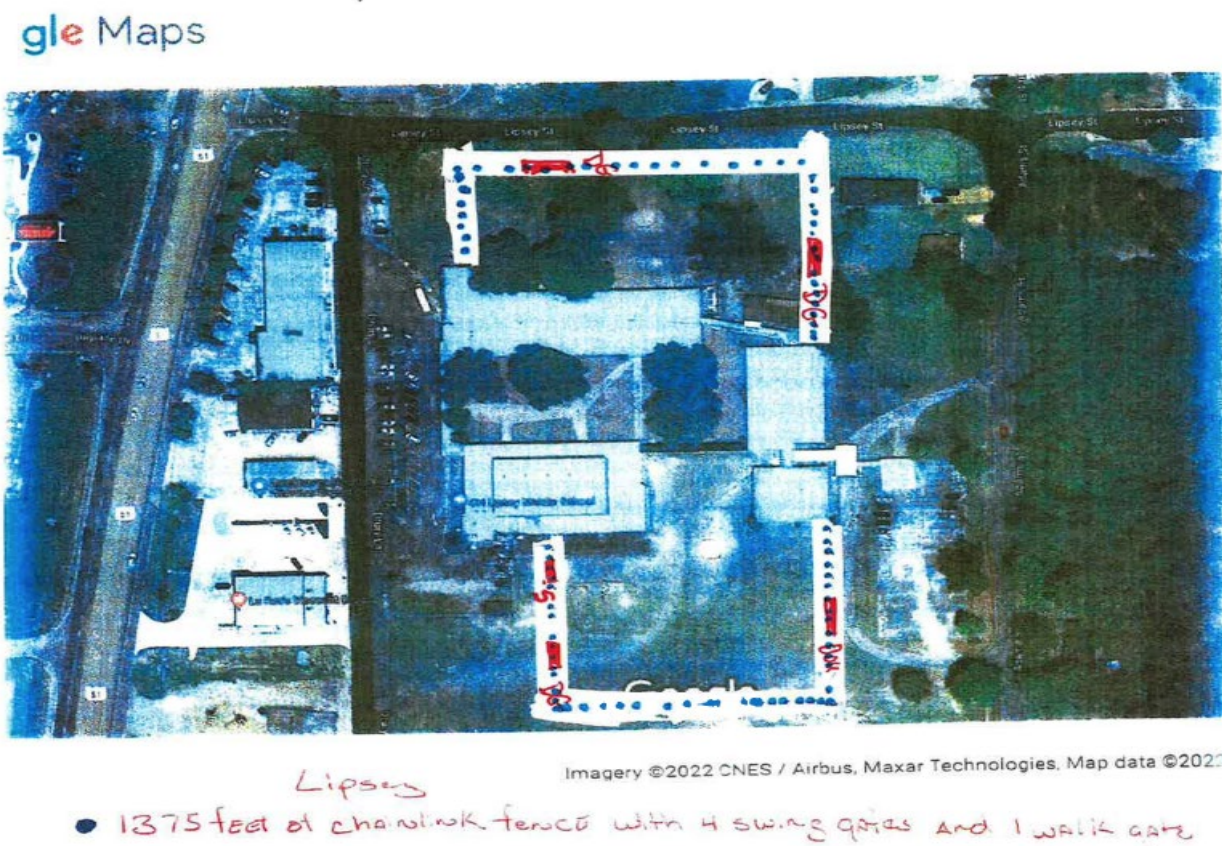
Electronic Access Door

Access control





Fencing Example:





## LPR Picture Examples



## EHP Checklist

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

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

# EHP Check List

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



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

## MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN

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

**Anytown Police Department**

This agreement (hereinafter "Agreement") is made and entered into this the 15th day of September 2025, by and between: MISSISSIPPI OFFICE OF HOMELAND SECURITY (MOHS), represented herein by, Executive Director of MOHS, a division of the MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (MDPS); and **Anytown Police Department** (AGENCY).

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

### **MOU PURPOSE:**

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

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

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

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

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

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

**Anytown Police Department** AGENCY shall advise its employees of the penalties relating to the illegal or misuse of such information. **Anytown Police Department** AGENCY shall take all necessary measures to secure the equipment used to access the LPR system and prevent any unauthorized use. Failure to do so may result in the loss of additional MOHS grant funding opportunities.0020

### **DURATION OF AGREEMENT:**

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

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

WITNESS MY SIGNATURE on this, the 15th day of September 2025.

BY AGENCY: Chris Watkins, Mayor  
Signatory Authorized Official and Title

BY MDPS/MOHS: Pete Banks  
Executive Director, Mississippi Office of Homeland Security



# **Appendix B**

## **Instructions to Complete Homeland Security Grant Program (HSGP) Program Forms**

## **Sub-Recipient Program Manager Workbook:**

To simplify the grant reimbursement, claim and progress report process, MOHS has combined all required submission forms into (1) one workbook to claim reimbursements and track program progress. Forms within the Sub-Recipient Program Manager workbook will be required for the implementation, progress and closeout of the grant program.

### **Quarterly Performance Reports:**

Each tab in the workbook corresponds with the quarter that the grant activity should take place. Please see the chart below.

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

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

[mohsgrants@dps.ms.gov](mailto:mohsgrants@dps.ms.gov).

**Quarterly Forms are due no later than the 15<sup>th</sup> day of the following month.**

**Any Sub-Recipient delinquent in submitting quarterly reports, or incomplete progress 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.**

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

- The availability of appropriated funds.
- Actual costs have 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.

Documentation: The MOHS requires the Sub-Recipient to submit complete documentation for claims with each Quarterly Report submitted. Source documents include time sheets (if applicable), invoices, quotes, proof of payment, and other records of costs incurred. The Quarterly Report must be completed in its entirety.

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

Obtaining Claim Forms: All required reporting forms are included in the Orientation packet distributed and can be obtained on the MOHS Grants website.

Missing or insufficient Documentation: Reimbursement claims submitted to the MOHS with missing or insufficient documentation **will be returned to the Sub-Recipient**. The Program Manager will notify the agency of missing or inaccurate information to be revised and returned.

