

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is designated as the State Administrative Agent (SAA) by the Governor of Louisiana and is responsible for all aspects of management and administration of the Federal Preparedness Grants.

Homeland Security Grants (Preparedness Grants)

Standard Operating
Procedures-DRAFT



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Purpose

The purpose of this document is to provide procedures for the management and administration of all federal grants administered by GOHSEP's Homeland Security Staff. These procedures detail both the financial and programmatic management of Homeland Security (HS) non-disaster preparedness funding. Through the Department of Homeland Security (DHS), the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) provides annual non-disaster preparedness grants to state and local first responders within Louisiana. GOHSEP as designated by the Governor serves as the State Administrative Agent (SAA) for these federal grant programs, and as the primary liaison with DHS and its Grant Preparedness Directorate, and FEMA Region VI Grants Management Division.

As the SAA, GOHSEP's HS Grants Specialists are responsible for the management and administration of the following federal grant programs:

Homeland Security Grant Program (HSGP) which includes:

- 1) State Homeland Security Grant Program (SHSP)
- 2) Urban Area Security Initiative (UASI)

Other grant programs administered by GOHSEP are:

- 1) Emergency Management Performance Grant (EMPG)
- 2) Non-profit Security Grant Program (NSGP)
- 3) Operation Stonegarden Grant Program (OPSG)

Note: Previous Funded Programs include:

- 1) Interoperable Emergency Communications Grant Program (IECGP)
- 2) Buffer Zone Protection Program (BZPP)
- 3) Transit Security Grant Program (TSGP)
- 4) Citizen Corps Program (CCP)
- 5) Metropolitan Medical Response System (MMRS)
- 6) Emergency Operations Center (EOC)

The eligible categories for most of the above grants include management and administration, training, planning, exercise, organization, and equipment. The focus for Louisiana is to build a resilient state by developing disaster independence throughout the whole community with the capability to prevent, protect, mitigate, respond, and recover from emergencies and disasters at the individual, local and state levels. By establishing disaster independence the state will be positioned to respond more quickly and efficiently to minimize the impact to life and property for the citizens of Louisiana.

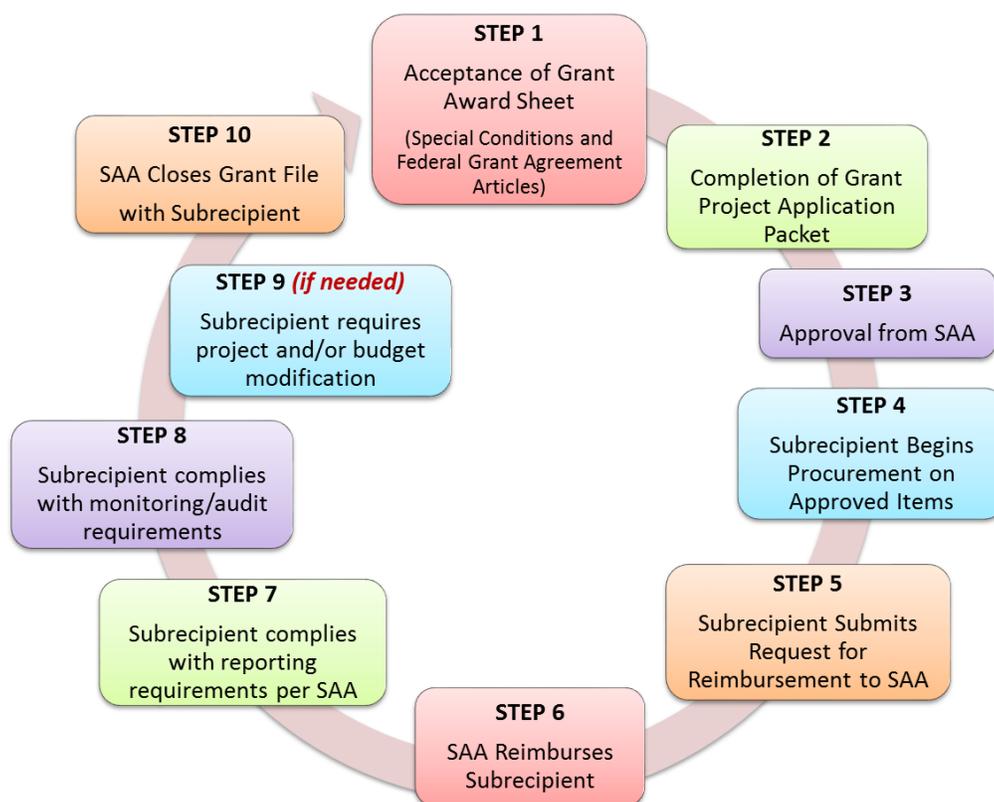
Scope

The procedures outline processes used to manage and administer HS grants. These procedures are to be followed until the end of the three year records retention of the each grant.

Signature Authority

The Governor of the State of Louisiana appointed the Director of the GOHSEP to serve as the SAA. Only the SAA or his designee is authorized to sign as the authorized official on Grant Award Sheets and/or Grant Adjustment Notices (GANs).

Grant Cycle Overview



A standard award package is used for each of the non-competitive programs. Copies of the award packages are made available by the SAA to the subrecipient after the SAA accepts the Federal award. The complete grant award package includes; 1) a signed

Grant Award Sheet, 2) signed Grant Agreement Articles, 3) Point of Contact/FFATA Form returned to the designated HS grant specialist.

Once the signed grant award packet is received by the SAA, a Grant Adjustment Notice is prepared releasing all holds on funds, and notifying the subrecipient that project applications can now be submitted to the HS grant specialist. A copy of the project application and project allocation (as applicable) is provided to the subrecipient by the HS specialist. Project applications must be completed and submitted by the deadline set by the SAA.

The HS grant specialists review each subrecipient's project application to ensure all items requested are authorized under the DHS Funding Opportunity Announcement (grant guidance) and/or Authorized Equipment List (AEL) website or approved by the DHS Preparedness Officer or the items are denied.

The subrecipient begins its procurement process on all approved items.

The subrecipient submits requests for reimbursement to the HS grant specialist until all items or services expended have been reimbursed.

Upon final reimbursement, the HS grant specialist sends the subrecipient a listing of all grant related expenses for their grant files.

Performance Period

The SAA shall determine the performance period of the grants for the subrecipients. The SAA will establish subrecipient performance period within the federally issued performance period. The typical performance period the State will issue to a subrecipient will be a total of eighteen (18) months, but is entirely dependent on the Federal project period.

SAA Grant Management System and Tracking

An official grant file (hardcopy and electronic) is established within the SAA Grant files as a master file for each grant award. Subrecipient files are also established (hardcopy and electronic) for each grant award. The Lotus Notes database is used as the grant management database to track all grant activity, which is available to the subrecipient via the internet. The GOHSEP Log number is used for tracking reimbursement requests.

Subrecipient Application Process

Non-Competitive Process - The specific requirements for eligibility are unique to the specific grant program guidance and procedures. Subrecipient's application due dates for grant applications are determined by the SAA each year dependent upon the federal performance period. Subrecipients are required to complete and submit all required application forms and supporting documents in order to begin procurement process.

