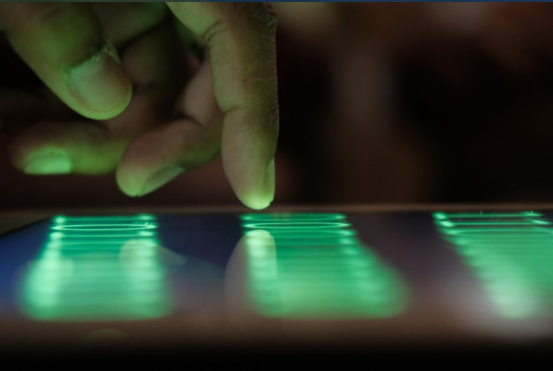


Mississippi Office of Homeland Security
FY22 State and Local Cybersecurity Grant
Implementation

Welcome and Introductions

- Beth Loflin-Grants/Finance Director
- Kayla Stewart- Grants Lead
- Cybersecurity Staff Program – In Process of Hiring



Implementation Topics

Information about
the FY22 SLCGP
Grant Program

SGA Manual-
What is it?

Let's Talk Award
Documents & Grant
Requirements

Grant Reporting &
What Needs to be
Submitted

Monitoring –
We are coming to
see you soon!

Let's Finish Up and
Let's Go Home





FY22 State and Local Cybersecurity Grant Program

Information about the FY22 Federal SLCGP Grant Program

Program Objective:

The goal of the SLCGP is to assist local jurisdictions with the managing and reducing cyber risk for their agencies.



Federal Funding for SLCGP

The MOHS has received the following amounts so far for the SLCGP program.

- FY22: \$3,273,651.00
- FY23: \$6,639,551.00
- FY24: \$4,975,106.00*
- FY25: \$1,750,000.00**

Total: \$16,638,308.00 Total Funds for Program





State and Local Cybersecurity Grant Program:



What do you get for Opting into the SCLGP Program?

- Cybersecurity Assessment
 - Assesses your Gaps, Vulnerabilities and Capabilities of your System.
- Cybersecurity Training
 - Training for your agency/department on cybersecurity
- Potential Grant Funds for Cybersecurity Planning, Programming and Equipment.





FY22 State and Local Cybersecurity Grant Program

Sub-Recipient Grant Administrator's Guide-What is it?

Sub-Recipient Grant Administrator's Guide- Page 3

Authority:

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

Sub-Recipient Grant Administrator's Guide-Federal Rules We MUST Follow-Page 4

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

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

Sub-Recipient Grant Administrator's Guide-Federal Rules We MUST Follow-Page 4

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

- NIMS provides standards that ensure compatible equipment, training, and procedures for all Mississippi first responders.
- Subrecipients must be NIMS compliant and must sign a compliance with the Grant Application. Non-Compliance can result in funds being withheld or reallocated.
- NIMS Information can be found at: <http://www.fema.gov/emergency/nims/>
- NIMS Courses that are needed:
 - 100
 - 200
 - 700
 - 800

Sub-Recipient Grant Administrator's Guide- Federal Rules We MUST Follow-Page 102

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.

Sub-Recipient Grant Administrator's Guide-Planning



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

Sub-Recipient Grant Administrator's Guide- Planning Schedule.

Page 6

2024 Planning Schedule (Updated Annually)

September	
September 1	New Grant Year Begins
September 15	4 th Quarter Report Due (If Sub-Recipient was funded during previous year).
October	
October 1	National Cybersecurity Review Opens (Federal Requirement)
October 15	Sub-Recipients Grant Closeouts Due (FY23)
October 15	Deadline for All Award Paperwork to be provided to MOHS Grants Dept.
November	
November 30	1 st Quarter Ends. Begin Preparation of 1 st Quarter Financial and Progress Report
December	
December	Strategic Planning Meetings (All Staff)
December 15	1 st Quarter Financial and Progress Reports Due to MOHS
January	
January	Strategic Planning Meetings
February	
February	Strategic Planning Meetings (All Staff)
February 1	Notice of Application Released for Upcoming Grant Funding
February 15	MOHS Homeland Security Grant Program Grant Released
February 28/29	National Cybersecurity Review Closes (Federal Requirement)
February 28/29	2 nd Quarter Ends. Begin Preparation of 2 nd Quarter Financial and Progress Report
March	
March	Strategic Planning Meetings (All Staff)
March 15	2 nd 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 rd Quarter Ends. Begin Preparation of 3 rd 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 rd Quarter Financial and Progress Report Due to MOHS

Sub-Recipient Grant Administrator's Guide-SGA Responsibilities-Page 7

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

Costs incurred before December 1st of the fiscal year are not eligible for reimbursement.