The Sub-Recipient and all authorized persons listed for the sub-grant will be notified, via email, that the required reports are missing and/or insufficient documentation to rework and resubmit to MOHS email. If any adjustments are made to the Quarterly Report, a copy of the adjustment will be sent to the Sub-Recipient reflecting the changes.

Undocumented items removed from a Quarterly Report will be eligible for payment throughout the grant period pending resubmission with proper documentation.

Authorized Signatures: The following individuals are authorized to sign the Quarterly Reimbursement Claim and Progress Report:

- Quarterly Reimbursement Claim and Progress Report:
  - Authorized Signatory Official; or
  - Designated Sub-Recipient Grant Administrator (SGA)

**Checklist for submitting the FY25 Quarterly Reimbursement Claim and Progress Reports:**

**\_\_\_ (1) Salaries and Fringes (If applicable)**

- Check Register or copies Payroll Checks
- Timesheets/Activity Sheets
- Hours Breakdown

**\_\_\_ (2) Contractual Services: (If applicable)**

- Any Documentation Needed to Justify Purchases
- Copies of all contracts **MUST** be submitted with 1<sup>st</sup> Reimbursement
- Contracts **MUST** be within the period of performance

**\_\_\_ (3) Training/Travel (If applicable)**

- A. Travel Voucher
- B. Any Documentation Needed to Justify Purchases

**\_\_\_ (4) Equipment**

- A. Inventory Form(s)
- B. Breakdown for Reimbursement
- C. Invoice(s) and Quote(s)
- D. Proof of Payment(s)
- E. Pictures of all Equipment (including all serial numbers)
- F. Any Documentation Needed to Justify Purchases

**\_\_\_ (5) Commodities/Supplies: (If applicable)**

- Any Documentation Needed to Justify Purchases

**\_\_\_ (6) Other Grant Expenses: (If applicable)**

- Any Documentation Needed to Justify Purchases

**\_\_\_ (7) Check all forms for Signature:**

- A. Quarterly Reimbursement Claim and Progress Report
- B. Travel Vouchers
- C. Time Sheets/Activity Sheets
- D. Breakdown for Reimbursement Form

**\*\*Always refer to the Grant Agreement for each claim submitted for reimbursement to verify that the claim for reimbursement is allowable.**



**Homeland Security Grant Program**  
**SGA Program Workbook:**

Each SGA Program Workbook has a series of tabs that will be required for the submission of documentation for reimbursement, program reporting, equipment forms and closeout information.

**Tab 1: Request for Payment**

Each time the agency will request an advance or reimbursement, the agency will fill out the Request for Payment. This form has formulas already built in that will calculate for you. Please enter information into only the blank white spaces.

<b>Mississippi Office of Homeland Security</b>				
<b>Request for Payment (Advance/Reimbursment)</b>				
<b>Type of Grant:</b>	<b>Mississippi Office of Homeland Security (HSGP)</b>			
<b>Agency Name:</b>	<b>Anytown Police Dept.</b>			
<b>Grant Number #:</b>	<b>25LE257</b>	<b>Date of Request:</b>	<b>12/5/2025</b>	
<b>Report Prepared By:</b>	<b>Paul Smith</b>			
<b>Is this the Final Claim? (Y/N)</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input checked="" type="checkbox"/>
<b>Type of Funding Requested</b>	<b>Advance</b>	<input type="checkbox"/>	<b>Reimbursement</b>	<input checked="" type="checkbox"/>
<b>Advance Financial Documentation Required:</b> Please provide back-up documentation for all advance requests to include, but not limited to: quotes and/or bids.				
<b>Reimbursement Financial Documentation Required:</b> Please provide back-up documentation for all request reimbursements to include, but not limited to: timesheets, quotes and or bids, invoices, purchase orders, cancelled checks, proof of payment. If agency has purchased and received equipment during the reporting period, please provide the Equipment Inventory Sheet, along with photographs of equipment purchased.				

**Agency Name:** Place the name of the agency in the field.

**Grant Number:** Place the assigned grant number from the grant award in the field.

**Reported by:** Place the name of the person that is filling out the report.

**Date of Report:** Place the date of when the report is submitted.

**Final Claim:** Place an (Y) for Yes or a (N) for No, in the grant field, only if this is the final submission.

**Advance or Reimbursement:** You will now be able to select which type of payment to be requested.

- **Advance:** Back-up information is required for an advance. Proof of Payment is not required at the time of the advance but will have to be provided to clear the payment later. Advances are only allowed for cost that can be proven. No Excess funds will be provided.
- **Reimbursement:** All back-up documentation is provided to include quotes, proof of payment, equipment sheets, etc.

Cost Breakdown for Advance or Reimbursement					
	Grant Award Amount	Funds Spent Through Last Claim	Grant Amount Requested	Total Grant Funds Expended:	Total Grant Funds Remaining:
	Amounts Same Each Claim	Previous Claim Totals, If Available	Request of Claim	Total Funds Requested	Balance of Grant
Personnel: Salary/Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$85,000.00	\$0.00	\$25,000.00	\$25,000.00	\$60,000.00
Commodities/Supplies :	\$15,000.00	\$0.00	\$5,000.00	\$5,000.00	\$10,000.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reimbursement:	\$100,000.00	\$0.00	\$30,000.00	\$30,000.00	\$70,000.00

- A. **Grant Amount:** Amount Listed from the Grant Award Amounts for each category.
- B. **Funds Spend Through Last Claim:** Funds spent in the previous quarter. \*1<sup>st</sup> Quarter should be listed as \$0.00.
- C. **Grant Amount Requested:** Amount requested for current quarter.
- D. **Total Grant Funds Requested:** Amount requested for the current claim.
- E. **Total Grant Funds Remaining:** Balance of funds remaining in the grant.

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

### Equipment Breakdown for Reimbursement

Each piece of equipment will need to be listed in the Equipment Breakdown. This helps keep the paperwork organized and MOHS can recognize all equipment being requested, along with the payment that is associated with the piece of equipment.