Applications will be acknowledged upon receipt and reviewed for completeness, adherence to federal and state requirements and special conditions and specific grant guidance. The SAA shall review the subrecipient's applications. The subrecipients should be familiar with the proposed project and be available during the review, via telephone, fax or email, to answer questions or address concerns.

Grant Review

The HS grant staff will assess the application, and then evaluate each specific project to ensure that it will satisfy the goals and objectives stated in the application. The merits of the application will include, but not necessarily be limited to:

- a. Compliance of the proposed project application with all applicable federal and state requirements and special conditions, and federal grant guidelines.
- b. Whether the project is consistent with and supportive of the overall implementation of state priorities, national priorities, emergency management functions or other specific guidelines as defined by the particular grant programs.
- c. The eventual assumption of costs (e.g. service costs, etc.) by the subrecipient, if any.
- d. Probability that the funded project will achieve its goal(s), objective(s) and increase the target capabilities of the subrecipient.
- e. Fiscal and programmatic capabilities.
- f. Coordination of efforts with state and local jurisdictions and federal grant programs.
- g. Application is thoroughly completed and all required information is provided.

Grant Award Process

Federal Award to SAA

DHS notifies the SAA (GOHSEP Director and his designee the Chief of Staff) via email of the grant award and issues the federal grant number. After the SAA has received the grant award from DHS, the SAA reviews the grant award documentation including

Federal Terms and Conditions and Grant Agreement Articles. The SAA accepts the grant electronically through DHS' grant tracking system.

Through a grant routing sheet, the SAA request the Department of Public Safety Services (DPS) assign unique reporting category numbers for accounting and tracking purposes.

SAA Award to Subrecipient

The SAA will inform the subrecipient of their grant award via email within 45 days from Federal Award to the SAA. The award package includes the following documentation:

- a. Email Correspondence will be sent on behalf of the current GOHSEP Director. The email will be addressed to the jurisdiction's authorized official and will include: The name and fiscal year of the grant; grant number; grant award amount; grant period; a brief overview of the grant; a disclaimer regarding what the acceptance of the funds imply (agreement to comply with Federal Regulations, etc.); programmatic deadlines of the grant and contact information in the event there are questions.
- b. A Grant Award Sheet. This sheet includes: The name and address of the subrecipient; the grant number; grant title; CFDA number; the date of the award; the project period; the name of the GOHSEP HS Specialist; the amount of the award; and the special conditions (if applicable). The Grant Award Sheet will be signed by GOHSEP's designated official and have a blank for the jurisdiction's authorized representative to sign and date accepting all term and conditions of the grant.
- c. A copy the FEMA FOA (Funding Opportunity Announcement) for the specific grant.
- d. A copy of the Point of Contact/FFATA Form.
- e. Other supporting documentation, (e.g., All Hazards Preparedness Strategy for SHSP or Emergency Management Function documentation for EMPG, etc.).

Sub-granting of Funds

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

Structure of HS Grant Files

SAA grant files are established for each subrecipient. The files are multi-tabbed and organized as follows:

- a. Checklist
- b. Point of Contact FFATA

- c. Initial Award documents
- d. Correspondence
- e. Project Application(s)
- f. Reimbursement(s)

Monthly or quarterly reports are kept in a separate file folder within the SAA grant file.

Allocation of Funding

Initial allocation of funding

GOHSEP grant funding allocations are sub-awarded to one subrecipient within each of Louisiana's 64 parishes and others may be sub-awarded to other entities as determined by the SAA. Allocation amounts are determined by a several factors and may be changed as determined by the SAA. Allocations may include a base allocation amount for all subrecipients plus an allocation based on population. The determination on the final allocation of funds is presented to subcommittees of the Unified Command Group as appropriate for a recommendation to the SAA. Final decision on any allocation is made by the SAA.

Reallocation of funding

All sub-awards are issued deadlines as set by the SAA to expend all grant funding. This deadline is set to allow time for unspent funds to be reallocated prior to the federal end date. The determination of how unspent funds are reallocated is presented to subcommittees of the Unified Command Group as appropriate for a recommendation to the SAA. Final decision on any reallocation is made by the SAA.

Grant Award Acceptance

A tracking document, normally an excel spreadsheet is established to log the receipt of each completed award acceptance packet as they are received. The packets are checked for completeness and receipt is acknowledged by return email. If the packet is complete, the appropriate HS grant specialist will prepare a Grant Adjustment Notice releasing all holds on funds.

If packets are incomplete, the appropriate HS grant specialist sends an email to the jurisdiction regarding the deficiency. Submission of project application is not permitted/allowed until a complete award acceptance packet has been received.

The grant specialist will use a checklist to verify completeness of the grant award packet. The following documents must be received prior to issuance of the Grant Adjustment Notice releasing all holds:

- a. Grant Award sheet w/Special Conditions (2-3 pages)

- b. Federal Grant Agreement Articles-Signed (4 to 5 pages)
- c. Point of Contact/ FFATA Form

Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The subrecipient must provide a DUNS number on the Point of Contact/FFATA Form. The SAA will verify the DUNS number within <http://www.grants.gov> and for SAM. Subrecipients should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Subrecipients can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.

System for Award Management (SAM)

Subrecipients must maintain an updated and current SAM registration at <http://www.sam.gov>. The SAA will verify that each subrecipient's organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in SAM; therefore it is imperative that the information is correct.

Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS)

Prime Grant Recipients awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA sub-award reporting requirements as outlined in the Office of Management and Budgets guidance issued August 27, 2010. The prime awardee is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$25,000. The HS grant specialist will enter all sub-award information as applicable as soon as it is received.

Special Conditions

The subrecipients shall be aware of and adhere to all special conditions and assurances that are included with the subrecipient award package.

Grant Adjustment Notice

After receipt of the Grant Award Acceptance packet by the HS grant specialist from the subrecipient, a Grant Adjustment Notice (GAN) will be issued. The purpose of the GAN is to release funds and all holds on the Grant Award. This will allow the HS grant specialist to start the review and processing of project applications for all grants.

Subsequent GANs may be issued to make other amendments to the grant award.

Project Application Process

Submission of Project Application(s)

Subrecipients are required to submit their project application(s) after the GAN releasing all holds on their award is sent by the HS grant specialist on behalf of the SAA. The project application(s) submitted will identify all projects in detail being funded within the award. The timeframe for the submission of these applications will be determined by the SAA.

The Project Application must provide all expenditures for each project on the budget sheet as well as the following documents including, but not limited to:

- Equipment list
- Position descriptions for each person to be paid with grant funds
- Training plan specifying type of training, estimated number of attendees, estimated time frames for training, location and costs
- Vehicle Certification Form for any vehicle request

Project detail sheet

The project detail sheet serves as page 2 of the project application for all submissions/adjustments. All subrecipients must provide the complete information to obtain project approvals. The project detail sheet helps to assist the SAA with the Biannual Strategy Implementation Report (BSIR) in the Grant Reporting Tool (GRT).