Sub-Recipient Grant Administrator's Guide- SGA Responsibilities

Any proposed changes in the project objectives, scope of work or the budget must be requested in writing (PRIOR TO THE WORK) and receive approval from MOHS.



Sub-Recipient Grant Administrator's Guide-SGA Responsibilities



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



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

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



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



FY22 State and Local Cybersecurity Grant Program

Let's Talk Award Documents & Grant
Requirements-Appendix A Page 26



Turn to Appendix
A-Page 26 in the
SGA Manual



Appendix A

Instructions to Complete
Award Agreement

Forms

Award Packets are Due to
MOHS:

January 15, 2025

Batch 1-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)
 - Opens October 1 and Closed February 28

- Environmental Historic Preservation Act Form Packet (If Applicable)

Must be provided to the MOHS @ mohsgrants@dps.ms.gov by January 15, 2025

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

Award Letter



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

MISSISSIPPI OFFICE OF HOMELAND SECURITY STATE AND LOCAL CYBERSECURITY GRANT PROGRAM SUB-RECIPIENT GRANT AWARD- **EXAMPLE**

Sub-Recipient Name: Anytown Police Department
Project Title: State and Local Cyber Security Grant Program
Grant Period: 12/1/2024-11/30/2026
Total Amount of Award: \$100,000.00

Date of Award: 12/1/2024
Grant Number: 22CS001

In accordance with the provisions of Federal Fiscal Year 2022 FEMA State and Local Cybersecurity 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 97.137 and MOHS federal grant number is EMW-2022-CY-00005-SO1SS-00. Authorizing Authority for Program: Section 2002 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C.603).

Enclosed is a signed grant agreement obligating federal funds as outlined above. Please review the grant agreement in full, sign in the designated signature areas and return it to the MOHS by **January 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

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

Signature of Authorized Signatory Official

Pete Banks-Executive Director

Signature of MOHS Executive Director/SAA

Award Packet

Page 30

MISSISSIPPI OFFICE OF HOMELAND SECURITY



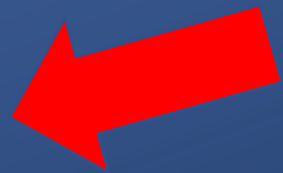
**FY22 STATE AND LOCAL
CYBERSECURITY GRANT PROGRAM
GRANT AGREEMENT AND
AWARD PACKET-**EXAMPLE****

Signature Sheet

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

Signature Required the Authorized Signatory Official.

FY22 MISSISSIPPI OFFICE OF HOMELAND SECURITY GRANT AGREEMENT				
1. Sub-Recipient's Name: Anytown Police Department		2. Effective Date of Grant: December 1, 2024		
Mailing Address: 110 Main Street Anytown, MS 39541		3. Sub-Recipient Grant Number: 22CS001		
Telephone Number: (662)874-1445		4. Grant Identifier (Funding Source & Year): EMW-2022-CY-00005		
E-Mail: grantwriter@anytown.gov		5. Period of Performance: Start and End Dates: December 1, 2022-September 30, 2026		
7. CFDA # - 97.137- State and Local Cybersecurity Grant Program		8. UFI # - 5H41P26Y4MH9		9. Congressional District: 5
10. FAIN #: 646000779		11. Initial Federal Award Date: December 1, 2022		12. Federal Awarding Agency: Homeland Security (800)368-6498
13. Research and Development Grant: <u>Yes</u> <input checked="" type="checkbox"/> No		14. Indirect Cost Rate Charged: \$0.00		
15. The following grant funds are obligated:				
A. COST CATEGORY		B. SOURCE OF FUNDS		C. MATCH
(1) Personal Services-Salary	\$0.00	(1) Federal	\$100,000.00	\$0.00
(2) Personal Services-Fringe	\$0.00	(2) State	\$0.00	\$0.00
(3) Contractual Services	\$15,000	(3) Local	\$0.00	\$0.00
(4) Travel/Training	\$0.00	(4) Other	\$0.00	\$0.00
(5) Equipment	\$85,000	Total:	\$100,000.00	\$0.00
(6) Commodities/Supplies	\$0.00	E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:		
(7) Other	\$0.00	Number of Grants:	FY21	FY22
TOTAL	\$100,000	TOTAL:	\$56,200.00	\$57,360.00
TOTAL: \$23,000				
The Sub-Recipient agrees to operate the program outlined in this Grant Agreement in accordance with all provisions of this Agreement as included herein. The following sections are attached and incorporated into this Agreement: Final Approved Agreement which includes Sub-Recipient Signature Sheet; Project Description; Goals and Objectives; Implementation Schedule; Cost Summary Support Sheet; Agreement of Understanding and Compliances, and all required documentation. All policies, terms, conditions, and provisions listed in funding guidelines, grant agreement, and agreement of understanding which has been provided to Sub-Recipient, are also incorporated into this agreement, and Sub-Recipient agrees to fully comply therewith.				
14. Approval from Grantee: <i>Pete Banks-Executive Director</i> 9/1/2024		15. Approval from Sub-Recipient: 1. Signature of Authorized Official 2. Date of Signature		
Signature _____ Date _____		Signature _____ Date _____		
Name: <u>Pete Banks</u> Title: MOHS Executive Director/SAA		Name: 3. Printed Name of Signatory Official Title: Authorized Signatory Official		