<b>Equipment Breakdown for Reimbursement</b>			
For each Quarterly Report/Reimbursement Report, where equipment is requested for reimbursement, please provide the following information.			
<b>Vendor &amp; Invoice #</b>	<b>Equipment Description:</b>	<b>Check #</b>	<b>Amount:</b>
Example:			
<i>Motorola INV4587952</i>	<i>5 Motorola MSW/rn Radios</i>	<i>11532</i>	<i>\$10,000.00</i>
<b>Total Reimbursement Request:</b>			<b>\$0.00</b>

## Tab 2-6 Quarterly Programmatic Progress Report and Supplemental Reports

For SGA Workbook Tabs #2-6 are provided for entities to provide information on a quarterly basis on the progress of the project. Quarterly Report will follow the below listed schedule for deadlines:

- 1<sup>st</sup> Quarter (September 1-November 30): Report Due December 15
- 2<sup>nd</sup> Quarter (December 1-February 28): Report Due March 15
- 3<sup>rd</sup> Quarter (March 1-May 31): Report Due June 15
- 4<sup>th</sup> Quarter (June 1-August 30): Report Due September 15
- Supplemental Report: to be used for a Quarters that are completed after the 1 year.

Each Quarterly Report is customized for the tasks that should be undertaking during that quarter.

Mississippi Office of Homeland Security					
Quarterly Performance Progress Report					
<b>Type of Grant:</b>	<b>Homeland Security Grant Program (HSGP):</b>				
<b>Agency Quarter of Report</b> <small>(Please Check Grant Quarter of Report)</small> 1st Quarter: Due Dec 15th 2nd Quarter Due: March 15th 3rd Quarter Due: June 15th 4th Quarter Due: Sept 15th	<b>1st Quarter</b> <b>(September- November)</b>	<b>2nd Quarter</b> <b>(December- February)</b>	<b>3rd Quarter</b> <b>(March- May)</b>	<b>4th Quarter</b> <b>(June- August)</b>	<b>Supplemental Report</b>
	<input checked="" type="checkbox"/>				
<b>Agency Name:</b>	<b>Anytown Police Dept.</b>				
<b>Grant Number #:</b>	<b>25LE257</b>				
<b>Report Prepared By:</b>	<b>Paul Smith</b>				
<b>Date of Report:</b>	<b>12/5/2025</b>				

Procurement:	Incomplete	In Process	Completed	Not Applicable
<u>Procurement:</u> Start Procurement Process of items in approved Budget Summary during 1st quarter for the grant year. If unable, please provide justification below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Procurement:</u> Solicit quotes and/or bids for equipment (two quotes required for items over \$5,000.00).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Procurement:</u> Review proposals, quotes, bids and select vendors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Contractual Services:</u> (If Applicable). Provide copy of contracts to MOHS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Equipment:</u> (If Applicable). Receive approved equipment or grant funded items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Equipment:</u> Prepare and submit Equipment/Inventory Sheet, along with photographs of items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **Quarterly Programmatic Progress Report-Continued**

The following questions on the Quarterly Report should not be left blank and not filled in. There should be responses into each question.

**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?**

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

**Please indicate any changes in jurisdiction or assignment for individuals authorized to participate in this project. This may include, but is not limited to, updates involving the Program Manager, Financial Officer, or other key personnel responsible for grant activities.**

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

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

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

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

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

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

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

### Quarterly Programmatic Report

The following questions on the Quarterly Report should not be left blank and not filled in. There should be responses into each question.

#### **Describe in detail, the Progress of the Program during this Grant Quarter.**

--

Please include information regarding details on the progress of the grant during the grant quarter. Please do not leave a blank.

#### **Anticipated Closeout Date of this Grant.**

--

Please include information on the anticipated date that the agency will close out grant.

#### **Describe Activities Left to Complete.**

--

Provide information on any activities that are left to be completed on the grant. Ex. Waiting for proof of payment.

#### **What can the MOHS do for you and your Agency to help make your program a success?**

--

Please provide any information that the MOHS can do to help your agency and program.

**Sub-Recipient Certification:** I hereby certify that the information provided above is in compliance with the terms of the grant. I understand that this information is being submitted to support performance reporting for 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.

<b>Authorized Signatory Official/ Authorized Sub- Recipient Grant Administrator (SGA):</b>		<b>Date:</b>	
--	--	--------------	--

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)

**Note:** Please make sure all supporting documents are provided along with the Quarterly Report. You must have documents to support the reimbursement claims.

## Tab 7: Equipment Inventory Form

Form is included, along with the FY24 Program Manager Workbook. Please fill out each section on the Equipment Inventory Form.

### 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			
<b>7</b>		<b>8</b>			
<b>9</b>	<b>10</b>	<b>11</b>	100%	<b>13</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Capital Asset</b>		<b>Description of Location of Equipment</b>		<b>County Located In</b>	<b>USAR Task Force</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16</b>		<b>17</b>	<input type="checkbox"/> TF-1 <input type="checkbox"/> TF-2 <input type="checkbox"/> TF-3
<b>Agency Type</b>					
<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					
<b>Asset Category (Choose One)</b>					
<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					
<b>Asset Type (Choose One)</b>					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <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             </div> <div style="width: 33%;"> <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             </div> <div style="width: 33%;"> <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: _____             </div> </div>					

1. Sub-Grantee Name: Please fill out the name of the Agency.
2. Grant Number: Please fill out the grant year equipment is being purchased for.
3. Contact Name for Equipment: Please include the person responsible for equipment. Ex. SGA, Equipment Manager, etc.
4. Contact Number for Equipment: Please include the number for the person responsible for equipment.
5. After-Hours Number: Please include if the agency has a number.
6. Email: Please include the email address for the person responsible for the equipment.
7. Local Property Identification Number: Please include the number that is assigned by your Agency for the piece of equipment.
8. Property Description: Please include a detailed description of the Equipment. Include the type, model, identifying features, etc.
9. Acquisition Date: Please include the date of purchase for the equipment.

