

HOMELAND SECURITY POLICY & PROCEDURES MANUAL



PROGRAMMATIC

**SOUTH CAROLINA LAW ENFORCEMENT DIVISION
OFFICE OF STATE HOMELAND SECURITY GRANTS
ADMINISTRATION**

OCTOBER 2006

**South Carolina State Law Enforcement Division
Office of State Homeland Security Grants Administration
Procedures Manual**

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1. Purpose

The purpose of the Homeland Security Grant Programs within the S. C. Law Enforcement Division is to award, administer, and monitor federal grant programs for which the South Carolina Governor's Office has designated the S. C. Law Enforcement Division to be the administering agency. These grant programs include the Homeland Security Grant Program, The Buffer Zone Protection Program, and the Emergency Management Performance Grant Program.

2. Legislation, Regulation and Guidelines

2.1. Authority

The United States Department of Homeland Security is the federal agency charged with oversight and administration of these grant programs. Copies of all applicable federal legislation and regulations are maintained in Homeland Security Grants Administration files. The authority for the Homeland Security Grant program, the Buffer Zone Protection Program and the Emergency Management Performance Grant stem from Homeland Security Act of 2002, Public Law 107-296.

2.2. Office of Grant Operations (OGO) Guidelines

The OGO guidelines were provided in January 2006 and are used for the administration of Federal award programs administered by the Office of Grants and Training (G&T) in conjunction with the provisions of the Office of Management and Budget (OMB) circulars and government-wide common rules applicable to grants and cooperative agreements, program guidelines, application kits, special conditions, terms and conditions, G&T information bulletins, and DHS policy, regulations and statutes.

Note: Department of Justice guidelines were used prior to January 2006.

2.3. Administrative Guidelines

2.3.1. OMB Circular A-102

Grants and Cooperative Agreements with State and Local Governments. This Circular establishes consistency and uniformity among Federal agencies in the management of grants and cooperative agreements with *State, local, and Federally recognized Indian tribal governments.*

2.3.2. OMB Circular A-110

Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations. This Circular establishes administrative requirements for

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Federal grants and agreements awarded to *commercial organizations, institutions of higher education, hospitals, and other non-profit organizations.*

2.4. Cost Guidelines

2.4.1. OMB Circular A-21

Cost Principles for Educational Institutions. This Circular establishes principles for determining costs applicable to grants, contracts, and other agreements with *educational institutions.*

2.4.2. OMB Circular A-87

Cost Principles for State, Local and Indian Tribal Governments. This Circular establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with *State, local and Federally recognized Indian tribal governments.*

2.4.3. OMB Circular A-122

Cost Principles for Non-Profit Organizations. This Circular establishes principles for determining costs of grants, contracts and other agreements with *non-profit organizations.* It does not apply to colleges and universities, which are covered by Office of Management and Budget (OMB) Circular A-21, "Cost Principles for Educational Institutions"; State, local, and Federally recognized Indian tribal governments, which are covered by OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments"; or hospitals.

2.4.4. Code of Federal Regulations, Title 48 Federal Acquisition Regulations Systems, Chapter 1, Part 31

Contract Cost Principles and Procedures. This part is to be used by commercial organizations and contains cost principles and procedures for cost analysis and the determination, negotiation and allowance of costs.

2.5. Audit Guidelines (OMB Circular A-133):

Audits of States, Local Governments, and Non-Profit Organizations. This Circular provides requirements regarding audits of *State, local and tribal governments and non-profit organizations* (the Single Audit Act), in addition to the circulars for cost principles. This Circular requires that non-Federal entities that expend \$500,000 (effective January 1, 2004) or more of total Federal funds in their fiscal year shall have a single or program-specific audit conducted for that year. Guidance on determining Federal awards expended is provided in **Section 205** of this Circular.

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Unless prohibited by law, the costs of audits made in accordance with the provisions of this requirement are allowable charges to Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars, the Federal Acquisition Regulation (FAR) (48CFR parts 30 and 31), or other applicable cost principles or regulations.

