

## Homeland Security Grant Program (HSGP)

### Informational Bulletin

**The purpose of the communication is to provide information, clarifications, updates, and guidance for efficient HSGP grant management. If you have questions that you would like answered within this communication method, please contact Annette Mansheim, grant manager, at [Annette.mansheim@iowa.gov](mailto:Annette.mansheim@iowa.gov) or 515-725-3291.**

These bulletins will be posted on the Iowa [Homeland Security and Emergency Management](#) (HSEMD) website. Select Grants from the left menu then Homeland Security (HSGP).

Items below are not prioritized. Please **READ THE UPDATE REGARDING FOOD/BEVERAGES** on page 2.

1. **HSGP – 2013:** HSEMD released the funding opportunity announcement on March 14, 2013. Information is available on the HSEMD website. If you want to be considered for funding, you must submit a pre-application in IowaGrants.gov under this funding opportunity.
2. **Reallocation Funding Opportunity:** A funding opportunity now exists in IowaGrants.gov titled “Homeland Security Grant Program – Reallocations.” Information can be found in the description of the Funding Opportunity. In IowaGrants.gov, from the main menu, click “Funding Opportunity” then the title.

Applicants selected for funding will be notified. Those not selected for funding will remain in the queue for future consideration when additional funds become available. Applicants are not notified if they have not been selected.

3. **HSGP 2011 Performance Period:** Sub-grant performance periods were unilaterally extended from the original June 30, 2013 end date to Sept. 30, 2013. A notice was distributed by Lynda Wessel on Dec. 15, 2011. An amendment to this affect has been uploaded to all sub-grants in the “Scanned HSGP Amendments to Grant Agreement” form in IowaGrants.gov.

The state’s performance period ends Aug. 21, 2014. The reason that sub-grant performance periods were abbreviated was to accommodate the reallocation of unspent funds. HSEMD will work to expend 100 percent of the total award by the end of August 2014.

4. **Food/Beverage Expenditures for ALL open grants:** FEMA continues to scrutinize and request reimbursement for certain types of food expenses during monitoring site visits. From this date forward, **HSEMD will not approve the use of HSGP funds (this includes CCP and MMRS) for breakfast or break food even if this had been prior approved in your scope of work and budget.** The state is not in a position to reimburse FEMA for these expenses.

If there is an event such as a meeting, workshop, training, exercise or conference, associated with the implementation of a federal preparedness grant, the following must occur for reimbursement to be approved:

- a. Food and/or beverage is provided for a grant-related activity, where leaving the training/exercise site, meeting or conference location would delay or prevent entity from achieving goals and objectives for the event as outlined in the agenda.
- b. Participation by all attendees for a session during which a meal is provided is mandatory. Participants may not leave during this time period.
- c. An agenda is established prior to the event that includes a timeline for activities (include meal break) and discussion.
- d. For meetings, minutes must be kept to document attendance, start time, end time, and meeting outcomes.
- e. Meeting minutes must be signed by the group's chair.
- f. Event must commence at least two hours prior to, and continue at least two hours after the break for which food and/or beverage is provided.
- g. Total costs of meals must be reasonable and may not exceed the state's per diem. The current per diem rate is \$8.00 per person for lunch and \$10.00 per person for dinner.
- h. A sign-up sheet listing the name of each person who is provided a food and/or beverage with their signature is kept.
- i. Unallowable costs include, but are not limited to, costs directly related to entertainment or to the purchase of alcohol.
- j. **Exception to Policy:** If there is an extenuating circumstance that would prevent a sub-grantee from adhering to this policy or where the per diem rates must be exceeded, the sub-grantee must request in writing to the HSEMD grant program officer, an exception prior to the provision of food and/or beverage.
- k. **Required Documentation for HSGP:** It is the sub-grantees responsibility to submit the following required documentation to receive reimbursement for food and/or beverages provided during an eligible event:
  1. Invoice
  2. Payment verification
  3. Event agenda with timeline
  4. Signed meeting minutes, if applicable
  5. Sign-up sheet with name and signature of persons receiving meal
  6. Copy of approved Exception to Policy memo, if applicable.

5. **Equipment Inventory Lists:** Equipment accountability and readiness are increasingly important as funds to purchase and sustain equipment decrease. Grantee and sub-grantee responsibilities for equipment include, or other grant-funded property, are:
- a. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property - the funding source, title holder and hand receipt holder if the title holder does not physically retain the property, the acquisition date of the property, the dollar cost, the percentage of the cost paid by the federal government, the physical location of the property, and its use or purpose. If property is disposed of, disposition information as to the date and sale or trade-in price is also required.
  - b. A physical inventory is required at least every two years.
  - c. A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft. Any loss, damage or theft must be investigated and the results documented.
  - d. Adequate maintenance procedures must be developed to ensure the equipment or property in good, working condition.
  - e. Details concerning use, sharing, management and disposal of equipment are found in 44 Code of Federal Regulations, Part 13, Section 32 (44 CFR 13.32).
6. **Purchased with Homeland Security Funds Stickers:** During a site visit last year by HSEMD's federal HSGP program officer, we were informed that the lack of equipment stickers is frequently noted during monitoring and audits. This applies to all grant years.

A reference to this directive can be found in the Department of Homeland Security's Grant Year 2010 HSHP Guidance, Administrative Requirements, 5.10 Equipment Marking which states: "Awardees may consider marking equipment in the following manner, 'Purchased with funds provided by the U.S. Department of Homeland Security,' in order to facilitate their own audit processes, as well as Federal audits and monitoring visits, which may result from receiving Federal funding. Equipment maintenance requirements are outlined in 44 CFR Part 13.32."

HSEMD will be ordering and distributing stickers as needed to local sub-grantees. If you do not currently have local procedures for identifying equipment as described above, please contact Doug Rossell by April 1 at [douglas.rossell@iowa.gov](mailto:douglas.rossell@iowa.gov) to let him know the quantity of stickers needed. It is recommended that you develop local procedures to implement this guideline.