### **Tab 7: Equipment Inventory Form**

10. Serial/Vin Number: Please include the identification number for the equipment.
11. Unit Cost: Please include the price per piece of equipment.
12. % of Grant Funds: **Already filled out. 100% grant funded.**
13. Vendor (Source): Please include the vendor of the equipment. Ex: Raider Manufacturing
14. New Equipment: **Already filled out.**
15. Capital Asset: Please mark if the equipment is a Capital Asset.
16. Description of Location of Equipment: Please include where the equipment will be located. Ex. Deputy #43's Prime Mover or Storage Room at Freemont Fire Station
17. County Located in: Where is the Agency located?
18. USAR Task Force: Please include whether the equipment is part of the USAR Task Force.
19. Agency Type: Please mark the agency type that your agency is designated under.
20. Asset Category: Please mark the category that best fits the category of equipment.
21. Asset Type: Please mark the type of equipment that best fits the equipment.

**Note:** When providing the Equipment Inventory Log, please also include photographs of the equipment to include serial number, distinguishing marks, and identification numbers.



## Tab 8: Request for Change Forms

Please fill out each section on the Request Form. Requests must include required back up documentation to support the need and the expenditure on the request. Only one (1) advance will be allowed at a time, before any additional advances can be processed, all previous advances will need to be cleared.



### Homeland Security Grant Program Request Form

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

Agency will check the Type of Request that will fit the agencies request.

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

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

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

### **Tab 8: Request for Change Forms-Continued**

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

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

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

## Tab 9: Sub-Recipient Closeout Form

Please fill in only the blank white sections of the form. Information in the gray areas will pre-populate into the form.

Mississippi Office of Homeland Security Sub-Recipient Grant Closeout Form				
<b>Type of Grant:</b> (Please Check Grant Type for Closeout)	<b>Homeland Security:</b>	<b>Non Profit:</b>	<b>Cybersecurity:</b>	<b>Other:</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Agency Name:</b>				
<b>Grant Number #:</b>				
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.				
<b>Grant Closeout Authorization:</b>				
<b>Grant Award Budget Type:</b>	<b>Federal Amount</b>		<b>Match Amount:(If Applicable)</b>	
<b>Grant Award Total:</b>	\$0.00		\$0.00	
<b>Grant Reimbursements Total:</b>	\$0.00		\$0.00	
<b>Unexpended Grant Balance:</b>	\$0.00		\$0.00	
<b>Explanation/Comments/Additional Information:</b>				
<b>Compliance for Closeout</b>				
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.				
<b>Sub-Recipient Grant Administrator: Signature and Date</b>				
<b>Authorized Signatory Official: Signature and Date</b>				
<b>Mississippi Office of Homeland Security Use Only:</b>				
<b>MAGIC Number:</b>				
<b>Program Manager:</b>				
<b>Grant Director:</b>				
<b>Date Grant Agreement Closed in MAGIC</b>				

Please include any additional information needed for the program. Once the form is reviewed and all information is confirmed, please date, and sign the areas designated for the SGA and the Authorized Signatory Official.

Once signed, please return to the MOHS at: [mohsgrants@dps.ms.gov](mailto:mohsgrants@dps.ms.gov)

# Other MOHS Forms

(If Applicable and/or needed)

Please request from the MOHS Grants  
Department or Documents can be found on  
MOHS Website.

# MOHS Travel Voucher Form

## Travel Voucher TRAVEL VOUCHER

Form 13.20.10 Revised 07/2017									<b>Check One:</b>			
State of Mississippi: <b>1</b>		(Agency or Institution)						Employee				
Employee SSN:		PIN/WIN:						Contract Worker				
Name: <b>2</b>		PID#:						Board Member				
Address: <b>3</b>								<b>Trip Optimizer Attached</b>				
								Yes				
								No				
								<b>Reason Why Trip Optimizer is not Attached</b>				
		I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from										
		<b>4</b> to <b>4</b> . The itemized statement follows.										
<b>5</b>	<b>Check Box(es):</b>	In- State	Out-of- State	Out-of- Country	PTE Request	Per Diem in Lieu of Subsistence		<b>7</b>				
<b>Prior to Trip Expenses (PTE) Request:</b>						Taxable Meals						
Lodging <b>Do Not Fill Out</b>						Non-Taxable Meals						
Public Carrier <b>Do Not Fill Out</b>						Lodging						
Registration <b>Do Not Fill Out</b>						Registration		#REF!				
<b>Payment Information (Traveler complete, if known)</b>						Travel in Private Vehicle						
Trip # <b>Do Not Fill Out</b>						Travel in Rented Vehicle		#REF!				
Travel Voucher # <b>Do Not Fill Out</b>						Travel in Public Carrier		Do Not Fill Out				
SAAS Ag # <b>Do Not Fill Out</b>						Other:						
SPAHRS Ag # <b>Do Not Fill Out</b>						Sub Total		#REF!				
Fund # <b>Do Not Fill Out</b>						Less: Travel Advance		#REF!				
Activity / Location <b>Do Not Fill Out</b>						Less: PTE Lodging		#VALUE!				
Org / Sub Org <b>Do Not Fill Out</b>						Less: PTE Public Carrier		#VALUE!				
Rpt Category <b>Do Not Fill Out</b>						Less: PTE Registration		#VALUE!				
Project / Sub Proj <b>6</b>						Net Payment (Overpayment)		#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 any 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: <b>8</b>						Title: <b>8</b>		Date: <b>8</b>				
Approved by: <b>9</b>						Title: <b>9</b>		Date: <b>9</b>				
Verified by: <b>10</b>						Title: <b>10</b>		Date: <b>10</b>				
PENALTY FOR FRAUDULENT CLAIM - fine of not more than \$250; civilly liable for full amount received illegally; removal from office or partition held (Section 25-1-91 and 25-1-91, Miss. Code Ann., 1972)												

## Travel Voucher Step by Step (This form consists of two pages)

### Page 1

1. Enter agency name.
2. Enter employee name.
3. Enter the agency address.
4. Enter date travel began and date travel ended.
5. Indicate whether travel is in-state or out-of-state in the appropriate box.
6. Project Name (Grant Number)
7. Items listed in the column on the right side of the page will populate from the itemized statement of travel expense form on page 2.
8. The form should be signed by the person traveling. Enter title of traveler and date.
9. The form should be signed by the supervisor. Enter title of supervisor and date.
10. The form should be signed by a signatory official. Enter title and date.