For those organizations not subject to the A-133 requirements, records must still be available and complete for review or audit by appropriate officials or representatives of the Federal agency, pass-through entity, and Government Accountability Office (GAO). These organizations shall have financial and compliance audits conducted by qualified individuals who are organizationally, personally, and externally independent from those who authorize the expenditure of Federal funds to ensure that there is no conflict of interest or appearance of conflict of interest.

The cost of auditing a non-Federal entity that has Federal awards expended of less than \$500,000 per year and is thereby exempted under the A-133 requirement may not charge such costs to their Federal award(s).

2.6. Order of Precedence

In determining the relevant standards for the conduct of grant operations, grantees should consider the following, in precedential order:

- Public Laws
- Regulations
- Executive Orders
- OMB Circulars
- Departmental Policy
- Award Terms and Conditions

3. Federal Application Procedures

3.1. The Homeland Security Grant Program (HSGP) Application

The Homeland Security grant program (HSGP) application is submitted annually for Federal Funding: SAA submits an application in order to be considered for any federal assistance award. In accord with the Office of Grants and Training guidance (For FY06) the SAA must submit the following: SF-424 Grant Application with Certifications (through GMS); Non-Supplanting Certification; Assurances; Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement; DUNS Number; Program and Capability Enhancement Plan; Investment Justification; Grantees must also submit the following to receive funding: NIMS Certification Form, Other documents as required.

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3.2. The Buffer Zone Protection (BZPP) Grant Application

The Buffer Zone Protection (BZPP) grant application is submitted annually for Federal Funding: SAA submits an application in order to be considered for any federal assistance award. In accord with the Office of Grants and Training guidance (For FY06), the SAA must submit the following: SF-424 Grant Application with Certifications (through GMS); Non-Supplanting Certification; Assurances; Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement; DUNS Number; Program and Capability Enhancement Plan; Investment Justification; Grantees must also submit the following to receive funding: NIMS Certification Form, Other documents as required.

3.3. The Emergency Management Performance Grant (EMPG) Application

The Emergency Management Performance grant (EMPG) application is submitted annually for federal funding: SAA submits an application in order to be considered for any federal assistance award. In accord with the Office of Grants and Training guidance (For FY06), the SAA must submit the following: SF-424 Grant Application with Certifications (through GMS); Non-Supplanting Certification; Assurances; Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement; DUNS Number; Program and Capability Enhancement Plan; Investment Justification; Grantees must also submit the following to receive funding: NIMS Certification Form, Other documents as required.

3.4. Federal Awards

Upon approval of the application, the grant will be awarded to the SAA. This date will be known as the “award date.” The signed award document with special conditions must be returned to OGO. The State’s obligation period must be met within 60 days of the award date. An obligation is defined as a definite commitment which creates a legal liability for the payment of funds for goods and services ordered or received. Four requirements must be met to obligate grant funds: 1) There must be some action to establish a firm commitment on the part of the awarding entity. 2) The condition must be unconditional on the part of the awarding entity. 3) There must be documentary evidence of the commitment. 4) The award terms must be communicated to the official grantee.

Additional requirements include:

- Within 60 days of the grant award, the SAA will submit a prioritization of investments based upon the final grant award amounts and a certification that funds have been passed through to local units of government (to include the identification of subgrantees and sub-award amounts.)
- The federal grant period for each program is currently 24 months, beginning on the day of the grant award.
- Extension requests may be submitted to DHS for the Homeland Security grant program in the last quarter of the grant period, accompanied by an explanation

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of why it is necessary. If approved, DHS will mail a Grant Adjustment Notice with the new grant period.

- Special conditions are attached to the annual federal awards from DHS for each grant program. The conditions may vary according to the grant program, and may also change from year to year. Some of these conditions are for informational purposes only. Others require specific actions or responses, such as submitting proof that the administering agency is compliant with federal EEO regulations.