The project detail sheet details the following information:

- Project location
- Project Start and Ending date
- Deployable
- Shareable
- Project Status
- Project Management Steps
- Previous Award Investment (SHSP and UASI only)
- Milestones
- NIMS Typing (SHSP only)

Submission of Project Allocation Worksheet

The state is required to allocate a percentage of all SHSP and UASI grant expenditures towards Law Enforcement Terrorism Prevention activities. The LETPA allocation could be from SHSP, UASI or both. This will require a project allocation worksheet. The Project allocation worksheet must be signed by the designated Grant Point of Contact and Parish Sheriff of each subrecipient.

Project Application Approval Process

Once the project application has been submitted to an HS grant specialist, the application will be reviewed for eligibility and allowability. All project application

response letters to the subrecipient must have the signature of the HS grant specialist. Each project is assigned a project log number. The subrecipient should review the authorized equipment list site for all equipment purchases to check eligibility and allowability. For some equipment purchases an Environmental Historic Preservation, (EHP) review, may be required.

Note: A project application can be partially approved, denied or a request for additional information may be made.

Subrecipients Reimbursement Process

Reimbursement Request to SAA

Once a subrecipient has received approval to begin procurement from the HS grant specialist, procurement and reimbursement requests can be processed. See *Attachment for a sample Grant Reimbursement Request form.*

In order to process a reimbursement request, the following information must be received by the HS grant specialist:

- a. Completed Grant Reimbursement Request form
- b. Copies of invoices, payroll documentation, sign in sheets, agendas, etc.
- c. Proof of payment, which could include copies of checks, paychecks, accounting ledgers and/or statements documenting payment.

The first reimbursement should also include job descriptions for all positions that reimbursement is requested. It is strongly suggested that the subrecipient provide an email or cover letter that explains what percentage of each position will be supported by the particular grant.

Reimbursement Tracker

In order to document the grant reimbursement requests, the HS grant specialist will enter into SharePoint under the reimbursement tracker the subrecipient name, grant name, grant year and amount of the reimbursement being requested. The fiscal year will be selected based on the date the reimbursement request was received. Once saved, the SharePoint Tracker will provide an automatic tracking number. This number will be written on the Grant Reimbursement Request Form and documented in Lotus Notes which is currently being used for grant management.

The Reimbursement Tracker includes the following information:

- a. Tracking Log number
- b. Subrecipient name
- c. Grant name
- d. Grant year
- e. Amount of the reimbursement request
- f. Fiscal Year

g. HS grant specialist initials

Once the reimbursement has been reviewed and entered into Lotus notes by the HS grant specialist, it is reviewed and approved by the HS grant supervisor. The HS grant supervisor then sends the reimbursement request to DPS Finance for payment processing.

Reimbursements that are processed by the HS grant supervisor (working as a subrecipients grant specialist) are reviewed and approved by a HS grant program manager.

The subrecipient receives an email that the reimbursement request has been approved and is advised to expect payment within 30 days.

Advanced Payments

If a subrecipient submits an advanced payment request, the advance payment box should be checked. The reimbursement will be processed as follows:

To document the advance payment, the HS grant specialist will enter into the SharePoint Reimbursement Tracker, the subrecipient name, grant name and grant year of the advance payment request. The reimbursement tracker will automatically issue a number, and this number should be written on the Advance Payment Request Form and documented in Lotus Notes which is currently being used for grant accounting.

After the subrecipient receives payment from GOHSEP for the advance request, the subrecipient will have 45 calendar days to submit proof of payment to show the vendor was paid. If proof of payment is in the form of a check to the vendor, a cancelled check must be submitted. The tracker log number must be referenced by the subrecipient when submitting a proof of payment in order for the HS grant specialist to determine which reimbursement the payment is for. If the subrecipient fails to meet the 45 day requirement on three separate occasions, subrecipient will no longer have the opportunity to request advanced payments.

Upon receipt of governmental advanced funds, the subrecipient should either deposit the funds in a non-interest bearing account or track interest earned on the funds. When funds are deposited into an interest bearing account all interest earned in excess of \$100 annually must be remitted to the State's cognizant agency per 44 CFR §13.21(i). GOHSEP requires all subrecipients to calculate and remit interest earned on all GOHSEP related funds in excess of \$100.

Reconciliation

Reconciliation with Draw Downs during Project Period

GOHSEP HS grant staff receive a draw report from DPS Finance every Monday.

The draw contains two tabs:

- ❖ The first tab contains the Payment and Reporting System Summary which shows the amount drawn under each award number and the period of time of the expenses on the report.
- ❖ The second tab contains the PARS Detail. The PARS Detail is a business objects report which contains the expenses during the time frame indicated on the PARS Summary. The business objects report is a report that is pulled directly from ISIS.

These draws shall be reconciled with lotus upon receipt from DPS.

- ❖ Once it is determined that the expense matches in lotus and on the draw report the expense will be highlighted in green on the draw report and in lotus each item screen that makes up the transaction will be edited to include the date submitted for draw down and the draw down number, reconciled with draw down will also be checked. GOHSEP expenses will be changed from obligated to expended by changing the purchase option on the item screen in lotus.
 - Travel – The Travel Expenditure Balancing report must be obtained from DPS in order to reconcile travel expenses on the draw report. The Document Description for travel on the business objects report is ISIS TRAVEL.
 - Salaries – A ZF65 report must be obtained from GOHSEP in order to reconcile salary expenses on the draw report. Salary expenses can be entered prior to the employee names being matched to the draw report but once they are matched if any changes are needed a Payment and Reporting System or Prior Period Adjustment will be requested. A separate spreadsheet is kept with the Salary Reconciliation. This spreadsheet includes the business objects report information. Once the ZF65 report is matched to the business objects report information the employees name will be entered onto the spreadsheet. This spreadsheet is stored on SharePoint.
- ❖ On the draw, if an expense has an issue such as not being able to be located in lotus or an issue with the reporting category, the expense will be highlighted in yellow until the issue is resolved. Once the issue is resolved, the expense can then be highlighted in green with a note off to the side noting the issue and how it was resolved.
- ❖ Reconciled draws will be stored on SharePoint. They are located by going to the Grants Document Library. Once in the Grants Document Library, click on the Reconciliation folder and then click on the Draw Down Reconciliation folder.

All expenses that require a J6 must have a memo prepared from GOHSEP to DPS Finance. This memo will include a brief description of the purpose of the memo with all of the information DPS Finance needs to initiate the change. See below for an example:

	<i>Current Coding for transaction number PV0000000000</i>	<i>Credit</i>	<i>Debit</i>
<i>Org</i>	<i>1430</i>	<i>1430</i>	<i>1430</i>
<i>Reporting Category</i>	<i>2618</i>	<i>2618</i>	<i>2638</i>
<i>Object ID</i>	<i>3560</i>	<i>3560</i>	<i>3560</i>
<i>Amount</i>	<i>833.33</i>	<i>833.33</i>	<i>833.33</i>

The memo should also include a copy of any backup documentation regarding the expense being changed. Once the memo is completed, it will be emailed to DPS Finance. A copy of this memo is placed in the file and a copy is stored on SharePoint. They are located by going to the Grants Document Library. Once in the Grants Document Library, click on the Reconciliation folder and then click on the J6 Requests and Returned Checks sent to DPS Folder. In SharePoint, the document is named with the date, J6 Request and a brief description. Once the J6 has been completed the document name is edited to include the J6 number.