FY22 STATE AND LOCAL CYBERSECURITY GRANT PROGRAM PROJECT DESCRIPTION

The purpose of the State and Local Cybersecurity Grant Program (SLCGP) is to assist state, local, and territorial (SLT) governments with managing and reducing systemic cyber risk. Through funding from the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law, the SLCGP enables DHS to make targeted cybersecurity investments in SLT government agencies, thus improving the security of critical infrastructure and improving the resilience of the services SLT governments provide their community.

FY22 STATE AND LOCAL CYBERSECURITY GRANT PROGRAM GOALS AND OBJECTIVES

GOAL: Demonstrate how the projects address the capability gaps identified in their Cybersecurity Plan or other relevant documentation or sustains existing capabilities per the CISA-approved Investment Justification

OBJECTIVES:

Objective 1: Develop and establish appropriate governance structures, including developing, implementing, or revising cybersecurity plans, to improve capabilities to respond to cybersecurity incidents and ensure continuity of operations.

Objective 2: Understand their current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments.

Objective 3: Implement security protections commensurate with risk.

Objective 4: Ensure organization personnel are appropriately trained in cybersecurity, commensurate with responsibility.

FY22 PROGRAM MILESTONE SCHEDULE

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

(OCTOBER, NOVEMBER & DECEMBER)

- Completed Environmental Historic Preservation Form and submit to MOHS (If required). Please include form and photographs of outside of building, as well as places where equipment will be installed.
- Complete NIMS Training (100, 200, 700 and 800), if not completed.
- Complete Cyber-Security Assessment and return completion form to MOHS.
- Solicit quotes and/or bids for equipment. (If equipment is over \$5,000.00, two (2) quotes are required)
- Review proposals, quotes, bids and select vendors.
- Purchase approved equipment during 1st quarter for the grant year.
- Begin Preparation of 1st Quarter Report. (October 1-December 31). Due to MOHS January 15th.
- Send full Grant Agreement with signatures to MOHS.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

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

These are standard in every grant.



Program Milestones

FY22 PROGRAM MILESTONE SCHEDULE

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

(OCTOBER, NOVEMBER & DECEMBER)

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- Review proposals, quotes, bids and select vendors.
- Purchase approved equipment during 1st quarter for the grant year.
- Begin Preparation of 1st Quarter Report. (October 1-December 31). Due to MOHS January 15th.
- Send full Grant Agreement with signatures to MOHS.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

(JANUARY, FEBRUARY & MARCH)

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

Program Milestones

A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

(APRIL, MAY & JUNE)

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

(July, August & SEPTEMBER)

- Submit 3rd Quarter Report to MOHS. Due July 15th.
- Receive approved equipment or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of 4th Quarter Report. (July 1-September 30). Due to MOHS October 15th.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.
- Assess and review program's threats, hazards, core capabilities and needs.

Program Milestones

CLOSEOUT (October 1-November 1)

- Submit 4th Quarter Report. (July 1-September 30). Due to MOHS October 15th.
- Prepare Closeout Documents and submit to MOHS. Due November 15th.
- Assess and review program's threats, hazards, core capabilities and needs.