3.5. Reports Due to DHS

The following reports are due to DHS for HSGP, BZPP and EMPG:

3.5.1. Financial Status Report (FSR) (Required quarterly)

Obligations and expenditures must be reported to G&T on a quarterly basis through the FSR, which is due within 45 days of the end of each calendar quarter (e.g., for the quarter ending March 31, FSR is due on May 14). Please note that this is a change from previous fiscal years. A report must be submitted for every quarter the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs. A copy of this form will be included in the initial award package. Also, FSRs may be filed on-line through the internet at <http://grants.ojp.usdoj.gov>. Future awards and fund drawdowns will be withheld if these reports are delinquent.

3.5.2. Biannual Strategy Implementation Reports (BSIR) and Categorical Assistance Progress Report (CAPR).

Following award of grant, the State and subgrantees will be responsible for providing updated obligation and expenditure information on a regular basis. States will provide consolidated information to G&T in their BSIR. The BSIR submission will satisfy the narrative requirement in Box 12 of the biannual Categorical Assistance Progress Report (CAPR – OJP Form 4587/1). States will still be required to submit the CAPR form with a line in box 12 which reads: See BSIR. The BSIR and the CAPR are due within 30 days after the end of the reporting period (July 31 with a reporting period of January 1 through June 30, and on January 31 with a reporting period of July 1 through December 31). Updated obligation and expenditure information must be provided with the BSIR to show progress made toward meeting strategic goals and objectives. G&T will provide a web-enabled application for the BSIR submission to grantees and a copy of the CAPR (OJP Form 4587/1) in the initial award package. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final BSIR is due 90 days after the end date of the award period.

3.5.3. Exercise Reporting

Exercise Evaluation and Improvement Exercises implemented with grant funds should be threat- and performance-based and should evaluate

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performance of critical tasks required to respond to the exercise scenario. Guidance on conducting exercise evaluations and implementing improvement is defined in the HSEEP Volume: Exercise Evaluation and Improvement located at <http://hseep.dhs.gov>. Exercises must be included in the Multiyear Exercise Plan calendar, and added to the National Exercise Schedule through the G&T Secure Portal. The SAA must report on scheduled exercises and ensure that an AAR and Improvement Plan (IP) are prepared for each exercise conducted with G&T support (grant funds or direct support) and submitted to G&T within 60 days following completion of the exercise. The AAR documents the performance of exercise related tasks and makes recommendations for improvements. The IP outlines the actions that the exercising jurisdiction plans to take to address recommendations contained in the AAR. Generally, the IP, with at least initial action steps, should be included in the final AAR. G&T is establishing a national database to facilitate the scheduling of exercises, the submission of the AAR/IPs and the tracking of IP implementation. Guidance on development of AARs and IPs is provided in the HSEEP manuals.

3.5.4. Audit Reports

Financial and Compliance Audit Report Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the Government Accountability Office Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at <http://www.whitehouse.gov/omb/circulars/index.html>. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2006 HSGP assistance for audit and examination purposes, provided that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to, and the right to, examine all records, books, papers or documents related to the grant. The SAA requires all subgrantees to comply with the audit requirements set forth in OMB Circular A-133. The SAA is responsible for ensuring that sub-recipient audit reports are received, and for resolving any audit findings.

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4. Subgrantee Application Process

4.1. Subgrant Application Process-HS Grant Program

- The specific requirements for eligibility are unique to the Homeland Security Grant Program. South Carolina's homeland security grant funds are awarded to state and local units of government and to special purpose districts. To ensure that eligibility criteria for this program are met, all subgrantee government agencies must sign the grant award and application identifying them as a unit of government or special purpose district. The Homeland Security Grant Administration Staff is responsible for determining recipient eligibility for this program.
- Application Guidelines and Procedures are based on applicable Federal Homeland Security Grant Program guidance and procedures.
- Subgrantee Application Due Dates for Homeland Security are determined by the Homeland Security staff each year depending upon the award date from DHS.
- Receive Applications: Subgrantees complete and submit all required application forms and supporting documents.
- Beginning with FY 2006, Homeland Security applicants are required to submit applications through an online submission process. The applications are created and submitted through the Homeland Security Grants Electronic Grants Management System (EGMS). After a potential applicant submits their online application via the EGMS, one paper copy of the grant certification form, signed by the Official Authorized to Sign and the Project Director, must be submitted to the Office of Homeland Security Grants Administration and posted to the appropriate grant file.