Final Reconciliation of Overall Grant

Immediately prior to or during the closeout period, a final reconciliation will be completed for each grant to insure all items have been reconciled. The final reconciliation shall contain two tabs: the first tab of the final reconciliation includes an export from lotus and the second tab includes a business objects report containing all of the expenses under the grant within the State's financial system. The expenses on each tab are compared to insure the amounts match. Final reconciliations will be stored on SharePoint. They are located by going to the Grants Document Library/Reconciliation /Grant Reconciliations folder.

Grant Budget Revision and/or Extensions

Budget Revisions

During the grant application process, each subrecipient is required to submit a project application which includes a budget sheet, explaining how they plan to expend the awarded grant funds. If the subrecipient budget plan changes and is greater than 10%, the subrecipient must submit a revised project application with the budget adjustment request to their HLS specialist.

Grant Extensions

Grant extensions are extensions for a subrecipient to expend the awarded funds beyond the established deadline. All Extensions require a Grant Adjustment Notice (GAN). The information on the GAN that is relative to an extension is:

- a) Grant name and number
- b) Adjustment number
- c) Date (issue date of the GAN)

- d) Period of Performance Extension Date
- e) Memorandum of Understanding (MOU)

The subrecipient should request an extension in writing that explains the reasons the funds could not be expended within the established deadline. This documentation should be attached to the GAN in the subrecipient's grant file. Grant extensions are done on a case by case basis as approved and signed by the SAA or his designee.

Services and Equipment: Received within Project Period

GOHSEP requires subrecipients to order and receive eligible and allowable services and equipment during the established project period of each grant. The SAA or his designee may grant exceptions to this requirement as needed with extenuating circumstances as allowed within Federal guidelines.

Reporting

EMPG Reporting

The SAA and subrecipients are required to report quarterly on progress towards completing activities and projects approved in their EMPG Program Work Plans, how expenditures support maintenance and sustainment of current Goal core capabilities, and progress made towards implementing the NPS. This includes reporting on the following information:

- A roster of EMPG Program funded personnel at both the State and local levels, along with the training completed together with the Personnel Data Table Template and
- Percent completion of the Training and Exercise Plan (TEP) outlined in the EMPG Program Work Plan together with the Training and Exercise Data Tables Template.

SAA Reporting

Federal Financial Report (FFR)

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically through Payment and Reporting System (PARS). An FFR report must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. The final FFR is due 90 days after the end date of the performance period. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

DPS Finance is responsible for completing the SF-425 on behalf of the SAA.

Program Performance Reporting Requirements

Quarterly Performance Progress Reports (SF-PPR). EMPG Program Quarterly Performance Progress Reports must be submitted to the Regional Program Manager located at the FEMA regional office on a quarterly basis through the ND Grants system. The Quarterly Performance Progress Reports must be based on the approved EMPG Program Work Plan and are due no later than 30 days after the end of the quarter (i.e., on January 30, April 30, July 30 and October 30). The Quarterly Performance Progress Report must be completed using the cover page of the SF-PPR (OMB Control Number: 0970-0334), available at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

The following reporting periods and due dates apply:

<u>Reporting Period</u>	<u>Report Due Date</u>
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

The DPS staff assigned by the SAA or his designee is responsible for completing the SF-425 on behalf of the SAA.

Biannual Strategy Implementation Reports (BSIR)

In addition to the Quarterly Performance Progress Reports the SAA is responsible for completing and submitting BSIR reports. The BSIR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30 (the summer BSIR); and January 30 for the reporting period of July 1 through December 31. Updated obligations and expenditure information must be provided within the BSIR to show progress made toward meeting strategic goals and objectives as well as how expenditures support Planning, Organization, Equipment, Training and Exercises (POETE). Accordingly, expenditures should support gaps identified in the State's THIRA and SPRs.

Subrecipient Reporting

All subrecipients must comply with all SAA Reporting Requirements including, but not limited to, EMPG Quarterly Reports due to the SAA no later than 15 days past the last day of the quarter, i.e., Jan. – Mar., due April 15th, Apr. – Jun., due Jul. 15th, Jul. – Sep., due Oct. 15th, Oct. – Dec., due Jan. 15th. SAA will send notices to subrecipients and provide reporting formats in advance.

Allowable Matching/Cost Sharing

State Cost Share/Match Requirement

After the ending of each quarter, DPS finance generates an ISIS expenditure report from GOHSEP's nonfederal funding sources and sends to the SAA. The SAA reviews the expenditure reports and removes any ineligible expenditure from the report. The SAA sends DPS Finance the eligible expenses and DPS Finance includes the cost share amount in the SF425 Quarterly Financial Status Report.

The SAA provides 100% of the cost share expenses for the EMPG award.

Local Cost Share/Match Requirement

When applicable, the subrecipient submits the required cost share supporting documents with each reimbursement request and/or prior to the close of the grant. The HS grant specialist reviews the expenditure reports for eligibility and files the cost share documents in the subrecipient file and logs the information into the grant management database.

Monitoring

Monitoring Overview

The purpose of grant monitoring is to determine if the program is being administered properly and records maintained in accordance with applicable regulations. It is also used to render technical assistance as necessary.

Subrecipients are selected for an on-site monitoring visit from GOHSEP Sub Recipient Monitoring (SRM) Section each fiscal year by using a risk based assessment and final determination made by the GOHSEP Director or his designee.

The SRM Section in cooperation with the GOHSEP Regional Coordinators as well as HS grant specialist work together to ensure that we, the SAA and our subrecipients meet compliance requirements as stipulated by federal and state requirements.

Desk Monitoring

A desk review is a monitoring activity normally implemented for all subrecipients regardless of their risk category (high/moderate/low). Desk reviews are composed of two processes; the review of quarterly reports for accuracy and completeness, and the review of single audit reports for subrecipients subject to the 2 CFR 215.51 and 2 CFR 200.328. Desk Monitoring is of the single audit report of each individual subrecipient is conducted by the SRM Section.

The single audit is a requirement for subrecipients expending more than \$750,000 per year in federal funds. The pass-through agency is required to issue a decision on

remediation plans for each finding that impact the GOHSEP federal programs. Subrecipients who are not subject to the single audit need to be recorded as “Not Subject to Single Audit Requirements.” All subrecipients will undergo a review to see if a desk review is required within every fiscal year.

The EMPG quarterly report review is performed by the HS grant specialist to review the current status on all projects for each subrecipient. Analysis is performed to compare expenditures and progress. In addition, a “Comments” section completed by the subrecipient should be reported every quarter with details on the overall status of each state goal, EMF or other grant specific guidelines and any anticipated events that may impact the specific grant program.

Homeland Security Grants Staff Monitoring Visits

Purpose of HS Grant Staff Monitoring Visit

As the Grantee of Louisiana’s Homeland Security Grants, GOHSEP is responsible for managing the day-to-day operations of Grantee and Subrecipient supported activities. HS grant staff must monitor subrecipient activities to assure compliance with applicable Federal and State requirements and those performance goals are being achieved. Monitoring must cover each program, function or activity. See Grant Monitoring Report Form.