Program Milestones

FY22 State and Local Cybersecurity Grant Program -Cost Summary Support Sheet

1. Sub-Recipient Agency: Anytown Police Department				
2. Sub-Recipient Grant Number: 22CY-0001	3. Grant ID: FY22 SLCGP	4. Beginning: December 1, 2024	5. Ending: September 30, 2026	
6. Activity: State and Local Cybersecurity Grant Program				
7. Category & Line Item	8. Description of item and/or Basis for Valuation	9. Budget		
		Federal	All Other	Total
Salary				
Fringe				
Contractual Services	Malware Software- \$15,000.00	\$15,000.00	\$0.00	\$15,000.00
Travel/Training				
Equipment	Network Firewall- \$25,000.00 Power Edge Server (2)- \$35,000.00 Port Switches- \$25,000.00	\$85,000.00	\$0.00	\$85,000.00
Commodities/Supplies				
Other:				

TOTALS	\$100,000.00	\$0.00	\$100,000.00
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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, and

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

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

Federal Terms and Conditions:

Terms and conditions pertain not only to Recipients, but grant funded Sub-Recipients, as well. The following list of terms and conditions should be reviewed and followed. The FY2023 Department of Homeland Security Standard Terms and Conditions, can be found at: <https://www.dhs.gov/publication/dhs-standard-terms-and-conditions>.

The Fiscal Year (FY) 2024 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 2024 and flow down to subrecipients unless a term or condition specifically indicates otherwise. For federal awards that may involve continuation awards made in subsequent FYs, these FY 2024 DHS Standard Terms and Conditions will apply to the continuation award unless otherwise specified in the terms and conditions of the continuation award. 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 2024 DHS Standard Terms and Conditions are maintained on the DHS website at www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions.

A. Assurances, 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 by the federal awarding agency.

B. 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 at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. § 3002.10. General Acknowledgements and Assurances

Federal Terms and Conditions Page 35 in SGA Manual

MOHS Terms and Conditions

Page 50

Mississippi Office of Homeland Security FY24 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 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. Sub-Recipient shall comply with the Single Audit Act of 1996 and 2 CFR 200.501. Copies of audit reports when issued and provide audit findings to the MOHS. Copies will be made available, as needed.
7. The Authorized Signatory 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.
8. 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.

Mississippi Office of Homeland Security FY22 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 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.
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7. The Authorized Signatory 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.
8. 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.

9. 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.

10. 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.

11. Sub-Recipient shall comply with cost-sharing requirements of the awarded grant, if applicable.

12. 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.

13. Sub-Recipient shall establish and maintain a proper accounting system to record expenditures of awarded funds in accordance with generally accepted accounting standards and OMB Circulars 2 CFR 200 as applicable and/or as directed by the DPS Authorized Representative and the MOHS.

14. Sub-Recipients shall provide all required financial and program documentation to meet the terms and conditions of receiving Federal and State assistance.

15. 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.

16. Sub-Recipient shall return to the State, within thirty (30) days of such 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.

17. All radios and radio communications purchased with grant funds should be APCO 25 compliant and follow the Project 25 suite of standards for voice and low-moderate speed data interoperability.

18. 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.

19. 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 the FEMA AEL or without prior approval, will be disallowed.

20. Position descriptions are required for each person being paid with grant funds. Organizational charts identifying grant funded position(s) are also required.

21. 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.

22. 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.

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. (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 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.

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 on Award Letter) and to comply with Recipient request and guidelines will result in the reallocation of unspent grant funds and the immediate redistribution of all equipment purchased with grant funds.

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 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 were 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.

Monitoring/Inspection:

37. Sub-Recipient shall give State and Federal agencies designated by the DPS Authorized Representative access to and the right to examine all records and documents related to use of award funds.

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. All property and equipment acquired with grant funds must be tagged and tracked using an inventory management system.

39. Sub-Recipient's requests for advance of funds to support purchases of equipment or other expenditures must be requested in writing to the MOHS explaining the justification for the request. Reasons, i.e., shortage of local funds or items not contained in the current annual jurisdictional budget must be accompanied by supporting documentation.

40. 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.

41. A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two (2) years for the useful life of the property.

ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-RECIPIENTS:

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

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

SUB-RECIPIENT:

ATTESTS:

2. Chris Watkins

4. 12/1/2024

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

Date:

3. Chris Watkins

5. Mayor

Authorized Signatory Official's Printed Name:

Organizational Title:

UEI Number: 5 5H41P26Y4MH9

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

By: Pete Banks

Date: 12/1/2024

Executive Director/SAA

Mississippi Office of Homeland Security

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

Assurance of
Understanding
Requirement for Sub-
Recipients. Page 52

Grant Agreement Certifications

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

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

Agency Name: **Any Town Police Department** Grant Number: **24LE257-5**

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

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

Sub-Recipient Grant Administrator Certification

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

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

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

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

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

Grant Agreement Certifications Page 56

Grant Agreement Certifications

Financial Officer Certification

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

Name: Patricia Harris

Title: Financial Clerk

(Sub-Recipient Financial Officer)