## Travel Voucher Step by Step

*(This form consists of two pages)*

<b>Itemized Statement of Travel Expense</b>						SPAHR's Ag #:							Name:								PID#:
						Do Not Fill Out							1								Do not fill out
Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses											
Non-Taxable										Item	Amount										
2		3	4	5	6	6	6	7	8	9	10	11									
Total																					
Taxable																					
Total																					
Mileage Reimbursement Rate			\$(.535 if no state vehicle available; \$.17 if state vehicle is available)																		
Total Mileage Dollar Amount-Non Taxable																					

## Page 2: Itemized Statement of Travel Expense

1. Enter employee name.
2. Enter date of travel.
3. Enter purpose of travel.
4. Enter points of travel (departure and return locations).
5. Enter miles, if applicable.
6. Enter actual breakfast, lunch and/or dinner costs, if applicable.
7. Daily max (the total cost of meals; this amount should populate).
8. Enter allowable cost of daily meals. (Refer to travel line item in approved grant agreement.)
9. Enter hotel cost. (Refer to travel line item in approved grant agreement.)
10. Enter other authorized expenses, i.e., item: gratuity and the amount.
11. Total should populate with information.

This page should populate totals. If not, totals should be manually entered and transferred to page 1 in appropriate boxes.

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

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



### Mississippi Department of Public Safety Office of Homeland Security



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

1. Total Estimated Cost		2. Requesting Jurisdiction		3. Grant Number	
4. Project Description			5. Date Required		6. Requesting Jurisdiction Address
			7. Sub-Recipient Grant Administrator's Name		
8. Mandatory Pre-Approval Items <div style="margin-left: 20px;"> 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 </div>					
9. Other: Provide any additional information which needs to be considered when evaluating approval of this procurement.					
10. Jurisdiction Signatory Authority or Authorized Representative Name and Title (typed or printed)			I certify to the best of my knowledge and belief, that all the information on this request, including any attachment, is true and accurate		
			Signature		Date
Mississippi Office of Homeland Security					
11. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			<input type="checkbox"/> Returned for Further Justification (See back)		Date
12. SAA Point of Contact or Authorized Representative					Date

Request for Equipment over \$75,000.00

## MOHS Sole Source: (If Applicable)

### 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 1/2018) 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 offer 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 rules.

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](mailto: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

## **National Incident Management System (FEMA)**

Per FEMA, The [National Incident Management System \(NIMS\)](#) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents.

NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the [National Preparedness System](#). NIMS defines operational systems that guide how personnel work together during incidents.

Certificates will be required as part of the HSGP Grant and will be requested for review during MOHS Monitoring.

- [ICS-100: Introduction to the Incident Command System](#)

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

- [ICS-200: ICS for Single Resources and Initial Action Incidents](#)

IS200, Basic Incident Command System for Initial Response, reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.

- [IS-700: National Incident Management System, An Introduction](#)

This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

- [IS-800: National Response Framework, An Introduction](#)

The goal of the IS-0800.d, National Response Framework, An Introduction, is to provide guidance for the whole community. Within this broad audience, the National Response Framework focuses especially on those who are involved in delivering and applying the response core capabilities.



# **Appendix C**

## **AEL List/ Description and Useful Life**

## Homeland Security Grant Equipment/Inventory: AEL List/Description and Useful Life

Below is a list of commonly requested equipment items that may be eligible for award with Homeland Security Funds. This list is not exhaustive of the FEMA AEL List for items.

### Building/Construction Equipment Items

#### Doors and Windows

Description of Items	AEL Number:	AEL Description	Years of Useful Life
Wood Doors	14SW-01-Door	Reinforced doors and gates with increased resistance to external impact for increased physical security.	35-45
Steel Doors	14SW-01-Door	Reinforced doors and gates with increased resistance to external impact for increased physical security.	30-40
Glass Doors	14SW-01-Door	Reinforced doors and gates with increased resistance to external impact for increased physical security.	20-30
Windows (Blast/Shock/Impact Resistance)	10EX-00-BSIR	Systems to mitigate damage from blasts, shocks, or impacts, such as column and surface wraps, wall coverings, breakage/shatter resistant glass, window wraps, and deflection shields.	20-30

#### Mechanical, Electrical & Plumbing Systems

Description of Items	AEL Number:	Funding Costs	Years of Useful Life
Fire Alarm System	14SW-01-ALRM	Systems and standalone sensors are designed to detect access violations or intrusions using sensors such as door/window switches, motion sensors, acoustic sensors, seismic, and thermal sensors. May also include temperature sensors for critical areas.	15-20

#### Electrical, Lighting, Power

Description of Items	AEL Number:	Funding Costs	Years of Useful Life
Interior Lighting Fixtures	14SW-01-LITE	Fixed high-intensity lighting systems for improved visibility in areas such as building perimeters and surveillance zones.	15-20
Exterior Lighting Fixtures	14SW-01-LITE	Fixed high-intensity lighting systems for improved visibility in areas such as building perimeters and surveillance zones.	15-20
Generator	10GE-00-GENR	Generators, varying types and sizes, including gasoline, diesel, propane, natural gas, alternator, gas turbine powered devices, etc.	25-30

#### Site Improvements

Description of Items	AEL Number:	Funding Costs	Years of Useful Life
Fencing-Chain Link	14SW-01-WALL	Obstacles are designed to channel or halt pedestrian or vehicle-borne traffic to protect a physical asset or facility.	30-35