Role of HS Grant Specialist

The HS grant specialist will be responsible for reviewing and documenting the subrecipients ability to implement the project according to their project application, program requirements, and to administer the grant funds including their local share according to Federal and State requirements. This is accomplished through the review of quarterly progress reports, on-site review of the project and fiscal records to ensure the scope of work as outlined in the project application is being fulfilled and funds are expended and properly accounted for. The sole purpose of the HS grant staff site visit is to ensure that the subrecipient files are properly maintained and records are kept in an orderly manner. The HS grant specialist will review all open grant files at the time of the site visit.

HS grant specialist will perform on-site monitoring of 33% of all subrecipients through on-site visits.

Priority in selecting subrecipients to visit on-site:

- a) 33% selected from each region
- b) New grant staff
- c) Subrecipients with ongoing grant issues

On-Site Grant Monitoring Report Form

Using the HS Grant Monitoring Report Form to record information, the field representative should be familiarized with the subrecipient grant file and/or grants data base which contains the following information:

- Copy of the original approved application and accompanying documentation submitted by the subrecipient
- Copy of the award document and special conditions signed by the subrecipient
- Copy of the Grant Specialist's Memorandum for the grant award
- Documentation on grant monitoring activities and reports
- Up-to-date Quarterly Financial Reports
- Up-to date copies of purchase orders & Invoices
- Copies of official Grant Adjustment Notices (GANs) and/or extensions
- Copies of requested changes & approval

Deobligation of Funds

All unspent funding must be deobligated at the end of the subrecipient project period. Subrecipient's project period end date typically pre-dates the Federal project period end date. The subrecipient expiration dates allow the HS grant staff some flexibility to authorize grant extension as approved by the SAA.

Deobligation Procedure

The HS grant specialist prepares a GAN for deobligation of unspent funds.

The GAN will include the following information:

- Subrecipient name
- Grant name and number
- Adjustment number
- Date (date of the GAN)
- Previous grant amount
- Deobligation amount
- Memorandum of Understanding (MOU)
- Name of the GOHSEP Authorized Official

The HS grants specialist routes the GAN to the SAA or his designee for signature. The GAN is then sent to the subrecipient to obtain their signature via email. A copy of the GANs is placed in the appropriate grant files.

Holds Placed on Grant Funding

Grant funds can be placed on hold for all preparedness grants. If subrecipients are not in compliance with grant requirements, then their funds will be placed on hold. This is done by an email from the Deputy Director of Grants and Administration detailing the reason that the agency's funding has been placed on hold. The HS Grant Specialist will place holds on all grant funds until requirements are met. Reasons these funds can be placed on hold include but are not limited to:

- PEMAC meetings
- WEB EOC Reporting Requirements
- Annual Reporting Requirements
- Quarterly Reporting
- NIMS Reporting
- Risk Assessment

Grant Closeout Requirements

Notification of Closeout to Subrecipient

A letter and/or email notifying the subrecipient of the official date of the Homeland Security Grant Closeout period is sent after the SAA submits its final SF-425 to the Department of Homeland Security.

Post-Grant Closeout Requirements

The closeout of a grant does not affect the right to disallow costs and recover funds on the basis of a later audit or other review, nor the grantee's obligation to return any funds due as a result of later refunds, corrections or other transactions.

Property/Equipment Inventory Reports, if applicable to the grant, require annual inventory verification, from the time of acquisition until all property/equipment purchased with federal grant funds has been disposed. Property and equipment records must be retained for three (3) years from the date of final disposition/closeout.

SAA Closeout Process

Within 90 days after the expiration or termination of the grant, the grantee must submit all financial, performance, and other reports required as a condition of the grant.

Within 90 days after the end of the period of performance grantees must submit the following:

- 1) Final request for payment, if applicable;

- 2) SF-425 –Final Federal Financial Report – The form is available at http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf;
- 3) SF-PPR – Final Performance Progress Report – The form is available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-ppr.pdf;
- 4) A qualitative narrative summary on the impact of those accomplishments throughout the entire period of performance submitted to the respective Regional Program Manager in a Word document;
- 5) SF-428-b – Tangible Personal Property Report – Inventory of all tangible personal property acquired using funds from this award. The form is available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428-b.pdf;
- 6) When applicable, SF-429 – Real Property Status Report – Inventory of all construction projects using funds from this award. The form is available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf.
- 7) Other documents required by program guidance or terms and conditions of the award.

In order to close an award, GOHSEP must be current on, and have submitted, all required reports per the terms and conditions of the grant award. Once the grant has officially been closed, GOHSEP will receive a notification which will provide information regarding the amount of any deobligated funds, equipment disposition, and record retention requirements for closed awards.

If FEMA has made reasonable attempts through multiple contacts to close out awards within the required 180 days, FEMA may waive the requirement for a particular report and administratively close the award. If this action is taken, consideration for subsequent awards to the grantee may be impacted or restricted.

GOHSEP is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

Procurement

Under federal guidelines found in 2 CFR, 200 and 44 CFR 13.36 (as applicable), procurement is the process of acquiring (buying, purchasing, renting/leasing or otherwise obtaining) goods and services. This process must be competitive and well documented. Government purchasing agents must have a working knowledge of the Purchasing Rules and Regulations, and all applicable executive orders, statues and any local procedures governing procurement.

Records Retention

Records documenting grants administered by the HS grant staff are to be retained. Grant documentation includes but is not limited to grant applications, copies of financial reports, progress reports, expenditure reports, invoices, contracts, related correspondence and memoranda (which may include emails).

The SAA and its subrecipients are required to retain grant records and documentation for three (3) years after the final reports are submitted or three years from the last federal audit, whichever is later. The federal awarding agency, and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of grantees and subrecipients which are pertinent to the grant, in order to make audits, examinations, excerpts and transcripts.

SAA Records Retention Files

Homeland security grant files are kept in the GOHSEP office until final grant closeout. Files are then placed in storage upon approval of State Archives for an additional 3 calendar years from the final closeout date.

Subrecipient Records Retention Files

Homeland security grant files are to be kept available to any GOHSEP grant official or Federal or State auditor for 3 calendar years from the final closeout date.