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

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

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

Authorized Signatory Official Certification

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

Name: Chris Watkins

Title: Mayor

(Grant Authorized Signatory Official)

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

Email Address: mayorofanytown@anytown.gov

Signature of Authorized Signatory Official: *Chris Watkins*

Scope of Work Page 57

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 the necessary equipment for emergency response and recovery. Equipment will be ordered within the 1st quarter and will follow all federal and state procurement guidelines. The agency will work with 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 Malware Software, Network Firewall, Servers and Port Switches for the agency cybersecurity project. Equipment will provide enhance protections for the agency to protect against potential cyber-attack.

Federal Funding Accountability and Transparency Act FFATA. Page 56

Federal Funding Accountability and Transparency Act (FFATA) Compliance Form

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

Section 1: Award Information:

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

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

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

Chris Watkins

Authorized Signatory Official (Printed Name)

9/15/2024

Date

Mayor

Title



Other Award Forms

Orientation Acknowledgement Form



**Homeland Security
FY22 State and Local Cybersecurity Grant Program
Orientation Acknowledgment Form**

By signing this Orientation Acknowledgment form, I acknowledge that I have received and viewed a copy of the FY22 Mississippi Office of Homeland Security (MOHS)-State and Local Cybersecurity Grant Program (SLCGP) Orientation documents.

I understand and agree that it is my responsibility to read, understand and follow all the 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: **December 1, 2024**

Name: Paul Smith-Grant Writer

Signature: **Paul Smith**

Agency Name: Anytown Police Department

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

Form can be returned during Implementation or with Award Packet



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

Every Agency MUST Complete. Page 64

What is the National Cyber Security Review?

- **Required** for all FY24 Homeland Security Grant Program Sub-Recipients.
- No-cost, anonymous, annual self-assessment of governments' cybersecurity programs.
- Provides actionable metrics for improving cybersecurity maturity.
- Assists DHS gain valuable insight into cybersecurity maturity across government communities.



National Cybersecurity Review (NCSR)

NCSR Website:

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

Includes:

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



National Cybersecurity Review (NCSR)

When do I need to take the NCSR?

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

October 1-February 28

NO EXCEPTIONS

National Cybersecurity Review (NCSR)

MOHS Grant Compliance-**REQUIRED**

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

- Name of Person
- Agency
- Date of Completion

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




National Cybersecurity Review (NCSR)

MOHS Grant Compliance-**REQUIRED**

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





FY24 State and Local Cybersecurity Grant Program
Setting up in MAGIC



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



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

Grant Reimbursement Request Process- MAGIC



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



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



Link to Vendor MAGIC Setup:
https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#

Grant Reimbursement Request Process-MAGIC



PLEASE CALL THE MMRS CALL CENTER AT (601) 359-1343, OPTION 2 FOR ASSISTANCE IN LOCATING YOUR VENDOR INFORMATION.



MAGIC HELP DESK:
(601) 359-1346



MAGIC REGISTRATION
QUESTIONS: (601) 576-1160



Grant Forms and Grant Requirements
Appendix B-Page 79

Sub-Recipient Grant Administrator's Guide- Purchasing

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

Sub-Recipient Grant Administrator's Guide- Purchasing

Required documentation: (See Purchasing Laws by State Auditor)

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

Mississippi Procurement
Rules

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



Grant Reimbursement Request Process: Before You Begin



Must be permissible under MS and Federal law;



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



Must not result in a profit to the agency;



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



Must be adequately supported by source documentation.

Grant Reimbursement Request Process

Reimbursement

Submit Quarterly Reimbursement Claim and Progress Report form

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

Grant Reimbursement Request Process

Reimbursement

Submit Quarterly Reimbursement Claim and Progress Report form.