Fencing-Wood	14SW-01-WALL	Obstacles are designed to channel or halt pedestrian or vehicle-borne traffic to protect a physical asset or facility.	20-25
<b>Personal Protection Equipment</b>			
Description of Items	AEL Number:	AEL Description	Years of Useful Life
Respirators	01AR-01-SAR	A positive-pressure respiratory protective device that delivers air to the wearer via an "air-line" connected to a remote breathable air source. SAR must be certified by NIOSH, and can be worn with multiple ensemble configurations	1-2 Years
PPE Clothing:	01LE-02-BDU's	Battle dress uniforms (BDUs), coveralls and jumpsuits that are worn during tactical operations and are constructed of fabrics that will not contribute to injuries in the event of exposure to heat, spark, or flash fire. Can not be Uniform/General Use Wear Items.	1 Year
Helmets	01LE-01-HLMT	Ballistic helmet intended to protect the wearer against small arms fire and fragmentation threats. This item is for use only by specialized teams such as Tactical Entry or Special Weapons and Tactics (SWAT) Teams. Not for routine use - allowable only to supplement normal stores, to provide the surge capacity necessary for CBRNE terrorism response. Not for riot suppression.	5 Years
Body Armor	01LE-01-ARMR	Personal body armor intended to protect the torso and extremities against small arms fire. This type of personal protective equipment is recommended for personnel involved with tactical operations. This item is for use only by specialized teams such as Tactical Entry or Special Weapons and Tactics (SWAT) Teams. Not for routine use - allowable only to supplement normal stores, to provide the surge capacity necessary for CBRNE terrorism response. Not for riot suppression. All Operation Stonegarden (OPSG) recipients will need to submit detailed justification to the respective Program Analyst and obtain approval prior to the purchase of this equipment. Requests will be reviewed on a case-by-case basis.	Soft Armor- 5 Years; Ceramic Plates- 5 Years; Steel Plates- 15 Years
Ballistic Shield	01LE-01-SHLD	Ballistic shield intended to protect personnel against small arms fire and fragmentation from or caused by bullets while conducting operations. This item is for use only by specialized teams such as Tactical Entry or Special Weapons and Tactics (SWAT) Teams. Not for routine use - allowable only to supplement normal stores, to provide the surge capacity necessary for CBRNE terrorism response. Not for riot suppression.	8 Years
Eye Protection	01ZA-03-EYEP	Eye protection for field operations, including polarized sun protection for water operations.	1-3 Years
Gear Storage Bags	01ZP-00-GBAG	Ensemble gear storage bag or box (no standard currently applies for this item).	4 Years
Tactical Equipment	20TE-00-NTRY	Tactical entry equipment. Does not include energetic material or weapons.	Varies
<b>Explosive Device Mitigation (Only Applicable for Bomb Teams and Specialized Teams)</b>			

<b>Description of Items</b>	<b>AEL Number:</b>	<b>AEL Description</b>	<b>Years of Useful Life</b>
Explosive Entry Equipment	02EX-00-EXEN	Explosive entry equipment, upgrades. Used for explosive tactical entries (breaching). Actual explosive material is not allowed and must be purchased separately. Not for routine use. Item is for use only by specialized teams such as FBI accredited Bomb Squads, Tactical Entry Teams, or Special Weapons and Tactics (SWAT) Teams. Should be purchased for and used by accredited bomb squads.	Shields-5 Years; Storage Cases-5 Years
X-Ray Equipment	02EX-01-XRAP	Portable or transportable X-ray unit/equipment (including backscatter X-ray systems), related attachments, equipment, film, image screens, computers for image storing/transmission, upgrades.	10 Years
Robot, Tools, Attachments	02EX-02-RBTL	Attachments and tools for use with robot platform (see 03OE-07-ROBT) in explosive detection, mitigation, disruption and remediation, as well as detection of other CBRN substances. Includes robot-mounted tools and cameras for vehicle/container stabilization and access via opening/ disassembly/ cutting. Note that some disabling and remote opening tools are also adaptable for robot-mounted use	8 Years
Bomb Suit	02PE-01-BSUT	Protective ensemble designed to provide protection from detonation, including fragmentation, blast overpressure, impact, and thermal effects. The ensemble must be designated by the manufacturer as a full coverage bomb suit.	10 Years

### **CBRNE Operational and Search and Rescue Equipment**

<b>Description of Items</b>	<b>AEL Number:</b>	<b>AEL Description</b>	<b>Years of Useful Life</b>
License Plate Readers	03OE-ALPR	Fixed, portable, or vehicle-mounted mobile system consisting of imaging technology and optical character recognition software capable of determining the information on license plates. All LPR's must have a FEMA EHP and must have a MOU in place with the MOHS Fusion Center.	10 Years
Tactical Communication Devices	03OE-01-CTAC	Specialized communications devices for point-to-point communications in tactical situations where improvised individual communication is required. Includes audio and/or video devices such as wired, wireless, and sound-powered throw phones and throw cameras.	5 Years
Training Kits (Ex. Active Shooter)	03OE-01-NTLA	Training systems that allow response personnel to safely engage one another in realistic training scenarios such as active shooter simulations. Systems include realistic delivery devices mirroring a department/agency issue or conversion kits for department-issued weapons; marking cartridges that are delivered at low velocity for safe use with minimal personal protective equipment; and protective gear necessary for training sessions (e.g., eye protection). All Kits must be shareable and deployable for other entities.	5 Years, depending on use.
Binoculars	03OE-02-BNOC	Optical systems that permit remote observation during field operations.	5 Years