Attachments GOHSEP Grant Forms
Attachment 1 – Grant Award Sheet

 GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS STATE OF LOUISIANA 	
GRANT AWARD SHEET	
SAMPLE FORM	1. SUBRECIPIENT NAME AND ADDRESS (INCLUDING ZIP CODE)
	3. GRANT AWARD NUMBER
2. GRANT TITLE	4. CFDA NUMBER
	5. ACTION
	6. AWARD DATE
	7. GOHSEP GRANT SPECIALIST
SECTION I. GRANT AWARD AMOUNT	
8. GRANT AWARD AMOUNT	
SECTION II. GRANT PERFORMANCE PERIOD	
9. GRANT PERFORMANCE PERIOD	
BEGIN DATE	END DATE
10/1/2015	5/31/2017
SECTION III. GRANT AWARD SPECIAL CONDITIONS	
10. SPECIAL CONDITIONS	
<p>The above named grant and related award package is conditionally awarded to your agency subject to your agency's acceptance of the following: 1) special conditions as set forth by GOHSEP, 2) federal grant agreement articles and 3) compliance with the federal Notice of Funding Opportunity Announcement (NFOA) issued for this award. See attached grant agreement articles and NFOA for specific details.</p> <p>Please make sure you read and understand the special conditions, grant agreement articles and NFOA as they outline the terms and conditions of your grant award. A copy of these documents should be maintained for your official file.</p> <p>This grant award is 100% federally funded, therefore, your agency, as the subrecipient is not required to provide either in-kind match or cash match.</p> <p>Before you request and receive any of the federal grant funds awarded to your agency, you must establish acceptance of the grant by satisfying the following:</p> <ol style="list-style-type: none"> 1) please sign and date both the Grant Award Sheet (page 1) and attached grant Agreement Articles (page 6), 2) complete the Designation of Subrecipient Point of Contact/FFATA reporting requirement form, 3) return all completed documents to your designated GOHSEP Homeland Security Grant Specialist, and SEE ADDITIONAL SPECIAL CONDITIONS CONTINUED ON PAGE 2. 	
SECTION IV. SAA AUTHORIZATION	
11. TYPED NAME OF SAA OR AUTHORIZED REPRESENTATIVE	12. SIGNATURE OF SAA OR AUTHORIZED REPRESENTATIVE / DATE
James B. Waskom Director	 6/13/2016
SECTION V. SUBRECIPIENT ACCEPTANCE	
<p><i>By my signature below, I attest that I am the duly authorized representative to sign on behalf of the subrecipient participating in this grant and, on behalf of the subrecipient, accept and will comply with the special conditions, grant agreement articles and grant guidance, which are required for participation in this grant program.</i></p>	
13. PRINTED NAME/TITLE OF AUTHORIZED REPRESENTATIVE	14. SIGNATURE OF AUTHORIZED REPRESENTATIVE / DATE

Attachment 2 – Grant Adjustment Notice (GAN)

 GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS STATE OF LOUISIANA 		
GRANT ADJUSTMENT NOTICE (GAN)		
<div style="border: 1px solid gray; padding: 20px; font-size: 2em; font-weight: bold;">SAMPLE FORM</div>	3. GRANT AWARD NUMBER 4. GRANT ADJUSTMENT NUMBER 5. DATE	
	6. GOHSEP GRANT SPECIALIST 7. EXISTING AWARD AMOUNT	
SPECIFIC ADJUSTMENTS:		
SECTION I. DEOBLIGATION & REOBLIGATION		
8. EXISTING AWARD AMOUNT \$0.00	9. OBLIGATION OR DEOBLIGATION AMOUNT \$0.00	10. ADJUSTED AWARD AMOUNT \$0.00
SECTION II. OTHER CHANGES		
11. CHANGE GRANT PERFORMANCE PERIOD FROM <u> N/A </u> TO <u> N/A </u>		
SECTION III. MEMORANDUM OF UNDERSTANDING		
<p>All required documentation has been received and is complete. This grant adjustment notice is a release on all holds on your FY16 EMPG award.</p> <p>Please complete all project application forms, which are due by November 30, 2016, and submit them to your specialist to obtain preapproval of all projects prior to obligation and expenditure.</p> <p>Projects that require an Environmental and Historic Preservation (EHP) review will need to be completed prior to initiation of the project.</p>		
SAA AUTHORIZATION	SUB-RECIPIENT ACCEPTANCE	
12. TYPED NAME OF SAA OR AUTHORIZED REPRESENTATIVE Christina Dayries Deputy Director, Grants and Administration	14. TYPED NAME OF AUTHORIZED REPRESENTATIVE OR DESIGNEE	
13. SIGNATURE OF SAA OR AUTHORIZED REPRESENTATIVE / DATE	15. SIGNATURE OF AUTHORIZED REPRESENTATIVE OR DESIGNEE / DATE	

Attachment 3 – Project Application

	<p>GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS STATE OF LOUISIANA</p> <p>HOMELAND SECURITY GRANT PROJECT APPLICATION</p>					
SECTION I: GRANT INFORMATION						
Legal Entity Name						
Grant Name / Grant Year	Grant Award Number					
Date submitted to GOHSEP for review	Date Approved / Initials (For GOHSEP's use only)					
SECTION II: PROJECT INFORMATION						
Project Title						
Project Type						
Fusion Center	Capabilities Building					
Project Description						
<p>SAMPLE FORM</p>						
Investment Supported (SHSP and UASI Only)						
Mission Area						
Primary Core Capability						
State Goal (SHSP) / Urban Area Strategic Goal (UASI) / Emergency Management Function (EMPG) Initiative						
State Strategy Objectives / UASI Objectives / EMF That This Project Supports (Select up to 2)						
SECTION III: TOTAL BUDGET AMOUNT REQUESTED (Automatically calculates from the budget sheets)						
Equipment	Exercise	M & A	Organization	Planning	Training	TOTAL BUDGET
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SECTION IV: APPROVAL OF PROJECT / DESIGNATED POINT OF CONTACT						
<p><i>By my signature below, I certify that all funds budgeted for this project towards Law Enforcement Terrorism Prevention Activities have been coordinated with the Law Enforcement stakeholders, including the Sheriff of this Parish. (Applicable for SHSP/UASI Grant Awards)</i></p> <p>Designated POC: _____</p>						
Print Name		Title		Signature		

Attachment 4 – Project Application Detail

 <p>GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS STATE OF LOUISIANA</p> <p>HOMELAND SECURITY GRANT PROJECT DETAIL</p> 		
SECTION I: PROJECT DETAIL		
Project Title		
Project Location - Zip code of the primary location of the project.		
Start Date *	End Date *	
Deployable - An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.		
Shareable - An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).		
Project Status * - Choose which best describes the projects overall current status in order to track project progression.		
Project Management Step * - Select the most applicable step to the current Project Lifecycle phase of the project.		
Does this project require new construction, renovation, retrofitting or modifications of existing structure?		
SECTION II: PREVIOUSLY AWARDED INVESTMENT - SHSP and UASI Only		
Does this project support a Previously Awarded Investment? - If yes, provide the prior year, investment name and last complete milestone below.		
Prior Year	Investment Name	Last Completed Milestone
SECTION III: MILESTONES		
Milestones * - Provide a high level narrative description of activities to occur within each milestone. Must have at least one milestone but not more than 5.		Milestone Complete *
		<input type="checkbox"/>
SAMPLE FORM		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
SECTION IV: NIMS TYPING - SHSP and UASI Only		
Click here for Resource Type Library Tool		
Does this project support a NIMS typed resource?		
Enter the name of the typed resources from the Resource Type Library Tool		
Enter the ID of the typed resources from the Resource Type Library Tool - Enter the ID in the following format: xx-xx-xxxx.		
<i>Please note: Items with an * indicate information which will need to be updated every six months.</i>		