4.2. Subgrant Application Process-EMPG.

The SC Emergency Management Division (EMD) is required to submit a budget and budget narrative addressing EMPG related costs and expenses. This budget narrative should: (1) explain how the costs were estimated, (2) justify the need for the costs, and (3) outline how the match requirement of the grant program will be met. For clarification purposes, the narrative should include tables describing cost and expense elements (e.g. equipment list with unit costs/quantity). The SAA is required to obligate 100% of the total grant program amount to the SC EMD.

4.3. Subgrant Application Process-Buffer Zone Protection Program.

- The SAA is required to pass through funds to the responsible jurisdiction and all funds must be used to directly support the implementation of BZPPs at the DHS identified critical infrastructure / key resources (CI/KR) sites and comply with DHS approved procurement processes.
- Each identified (CI/KR) site within the state must receive BZPP funding. The state will work with the jurisdiction responsible for the identified CI/KR site to ensure that a baseline of protective measures is implemented at every identified site.

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- The SAA can prioritize the distribution of BZPP funds, as appropriate, to ensure successful implementation of BZPPs at identified BZPP CI/KR sites deemed to be most vulnerable or most critical within the state. The prioritization of identified sites and allocation of funds under the BZPP will be consistent with DHS and state homeland security and protection priorities, strategies, and available resources.
- Application Due Dates for Homeland Security and BZPP are determined by the Homeland Security staff each year depending upon the award date from DHS.

5. CTCC Grant Approval and SAA Award Process

5.1. CTCC Grant Approval

- After a preliminary review of the grant proposals, the SAA staff drafts summaries and recommendations for the State Counter Terrorism Coordinating Council (CTCC). Note: The multi-disciplinary State Level Counterterrorism Council was established to provide advisory support to the State Homeland Security Director and SAA regarding the statewide assessment, planning and policy development process across all Homeland Security Programs.
- The Homeland Security Director schedules a meeting of the CTCC to review the grant proposals.
- The Homeland Security Director and SAA staff briefs the CTCC on the summaries and recommendations for the Homeland Security Grant Program. CTCC members will then vote to approve or disapprove the recommendations. This advisory vote is utilized to determine which grant proposals are funded.

5.2. Award Documents

- Award documents are routed through the Homeland Security Staff to the SLED Director for review and signature. The signed award packets consist of the cover letter and grant award to be signed by the SLED Director.
- Prepare award packets for mailing and file; hold to be mailed on award date.
- Original plus one copy to the subgrantee.

5.3. Governor's Letters

- Governor's Letters are routed to the Governor's Office. Upon receipt of the signed Governor's Letters from the Governor's Office:
- Prepare copies of the signed Governor's Letters for the grant files.
- Mail the original Governor's Letters and the Awards Packages on the award date.

6. The Review Process and Final Grant Approval

- ❖ Grant awardees prepare / provide detailed applications to the SAA, and the

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programmatic staff reviews the grant applications' budget pages to determine if any unallowable items were requested and to assess if all requested items are needed for the success of the program. Homeland Security staff and planners meet to staff the Homeland Security grants. Each application is discussed in detail, with any changes to the programmatic or budget pages being discussed at that time. All programmatic staff provide input regarding every application reviewed during the staffing.

- ❖ Accounting and programmatic staff review applications carefully for any miscalculations, addition errors (especially the bottom line total), ineligible items, etc. Additional reviews are conducted by executive staff.
- ❖ Based on the review, Specific Terms and Conditions may be added to the grant. After the Specific Terms and Conditions are signed off on by the subgrantee, the subgrantee Grant Award funds are available to reimburse allowed expenses.
- ❖ The Grant Terms and Conditions may not be altered in any way by a subgrantee or applicant for any reason.