Night Vision	03OE-02-TILA	Thermal imaging and/or light amplification optics, including night vision equipment and Forward Looking Infrared (FLIR) for search operations involving trapped or lost victims or tactical operations.	7 Years
Portable Lighting	03OE-03-LTPA	Portable area illumination for work areas, rescue sites, and staging areas during night operations or in areas with insufficient ambient light.	5 Years
Public Address. Handheld, Mobile	03OE-03-MEGA	Systems for mass audio notification, including vehicle-mounted high powered speaker systems, or battery powered megaphone / public address systems with corded microphone.	8 Years
Ropes	03OE-05-ROPE	Rope of various diameters, lengths, and ratings used specifically for human rescue, egress, hoist, or transport (certified as compliant with the NFPA 1983 requirements of NFPA 2500).	5 Years
Rappelling/Life Safety Hardware	03OE-05-ROPH	Rappelling/rescue hardware, including ascenders, descenders, friction devices, hand rope grabs, carabiners, plates, racks, etc. (if covered, certified as compliant with the NFPA 1983 requirements of NFPA 2500).	5 Years
Rappelling/Life Safety Harnesses	03OE-05-HARN	Body harnesses used to support a person during rappelling or rope rescue operations (certified as compliant with the NFPA 1983 requirements of NFPA 2500).	5 Years
Robots	03OE-07-ROBT	Robotic platforms to support various mission areas such as explosive device remediation, hazardous materials operations, tactical law enforcement operations, search & rescue, and surveillance/detection	8 Years
Vehicles, Remotely Operated	03OE-07-ROVL	Remotely operated land vehicles to support various mission areas such as explosive device remediation, hazardous materials operations, tactical law enforcement operations, search & rescue, and surveillance/detection. Examples include, but are not limited to rovers, scout vehicles, and surveillance platforms.	7 Years
Airbag, Lifting	03SR-01-ABAG	Low- or high-pressure airbag lifting systems, bags, regulators, hoses, controllers, accessories and attachments for lifting heavy objects to extricate trapped victims.	10 Years
Shoring Equipment	03SR-01-SHOR	Expandable shoring and raker systems, regulators, controllers, hoses, accessories and attachments for stabilization of unstable loads or structures.	7 Years
Rescue Saws	03SR-02-SAWS	Saws for cutting concrete, steel, rebar, etc. during search, rescue, and recovery operations. Includes chain and blade saws. Includes electric, pneumatic, hydraulic, and reciprocating engine-driven devices, and may include a structural frame/mount for remote use in closed environments	5 years
Rescue Tools	See AEL List	AEL Descriptions for Tools Vary on the type of tool requested. Please see the AEL List	Varies
Search & Rescue Canines	03SR-04-DOGS	Search & rescue canines, related CBRNE training, protective equipment/garments, handling and training accessories. Includes transport accessories such as vehicle heat alarms.	6 Years
Throw Bag	03WA-02-BAGT	Rescue device consists of lines in a lightweight bag which can be deployed by securing one end of the line and throwing the entire bag at the target.	5 Years
Sonar	03WA-02-SONR	Underwater imaging device utilizing sound waves to assist in search, rescue, and recovery operations. Sonar Devices Require EHP.	7 Years
Sonar	14SW-02-SONR	Includes several different types of underwater sound wave. Sonar Devices require EHP	7 Years



## Information Technology

Description of Items	AEL Number:	AEL Description	Years of Useful Life
Dispatch Equipment	04AP-01-CADS	Computer software system(s) used to track and manage public safety incidents and resources. This functionality may also be obtainable via subscription as a cloud-based service, as opposed to purchasing software. However, special security considerations apply for data stored remotely	5-8 Years
GPS Equipment	04AP-02-DGPS	Global Positioning System (GPS) receiving device, including self-contained handhelds, mobile mounted systems, and accessory devices to enable computers and communications devices.	7 Years
GIS System	04AP-03-GISS	Geospatial/Geographical Information Systems (GIS), including application software as well as integrated hardware for implementation. GIS systems support the acquisition, integration and dissemination of geospatial data and imagery. GIS systems provide or support multiple CBRNE terrorism prevention and response functions.	5 years
Credentialing System	04AP-05-CRED	Software application and associated hardware and material for creating site/event credential badges and controlling scene access. Although some hardware would still be required, this functionality may also be obtainable via subscription as a cloud-based service, as opposed to purchasing software. However, special security considerations apply for data stored remotely.	5 Years
Simulators	04AP-08-SIMS	Systems that provide interactive audio, audio-visual or tactile simulation of operational situations to support training, planning, or decision making. Some of these functionalities may also be obtainable via subscription as a cloud-based service, as opposed to purchasing software.	7 Years
Software	04AP-11-SAAS	Sometimes referred to as "on-demand software", SAAS applications run on the provider's servers, delivering functionality via the internet to any device having connectivity and the required browser or interface. Access to the application is obtained via a service subscription rather than outright purchase, with all updates and configuration requirements handled by the service provider. Some example SAAS applications include equipment tracking and maintenance, intra-application communication among client devices, and specialized software such as plume modeling. Software cannot be general use software	5 Years
Computers	04HW-01-INHW	Computer hardware and operating system software designated for use in an integrated system allowable under the indicated grant programs. Such systems include detection, communication, cybersecurity, logistical support and Geospatial Information Systems. This item may include networking hardware (routers, wireless access points, etc. servers, workstations, notebook computers, and peripherals such as printers and plotters procured with an allowable system and necessary for its implementation. Computers cannot be general use computers.	5 Years

Camera, Infrared	04MD-01-IREDD	Infrared (IR) a. Thermal b. Forward Looking Infrared Radiation (FLIR), and/or c. Infrared detection	7 Years
Video Displays	04MD-03-DISP	Video display - assorted technologies including Plasma, LCD, LED, OLED, etc. Can not be used for General Use. Must be for a HSGP Project and Use.	10 Years
Satellite Phone	06CC-03-SATP	Satellite service with handheld devices. Only for specialized programs and teams. Not a general use item.	7 Years
Portable Radio	06CP-01-PORT	Individual/portable radio transceivers. Must be MS Win Compatible. Threshold is \$3,000.00 per unit.	5 Years
Mobile Radio	06CP-01-MOBL	Mobile radio equipment, deployed in/on vehicles, or can also be deployed as temporary base stations. The MOHS prefers the purchase of Portable Radios. Must be MS Win compatible. Threshold is \$3,000.00 per unit.	5 years
Surveillance Equipment	13LE-00-SURV	Surveillance equipment and related accessories, including but not limited to audio, data, and visual equipment. Includes electronic equipment such as Pen registers (equipment capable of capturing incoming and outgoing phone numbers, along with the duration of calls, without listening to the actual conversations). Also includes equipment designed to extract information from personal digital devices.	
Fingerprint Processing & Identification System	20CS-01-AFIS	Equipment for fingerprint processing, including Automated Fingerprint Identification System (AFIS) interface equipment.	7 Years

### Explosive Detection (Bomb Teams)

Description of Items	AEL Number:	AEL Description	Years of Useful Life
Bomb Canines	07ED-01-DOGS	Explosive detecting canines, related CBRNE training, protective equipment/garments, handling and training accessories. Includes transport accessories such as vehicle heat alarms. For use only by Accredited Bomb Squads, or by departments having an active memorandum of understanding or interagency agreement with an Accredited Bomb Squad that provides for recurrent joint training.	8 Years
Explosive Trace Detector	07ED-01-IMOB	Handheld trace explosive detectors using air-sampling, particulate sampling, or dual mode operation. Underlying technologies include Ion Mobility Spectrometry, Differential Ion Mobility Spectrometry, Mass Spectrometry, Fluorescence, etc.	7 Years
Blast Shock Systems	14EX-00-BSIR	Systems to mitigate damage from blasts, shocks, or impacts, such as column and surface wraps, wall coverings, breakage/shatter resistant glass, window wraps, and deflection shields.	10 Years