- Submit “Equipment Inventory” form
- Pictures of equipment displaying the serial/vin number
- Breakdown for Reimbursement

Reimbursement Cheat Sheet-Page 88

Checklist for submitting the FY24 Quarterly Reimbursement Claim and Progress Reports:

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

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

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

- ___ (4) **Equipment**
 - A. Inventory Form(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



Quarterly Reimbursement Claim and Progress Report				
Type of Grant:	Homeland Security:			
Agency Quarter of Report (Please Check Grant Quarter of Report)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Advance or Reimbursement (Please Check Payment Type for Quarter)	Advance		Reimbursement	
Agency Name:				
Grant Number #:				
Report Prepared By:			Telephone:	
Date of Report:			Is this the Final Claim? (Y/N)	
Quarterly Claim: Please fill out for requested amount of claim.				
	A. Grant Award Amount (Amounts Same Each Claim)	B. Funds Spent Through Last Claim (Previous Claim Totals, If Available)	C. Grant Amount Requested	D. Total Grant Funds:
Personal Services-Salary:	\$0.00	\$0.00	\$0.00	\$0.00
Personal Services-Fringe:	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$0.00	\$0.00	\$0.00	\$0.00
Commodities/Supplies:	\$0.00	\$0.00	\$0.00	\$0.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00
Total of Reimbursement:	\$0.00	\$0.00	\$0.00	\$0.00

Quarterly Reimbursement Claim and Progress Report

Tab for Each Quarter.
Supplemental Report
Inventory Form
Closeout Form

Grant Reimbursement Request Form-Page 89

Quarterly Reimbursement Claim and Progress Report				
Type of Grant:	Homeland Security:			
Agency Quarter of Report (Please Check Grant Quarter of Report)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	X			
Advance or Reimbursement (Please Check Payment Type for Quarter)	Advance		Reimbursement	X
Agency Name:	Anytown Police Department			
Grant Number #:	24LE257-5			
Report Prepared By:	Paul Smith		Telephone:	662-874-1446
Date of Report:	12/15/2024		Is this the Final Claim? (Y/N)	No

Agency Quarter: Will already be marked.

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.

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.

Telephone: Place a telephone number where the person filling out the report can best be reached.

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.

Quarterly Claim:

Quarterly Claim: Please fill out for requested amount of claim.

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

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

Example of Quarterly Claim
2nd Quarter Example

In the Example: Anytown PD has a grant for \$100,000.00. During Quarter 1: \$18,000.00 was requested. During Quarter 2: \$44,000.00 is requested for a piece of equipment. Total request for grant is \$62,000.00.

2nd Quarter Example

Quarterly Claim: Please fill out for requested amount of claim.

	A. Grant Award Amount	B. Funds Spent Through Last Claim	C. Grant Amount Requested	D. Total Grant Funds:
	<i>(Amounts Same Each Claim)</i>	<i>(Previous Claim Totals, If Available)</i>		
Personal Services-Salary:	\$0.00	\$0.00	\$0.00	\$0.00
Personal Services-Fringe:	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$85,000.00	\$18,000.00	\$44,000.00	\$62,000.00
Commodities/Supplies:	\$15,000.00	\$0.00	\$0.00	\$0.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00
Total of Reimbursement:	\$100,000.00	\$18,000.00	\$44,000.00	\$62,000.00

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

Equipment Breakdown

Equipment Breakdown for Reimbursement

For each Quarterly Report/Reimbursement Report, where equipment is requested for reimbursement, please provide the following information.

Vendor & Invoice #	Equipment Description:	Check #	Amount:
Example:			
<i>Motorola INV4587952</i>	<i>5 Motorola MSWin Radios</i>	<i>11532</i>	<i>\$10,000.00</i>

Page 2

Grant Reimbursement Request Form

Quarterly Programmatic Report

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

Quarterly Programmatic Report			
1st Quarter			
Please Mark If Milestones are Incomplete, In Process or Completed/Not Applicable	Incomplete	In Process	Complete/Not Applicable
Send the full Grant Agreement with Appendix documents, with authorized signatory signatures to MOHS.			Complete
Completed Environmental Historic Preservation Form and submit to MOHS (If Applicable)			Complete
Complete NIMS Training (100, 200, 700 and 800). (If Applicable)			Complete
Complete the Nationwide Cybersecurity Review (NCSR) Assessment and submit completion documentation for the MOHS.		In Process	
Complete Memorandum of Understanding and Consent form for State and Local Cybersecurity Grant Program participation.			Complete
Complete and Submit Memorandum of Understanding for MS analysis and Information Center (Fusion), if License Plate Readers are awarded (If Applicable)			Complete
Provide Sub-Recipient MAGIC Vendor Number where funds will be disbursed. Funds will be advanced and/or reimbursed to the MAGIC Vendor Number agency provides. It is the agency's responsibility to notify the MOHS of any account changes.			Complete
Solicit quotes and/or bids for equipment. (If equipment is over \$5,000.00, two (2) quotes are		In Process	Complete
Review proposals, quotes, bids and select vendors.		In Process	Complete
Purchase approved equipment during 1st quarter for the grant year. If unable, please provide justification below.		In Process	Complete
Assess and review program's threats, hazards, core capabilities and needs.	Incomplete		
Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.	N/A		

Page 3

Grant Reimbursement Request Process

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

There are no changes to the original objectives.

