



GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND EMERGENCY PREPAREDNESS

STATE OF LOUISIANA

Homeland Security Grant Bulletin



Bulletin No. 4

MEMORANDUM

TO: All Subrecipients

FROM: Christina Dayries,
Deputy Director, Grants and Administration

DATE: February 14, 2017

RE: GRANT AWARD NO. EMW-2015-EP-00009-S01, CFDA NO. 97.042 (EMPG)
EMT-2016-EP-00003-S01, CFDA NO. 97.042 (EMPG)
EMW-2015-SS-00043-S01, CFDA NO. 97.067 (SHSP/OPSG)
EMW-2016-SS-00018-S01, CFDA NO. 97.067 (SHSP/OPSG)

In an effort to provide guidance to subrecipients potentially entering into an Intergovernmental Agreement with other eligible entities, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is updating state issued Special Conditions outlined for the Emergency Management Performance Grant (EMPG), the State Homeland Security Program (SHSP) and Operation Stonegarden Grant Program (OPSG).

SPECIAL CONDITION:

The following requirement is added as a special condition, effective immediately:

*If a subrecipient enters into an Intergovernmental Agreement with other eligible entities for procurement of eligible grant item(s), the subrecipient **MUST** provide **ALL** of the following documents in order for the items to be eligible for reimbursement or advance payment from GOHSEP:*

- *Reimbursement request form;*
- *Copy of the intergovernmental agreement between the subrecipient and the other entity;*
- *Copy of the invoice from the other entity to the subrecipient requesting reimbursement for procured item(s);*
- *Copy of the other entity's invoice from the vendor; and*
- *Copy of proof of payment unless requesting advance payment.*

To clarify: GOHSEP will only issue a reimbursement or advance payment to the subrecipient to whom the grant was awarded to upon receipt of an invoice from the subrecipient on the other entity's invoice letterhead. GOHSEP will NOT reimburse the subrecipient based on invoices from a vendor to the other eligible entity without all requested documentation. Additionally, if a subrecipient enters into an Intergovernmental Agreement, the subrecipient must require that all Federal terms and conditions and state issued special conditions are included in the Intergovernmental Agreement.

Please place this Memorandum in your respective grant files for both EMPG (FY 2015 and FY 2016) and SHSP (FY 2015 and FY 2016) and OPSG (FY 2015 and FY 2016).

If you have any questions, please contact me directly at (225) 358-5599 or Christina.Dayries@la.gov.