### Power Sources

Description of Items	AEL Number:	AEL Description	Years of Useful Life
Chargers	10BC-00-SOLR	Including but not limited to solar, natural gas, shore power, etc.	5 Years
Batteries	10BC-00-BATT	Batteries for all recommended equipment.	5 Years

Generators		Generators, varying types and sizes, including gasoline, diesel, propane, natural gas, alternator, gas turbine powered devices, etc. Fixed Generators require an EHP. Portable Generators do not require an EHP.	25-30 Years
Radio Chargers	10PE-01-PCHG	Chargers for recharging portable and handheld communications equipment such as cellular phones, satellite phones, smart phones, and handheld radio and walkie-talkies.	5 Years
<b>Vehicles/Transportation Items</b>			
<b>Description of Items</b>	<b>AEL Number:</b>	<b>AEL Description</b>	<b>Years of Useful Life</b>
Prime Mover (Truck/SUV)	12TR-00-MOVR	A vehicle used to tow equipment trailers, such as a semi-trailer tractor. It would be used with items such as trailers. Not a patrol vehicle. Not a general use vehicle.	8 Years
Trailer	12TR-00-TEQP	Trailers for transport of equipment to an incident or training site. Not a general use item	15 Years
Mobile Command	12VE-00-CMDV	Special-purpose vehicles for the purpose of mobile, on-site platforms for command, control and communications during terrorist attacks and other emergencies.	10 Years
Specialized Mission Vehicle	12VE-00-MISS	Specialized vehicles and vehicle conversion kits are designed to support specific mission area requirements. Examples include patrol and deployment vehicles, tactical intervention vehicles, hazmat units, communications units, bomb response units, mobile morgue units, and special transport units such as all-terrain vehicles (ATVs), 2-wheeled personal transport for fully suited bomb technicians, and robot trailers designed to accommodate special mission equipment and accessories.	8-10 Years
ATV/UTV	19GN000-UTVH	UTVs used for emergency response, search and rescue, disaster logistics, and tactical mobility	20 Years
Vessel Barriers	14SW-02-VBAR	Deployable, modular systems for restricting the movement of vessels.	20 Years
Boats, Inflatable	17WC-00-BOAT	Surface boats or vessels with appropriate specialized equipment, designed to perform prevention and response missions within port areas, waterways, dams, reservoirs, rivers, lakes, etc. Boats require FEMA Approval and will take time for processing.	5-10 Years
Boats, Small Craft	17WC-00-BOAT	Surface boats or vessels with appropriate specialized equipment, designed to perform prevention and response missions within port areas, waterways, dams, reservoirs, rivers, lakes, etc.	20+ Years
<b>Physical Security/Access Control</b>			
<b>Description of Items</b>	<b>AEL Number:</b>	<b>AEL Description</b>	<b>Years of Useful Life</b>
Alarm System/Sensor	14SW-01-ALRM	Systems and standalone sensors are designed to detect access violations or intrusions using sensors such as door/window switches, motion sensors, acoustic sensors, seismic, and thermal sensors. May also include temperature sensors for critical areas.	10 Years
Doors and Gates	14SW-01-DOOR	Reinforced doors and gates with increased resistance to external impact for increased physical security.	Doors-30-45 Years; Gates-15-25 Years
Fixed Area Lighting	14SW-01-LITE	Fixed high-intensity lighting systems for improved visibility in areas such as building perimeters and surveillance zones.	

Physical Access Control System	14SW-01-PACS	Locking devices and entry systems for control of physical access to facilities.	5-7 Years
Personnel Identification System	14SW-01-SIDP	Systems for positive identification of personnel as a prerequisite for entering restricted areas or accessing information systems. This functionality may also be obtainable via subscription as a cloud-based service using a web browser interface or a mobile app, as opposed to purchasing software. However, special security considerations apply for data stored remotely	5 Years
Security System w/ Video	14SW-01-VIDA	Camera-based security systems utilizing standard, low light, or infrared technology. This functionality may also be obtainable via subscription as a cloud-based service using a web browser interface or a mobile app, with imagery stored in the cloud as opposed to local software and storage. However, special security considerations apply for data stored remotely, including evidentiary issues for stored video.	15-20 Years
Barriers and Fencing	14SW-01-WALL	Obstacles are designed to channel or halt pedestrian or vehicle-borne traffic to protect a physical asset or facility. Does not include gates for the Fencing	20-35 Years

### Other Items

Description of Items	AEL Number:	AEL Description	Years of Useful Life
Citizen Corp Equipment (CERT)	21GN-00-CCEQ	Equipment not covered elsewhere that relates to specific training or volunteer assignments for CERT, Neighborhood Watch, VIPS, MRC, and Fire Corps.	Varies on Equipment
Installation	21GN-00-INST	Installation costs for authorized equipment purchased through FEMA grants.	N/A
Leasing of Space	21GN-00-LEAS	Leasing (or rental) of space for storage of allowable equipment item.	Contractual
Maintenance	21GN-00-MAIN	Maintenance contracts are allowable only for authorized equipment purchased through FEMA grants	N/A
Equipment for Fusion Centers	21GN-00-OCEQ	Necessary equipment and supplies to establish and maintain a Joint Information Center, Emergency Operations Center or DHS recognized Fusion Center (FC) Includes equipment necessary to establish a JIC/EOC/FC (e. general office supplies, projector display, portable podium, etc. that is not specifically covered in other areas of the AEL.	Varies on Equipment
Training	21GN-00-TRNG	Equipment training: however, manufacturer/vendor equipment training, the cost of overtime to attend the training, and costs related to having vendors provide training on equipment to State and/or local units of government are allowed to facilitate the training on and fielding of equipment. Expenses for generic training or operations training (even if equipment is used during the training) are not allowable	N/A