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

Grant Reimbursement Request Process

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

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

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

Grant Reimbursement Request Process

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

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

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

Grant Reimbursement Request Process

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

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

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

Grant Reimbursement Request Process

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

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

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

Grant Reimbursement Request Process

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 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.

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

Describe Activities Left to Complete.

Grant Reimbursement Request Process

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

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

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

Grant Reimbursement Request Process: Submission of Requests

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

mohsgrants@dps.ms.gov

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

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

DEEPER DIVE INTO THE REIMBURSEMENT

Budget/ Reimbursement

Grant Reimbursement Request Process: Budget

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

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

Contractual Services

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

Contractual Services:

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

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

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

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

Equipment

Equipment: Definition

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

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

Equipment:

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

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



Equipment: Authorized Equipment List (AEL)

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

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

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

Equipment: Authorized Equipment List (AEL)

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

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

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

Equipment: Purchasing

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

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

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

Equipment: Use of Equipment

Reporting Use of Equipment:

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

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



Equipment: Property Management Systems

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



Equipment:

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

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

Pages 12-14 of SGA Manual

Equipment:

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

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

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

MOHS Equipment Inventory Form

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

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



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



Grant Reimbursement Request Process: Additional Form (If Applicable)

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

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

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



Mississippi Department of Public Safety Office of Homeland Security



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

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

Grant Reimbursement Request Process: Additional Form (If Applicable)

SOLE SOURCE FORM

MISSISSIPPI OFFICE OF HOMELAND SECURITY SOLE SOURCE PROCUREMENT FORM

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

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

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

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

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

SOLE SOURCE PROCUREMENT FORM

Grant Number: _____

Sub-Grantee Name: _____

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

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

Sub-Grantee Financial/Procurement Officer _____ Date _____

Sub-Grantee (SGA) Project Director _____ Date _____

Mississippi Office of Homeland Security _____ Date _____
Executive Director

Equipment: Disposition



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

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

Commodities/ Supplies

Commodities/Supplies

Commodities:

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

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

Unallowable

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

Unallowable

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

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

Grant Modifications

Modifications

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

Modifications-Change in SGA

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

Modifications Change in SGA

Designation of Sub-Recipient Grant Administrator (SGA)

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

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

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

Sub-Recipient Grant Administrator (SGA)

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

Agency Name: _____

Mailing Address: _____

City: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Signature of Sub-Recipient Grant Administrator: _____

Grant Authorized Signatory Official

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

Authorized Signatory Official Signature: _____

Title: _____

Date: _____

Modifications- Request Form



Homeland Security Grant Program Request Form

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

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

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

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

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

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

MUST BE RECEIVED BY:

MAY 31st

Modifications- Request Form



Homeland Security Grant Program Request Form

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

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

Modifications- Request Form

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

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

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

Modifications- Request Form

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



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

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

Modifications- Modification of Grant

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

- increasing or decreasing the budgeted amount

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

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

Modifications- Modification of Grant

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

Modifications- Modification of Grant

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

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

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

FY24 Homeland Security Grant Program

Monitoring Visits





"Steve takes evidence gathering"



Monitoring should not
be.....

- Stressful for any person(s) involved.
- Assume that we are OUT TO GET an Agency.
- A punitive activity for an Agency.

Monitoring should be.....

- Great time to put a face with a name.
- An opportunity to build relationships and partnerships.
- A Technical Assistance Visit. **TO HELP!!!!!!**
- Provide the Agency with a better understanding of our office and the grants we manage.
- An opportunity to learn about our agency and find out about additional resources, grants and trainings that are available.



Monitoring Visits: Why Do We Monitor?

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



Benefits of Monitoring

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

Monitoring Visits: Benefits of Monitoring

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

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

Monitoring Visits: Sub-Grantee Record Keeping Guide


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



Monitoring Visits: Types of Monitoring

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

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

A close-up photograph of a desk setup. In the foreground, a silver laptop is partially visible on the right. A spiral-bound notebook with a white cover and a blue line is open, showing a calendar page with red and blue markings. A brown leather folder or wallet is placed over the notebook, with several tab dividers visible, labeled 'NOTES', 'TODAY', and 'WEEKLY'. The folder is resting on a light-colored wooden surface with a visible grain. A dark grey pen is also visible, lying across the folder and notebook. The overall scene suggests a professional or administrative workspace.