Attachment 5 – Point of Contact/FFATA Form

 GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS STATE OF LOUISIANA 			
DESIGNATION OF SUBRECIPIENT POINT OF CONTACT			
<p>The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) requires each subrecipient to designate an individual to be the Point of Contact to administer the grant award listed below. As the Administrator of this grant award, the Point of Contact is the only person permitted to submit and/or make adjustments to project applications, reimbursement requests, and quarterly reports on behalf of the subrecipient. If a change to the designated Point of Contact is required during the performance period of this grant award, a new Point of Contact form must be completed and submitted to GOHSEP.</p>			
PARISH		GRANT TITLE	
AWARD AMT		GRANT NUMBER	
POINT OF CONTACT INFORMATION			
Name (First and Last)			
Title		SAMPLE FORM	
POC Agency Name			
Address		City	State
			Zip Code
Phone Number		Email Address	
SUBRECIPIENT INFORMATION			
Legal Entity Agency Name <i>(The Legal Entity may be different from the subrecipient POC's agency name, if the POC's agency name is a department/division within the Legal Entity)</i>			
Tax ID Number		DUNS Number	
SUBRECIPIENT FFATA REQUIREMENTS (Please check ONLY one)			
<input type="checkbox"/>	This Agency is Exempt from the reporting requirements as defined under the Federal Funding Accountability and Transparency Act of 2006 (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (Public Law 110-252).		
<input type="checkbox"/>	This Agency is NOT Exempt from the reporting requirements as defined under the Federal Funding Accountability and Transparency Act of 2006 (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (Public Law 110-252). <i>If not exempt, you are subject to completing the following FFATA Reporting Requirements below.</i>		
If the FFATA conditions apply, please list the names (first and last) and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year.			
<input type="checkbox"/>	This Agency does not meet the conditions to report the 5 most highly compensated officers.		
Name (First & Last)		Title	Total Compensation
SIGNATURE OF AUTHORIZED REPRESENTATIVE			
By my signature below, I attest that I am the duly authorized representative to sign on behalf of the subrecipient participating in this grant and I have designated the individual named above to be the Point of Contact for this grant award.			
Printed Name of Authorized Representative (First and Last)		Title	
Signature of Authorized Representative		Date	

Attachment 6 – Project Allocation Worksheet

 GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS STATE OF LOUISIANA 							
PROJECT ALLOCATION WORKSHEET							
SECTION I: GRANT INFORMATION							
Legal Entity Name				Date Sent to GOHSEP		Revision No.	
						Initial	
Grant Name / Grant Year		Grant Number		Project Period		Grant Award Amount	
SHSP_2014		EMW-2014-SS-00045-S01				\$0.00	
Required 25% Allocation Law Enforcement Terrorism Prevention Activities (LETPA)						\$0.00	
SECTION II. PEMAC APPROVED PROJECTS							
1.	Type Project Title Here						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00					\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00					\$0.00	\$0.00
Total By Solution Area	\$0.00					\$0.00	\$0.00
						<i>Difference in Project Allocation vs. Total for All Solution Areas</i>	\$0.00
2.	Type Project Title Here						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total By Solution Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						<i>Difference in Project Allocation vs. Total for All Solution Areas</i>	\$0.00
3.	Type Project Title Here						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total By Solution Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						<i>Difference in Project Allocation vs. Total for All Solution Areas</i>	\$0.00
4.	Type Project Title Here						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total By Solution Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						<i>Difference in Project Allocation vs. Total for All Solution Areas</i>	\$0.00
5.	Type Project Title Here						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total By Solution Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						<i>Difference in Project Allocation vs. Total for All Solution Areas</i>	\$0.00

6.	Type Project Title Here						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total By Solution Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Difference in Project Allocation vs. Total for All Solution Areas</i>							\$0.00
7.	Type Project Title Here						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total By Solution Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Difference in Project Allocation vs. Total for All Solution Areas</i>							\$0.00
8.	Type Project Title Here						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total By Solution Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Difference in Project Allocation vs. Total for All Solution Areas</i>							\$0.00
9.	Type Project Title Here						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total By Solution Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Difference in Project Allocation vs. Total for All Solution Areas</i>							\$0.00
10.	Type Project Title Here						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total By Solution Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Difference in Project Allocation vs. Total for All Solution Areas</i>							\$0.00
TOTAL	ALL PROJECTS						\$0.00
Details	M&A	Equipment	Organization	Exercise	Planning	Training	TOTAL
LETPA Amt Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Disciplines (excluding LETPA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total By Solution Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Difference in Total Grant Amount vs. Total for All Project Allocations</i>							\$0.00
<i>Difference in Required LETPA vs. LETPA Allocation</i>							\$0.00

SAMPLE FORM

SECTION III: APPROVAL OF PROJECTS

By my signature below, I certify that all funds budgeted for this project have been reviewed and approved by the PEMAC.

<i>Designated POC:</i>		
	Print Name	Signature

By my signature below, I certify that all funds budgeted for this project have been reviewed and approved by the PEMAC.

<i>Sheriff</i>		
	Print Name	Signature

Note: Adjustments made to project allocations must be re-approved by the Designated Point of Contact and the Sheriff of the Parish.

Attachment 7 – Reimbursement Request Form

	GRANT REIMBURSEMENT REQUEST FORM					
	GRANT YEAR <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input type="checkbox"/> 2017					
DATE: _____	<input type="checkbox"/> EMPG <input type="checkbox"/> SHSP <input type="checkbox"/> UASI Region 1 <input type="checkbox"/> NSGP <input type="checkbox"/> OPSG <input type="checkbox"/> WIPP					
SUBRECIPIENT (AGENCY NAME): _____						
POINT OF CONTACT FOR SUBRECIPIENT (FIRST & LAST NAME)						
FN: _____		LN: _____				
ADDRESS: _____			GRANT AWARD # _____			
CITY/ ST/ ZIP: _____						
PHONE: _____						
PARISH: _____			FED TAX ID # _____ - _____		GOHSEP Use Only	
<input type="checkbox"/> Requesting Advanced Payment						
PROJECT APPLICATION # _____						
	Vendor Name	Invoice #	Solution Area	Discipline	Amount Requested for Reimbursement	GOHSEP Authorized Reimbursement
1						
2	SAMPLE FORM					
3						
4						
5						
6						
7						
8						
9						
10						
TOTAL					\$0.00	
This is to certify that all funds allocated to this jurisdiction were expended in accordance and in compliance with the federal Department of Homeland Security directives and were used solely to purchase those items or equipment authorized and specified by this grant. Deviations and/or substitutions from this listing were approved in advance and are supported by appropriate documentation from GOHSEP.						
Point of Contact Printed Name: _____			Signature: _____		Date: _____	
FOR GOHSEP OFFICE USE ONLY						
Award Information		Letter Log #	Cost Center	Reporting Category	Object Code	Amount
Original Grant Amount						
Amount Remaining (Prior to this Request)						
This reimbursement request documentation meets all required federal and state grant requirements.						\$ _____
Reviewed and approved by Grant Specialist: _____				Date: _____		
Approved by Supervisor: _____				Date: _____		
Date Submitted to Finance: _____		Approved by Finance: _____		Date: _____		
COMMENTS: _____						