On-Site Monitoring will include:

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

Monitoring Visits: What to Expect?

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



We let our Sub-Recipients know what to expect before we arrive. We do not show up unannounced.

Single Audit Requirements:

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 (previously OMB Circular A-133). **Must have a copy of the Agency Audit.**

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



Record Keeping

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

Record Keeping

- Sub-Recipients are expected to keep records of different federal fiscal periods separately identified and maintained so that information can be readily located. sub-recipients are also obligated to protect records adequately against fire and damage.
- Access to sub-recipients records must include MOHS, FEMA granting agency, Office of the Inspector General, or any of agency requesting records, who shall have the right to access to any pertinent books, documents, papers or other records of the sub-recipient, which are pertinent to the award, in order to make audits, examinations, excerpts and transcripts. The right to access must not be limited to the required retention period but shall last as long as the records are retained. **Reference 2CFR 200.336**

Monitoring Visits: Sub-Grantee Record Keeping Guide

- Signed Award Letter and Grant Application
- Agreement/Appendix
- Most Recent Audit Report
- NIMS Compliance Forms (100, 200, 700, 800)
- Quarterly Reimbursement and Progress Reports
- Reimbursement Back-Up Documents
- Equipment Inventory Form(s) and Photos
- Monitoring Visit Report(s)
- MOU's (if Applicable)
- EHP Submission and Completion Letter (If Applicable)



Grant Compliance and Non- Compliance



Non-Compliance

MOHS considered non-compliance for the following concerns:

Award Paperwork- Not Submitted on Time

Quarterly Reimbursement Claim and Progress Report –Not Submitted on Time

Inventory/Equipment Forms- Not Submitted with Reimbursement

- No Pictures submitted

Non-Compliance

Non-Compliance with Quarterly Reimbursement/Reports:

Miss a Report- You will get an email to the SGA regarding the missing report

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

Non-Compliance

Non-Compliance with Quarterly Reimbursement/ Reports:

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

Non-Compliance

Non-Compliance with Quarterly Reimbursement/Reports:



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

Non-Compliance

1

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

Reference 2CFR 200.338

2

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

Non-Compliance

- The sub-recipient **must respond within five (5) days of receipt of notification** of the reasons listed below.
- Unwillingness or inability to attain project goals, performance measures or strategies;
- Unwillingness or inability to adhere to the conditions of the grant agreement;
- Failure or inability to adhere to grant guidelines and federal compliance requirements;
- Improper procedures regarding agreements, contracts, and procurements;
- Inability to submit reliable, documented and/or timely reports; and
- Management systems do not meet State or federal required management standards.

Non-Compliance- Changes to Agreement

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

Termination of Agreement

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



FY22 State and Local Cybersecurity Grant Program

Closeout and End of Grant



Closeout and End of Grant:

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

12/1/2024-11/30/2026

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

Closeout and End of Grant:

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

Grant Closeout should include the following:

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

Closeout and End of Grant: Extension

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



Closeout Form

Sub-Recipient Grant Closeout Form

Type of Grant:	Homeland Security:
Agency Name:	
Grant Number #:	

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.

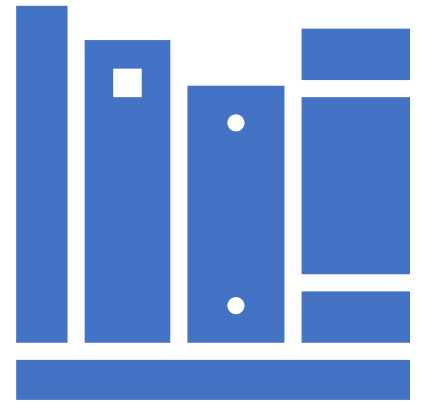
Grant Closeout Authorization:

Grant Award Budget Type:	Federal Amount
Grant Award Total:	
Grant Reimbursements Total:	
Unexpended Grant Balance:	


Closeout Form

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

MOHS Staff will fill this section of the Closeout form.



Questions

The background features the official seal of the Mississippi Office of Homeland Security. The seal is circular with a grey outer ring containing the text "MISSISSIPPI OFFICE OF HOMELAND SECURITY" in blue capital letters. Inside the ring is a dark blue shield with a red outline of the state of Mississippi. Two red stars are positioned at the bottom of the seal.

Grant Award and Form Documents will be emailed to your Point of Contact today.