Attachment 8 – Grant Monitoring Report Form

 GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS GRANT MONITORING REPORT FORM					
SECTION I. MONITORING AND GRANT INFORMATION					
SUBRECIPIENT NAME AND ADDRESS (INCLUDING ZIP CODE) GRANT TITLE		GRANT NUMBER			
		CFDA NUMBER			
		GRANT AWARD AMOUNT			
		FEDERAL FUNDING PERCENT			
DATE OF AWARD	GRANT BEGIN DATE	GRANT END DATE			
SECTION II. GOHSEP STAFF CONDUCTING MONITORING VISIT					
NAME	TITLE	SECTION			
NAME	TITLE	SECTION			
SECTION III. SUBRECIPIENT STAFF INTERVIEWED					
NAME	TITLE	DEPARTMENT			
NAME	TITLE	DEPARTMENT			
SECTION IV. FINANCIAL MANAGEMENT REVIEW					
A. SUBGRANTEE FILE REVIEW					
Does the Subgrantee maintain a grant fiscal file that includes the following:			Yes	No	N/A
a.	Approved and Signed Grant Award Sheet (including Special Conditions pages 2 & 3)				
b.	Signed Federal Terms and Conditions				
c.	Signed POC/FFATA Form				
d.	Signed Grant Adjustment Notice(s)				
e.	Signed Project Allocation Worksheet				
f.	Approved Project Application(s)				
g.	Signed De-Obligation Grant Adjustment Notice				
Comments					
B. Quarterly Reports					
Does Subgrantee have quarterly reports on file?			Yes	No	N/A
a.	January, February, March				
b.	April, May, June				
c.	July, August, September				
c.	October, November, December				
Comments					
C. GRANT BUDGET CATEGORIES					
Personnel			Yes	No	N/A
a.	Are personnel funded under this grant?				
b.	Is there a written job description on file?				
c.	Is there any other source of funding for this employee? (note below)				
d.	Are time sheet records maintained?				
Comments					

Contractual Services:				Yes	No	N/A
a.	Are Contractual Services funded under this grant?					
b.	Is there an executed contract on file					
c.	Is the bid solicitation/tabulation on file?					
d.	If individual consultants have been employed, is there a resume on file?					
Comments						
Vehicle				Yes	No	N/A
a.	Has a vehicle(s) been purchased with this grant?					
b.	What is the purpose of this vehicle? (note below)					
c.	Are mileage logs properly maintained?					
	Month:	Number of Miles shown on Mileage log:				
	Month:	Number of Miles shown on Mileage log:				
Comments						
SAMPLE FORM						
Equipment				Yes	No	N/A
a.	Has approved equipment been purchased?					
b.	Is equipment being used appropriately?					
c.	Is a current property control record on file?					
d.	Is there physical inventory control procedures?					
e.	Perform an equipment sample by viewing a piece of equipment >\$5,000.					
	Equipment Viewed:					
Comments						
Travel				Yes	No	N/A
a.	Is Travel Documented by date, distance, locations, purpose and rates?					
b.	Is mileage reimbursement paid at the State rate or less?					
Comments						
Other				Yes	No	N/A
a.	Indirect Cost: Is an approved indirect cost plan on file?					
b.	Have the grant projects generated income?					
	If yes, what has the subgrantee done with the funding? (Note below)					
Comments						
SECTION V. PAYMENT REVIEW						
Procurement Item						
Item(s) Description:						
Vendor Name:						
Check Number:		Check Amount:		Check Date:		
Invoice Number(s):		Invoice Amount:				
				Yes	No	N/A
Does Invoice Amount agree with Check Amount:						
Was there an authorization for Payment of Invoice?						
Comments						

SECTION VI. PROGRAMMATIC MANAGEMENT REVIEW			
Project Execution	Yes	No	N/A
a. Are procedures in place to monitor timelines, activities, goals etc.?			
b. Are there major accomplishments that have been met regarding the grants?			
c. Are the projects experiencing delays in the receipt or expenditure of grant funds?			
d. Are funds being used according to the Grant Agreement and Project Application(s)?			
e. Does the grantee have any specific technical assistance needs? If so, what are they?			
f. Is the sub-grantee aware that changes to budget categories and/or AEL must be approved by GOHSEP before expense occurs?			
g. How has the equipment enhanced preparedness and response capabilities?			
h. Is the grantee finished spending the awarded funds?			
h. If not, expected completion date?			
Comments			
<div style="border: 1px solid gray; padding: 20px; width: fit-content; margin: 0 auto;"> <h1 style="margin: 0;">SAMPLE FORM</h1> </div>			
SECTION VII. ADDITIONAL MONITORING COMMENTS			
Comments			
VIII. MONITORING REPORT PREPARED BY			
GOHSEP SIGNATURE	DATE	SUBGRANTEE SIGNATURE	DATE

A copy of this report will be
 1) given to the Subgrantee to place in its grant file,
 2) Placed in Subgrantee's File at GOHSEP and
 3) sent to GOHSEP's Subrecipient Monitoring Section.

Attachment 9 – Training Request Form

	<p>GOVERNOR'S OFFICE OF HOMELAND STATE OF LOUISIANA</p>	
<p>HOMELAND SECURITY TRAINING APPLICATION Training Request Form</p>		
<p>SECTION I: GRANT INFORMATION</p>		
Grant Name / Grant Year	Project Title	
SHSP_2016		
<p>SECTION II: TRAINING INFORMATION</p>		
1. Sponsoring Agency:		
2. Course Title:	SAMPLE FORM	
3. Type of Training:		
4. State Goal Supported:		
5. Investment Justification Supported:		
6. Mission Area:		
8. Core Capability:		
7. Level of Training:		
8. Intended Audience <i>Select all that apply</i>	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Government Administrative
	<input type="checkbox"/> Emergency Medical Services	<input type="checkbox"/> Public Safety Communications
	<input type="checkbox"/> Emergency Management Agency	<input type="checkbox"/> Health Care
	<input type="checkbox"/> Fire Service	<input type="checkbox"/> Public Health
	<input type="checkbox"/> Hazardous Material	<input type="checkbox"/> Other
	<input type="checkbox"/> Public Works	
9. Number of Attendees:		
10. Course Costs:		
11. Date(s) of Course:		
<p>SECTION III: REQUIREMENTS FOR HSGP TRAINING NOT PROVIDED BY FEMA</p>		
<p>Training not provided by FEMA must:</p> <ol style="list-style-type: none"> 1) Fall within the FEMA mission scope to prepare State, local, tribal and territorial personnel to prevent, protect against, respond to, and recover from acts of terrorism and catastrophic events 2) Build additional capabilities that: (a) support a specific training need identified by the State, territory, and Urban Area, and (b) comport with the State, territory, or Urban Area Homeland Security Strategy 3) Address specific tasks and/or competencies articulated in FEMA's Emergency Responder Guidelines and the Homeland Security Guidelines for Prevention and Deterrence 4) Address specific core capabilities articulated in the National Preparedness Goal 5) Support the specific program training activities identified in the individual HSGP grant programs (SHSP, UASI, and OPSG) for which the funding will be used 6) Comply with FEMA GPD Information Bulletin #373 Ensuring Training on Counter Terrorism and Countering Violent Extremism is consistent with United States Government (USG) and DHS Policy. 		



**GOVERNOR'S OFFICE OF HOMELAND
STATE OF LOUISIANA**



**HOMELAND SECURITY TRAINING APPLICATION
Training Request Form
Continued**

SECTION IV: DESCRIPTION OF COURSE

9. Description of Course:
*Please attach information
pertaining to the course
such as a course
announcement or syllabus.*

SAMPLE FORM