7. Subgrant Periods

- ❖ Subgrant periods, for the Homeland Security, BZPP and EMPG are 12 months in duration. The terms grant year, calendar year, state fiscal year (SFY), and federal fiscal year (FFY) each refer to a different 12-month period. The grant year is determined by the different program requirements. The calendar year extends from January 1 to December 31, the state fiscal year extends from July 1 to June 30, and the federal fiscal year extends from October 1 to September 30.
- ❖ A subgrantee may request an extension to the grant period in order to spend any remaining funds. Such requests are approved at the discretion of the Homeland Security staff, subject to the expiration of the federal grant period.

8. Subgrant Monitoring

8.1. General monitoring guidance

Grant recipients will be monitored periodically by SAA staff to ensure that the program goals, objectives, timeliness, budgets, and other related program criteria are being met (see the SC FY04, 05 HS Grant Program Monitoring Kit).

Monitoring is accomplished through a combination of office-based and on-site monitoring visits. Desktop and site programmatic monitoring are performed when any unusual grant activity is noticed, or when requested. Monitoring involves the review and analysis of the financial, programmatic, and administrative issues relative to each program, and helps identify areas where technical assistance and other support may be needed. The SAA is responsible for monitoring subgrantee activities to provide reasonable assurance that the sub-recipient administers Federal awards in compliance with Federal and State requirements.

Responsibilities include the accounting of receipts and expenditures, cash management, the maintaining of adequate financial records, and the refunding of

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expenditures disallowed by audits.

8.2. Progress report.

Progress reports are due from the subgrantees on a semi-annual basis (30 days after the applicable period) unless grant performance indicates a need for more frequent reporting. The final self-evaluation report that encompasses the entire grant period, is due 45 days after the end of the grant period.

8.3. Financial reports

Subgrantee financial reports are due to Homeland Security Grants Administration on a quarterly basis. These are due within 30 days after the end of each three-month period and consist of the current year's Request for Payment forms and any accompanying receipts/invoices/documentation. Subgrantees may request reimbursement on a monthly basis, if needed. A report must be submitted each quarter even if the subgrantee does not wish to request reimbursement at that time. A final financial report is due 45 days after the end of the grant period.

8.4. Grants workshop.

A Grants Management Workshop is held early in the grant period for the Homeland Security Grant programs. This workshop explains to new and returning subgrantees how and when to complete the required financial and programmatic paperwork and the expectations of Homeland Security staff, tips on how to effectively administer a subgrant, how to maintain files, and what to expect during monitoring visits. Technical assistance is always available to any subgrantee upon request.

9. Unspent Funds

Every effort is made to minimize the amount of money that is returned to DHS. The following are ways to minimize the amount of reverted funds:

- ❖ Encourage subgrantees to submit budget revision requests as soon as the need becomes apparent. This allows them more time to plan for the expenditure of any remaining funds.
- ❖ A very effective preventative measure to minimize reverted funds is for Homeland Security staff to actively recommend appropriate ways to expend remaining funds before the end of the grant period. Staff should check to see which subgrants have excessive amounts unspent several months prior to the end of the grant period and contact the Project Directors to discuss the likelihood of this money being spent. It may be that some or all of the funds have been spent but reimbursement has not yet been requested. If the funds haven't been spent and there are no concrete plans to do so, staff should work with the Project Director to develop ideas for appropriate expenditure. Other ideas for expenditure of remaining project grant funds may be gleaned from other subgrants that are similar in nature and program area.
- ❖ If funds still remain unspent near the end of the grant period, the subgrantee may

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request an extension of the grant period. Grant period extensions are only approved under extenuating circumstances. This request is made using the same form as for budget revision requests. Any unspent Homeland Security funds are returned to be awarded as reverted funds. However, any subgrant(s) funded using this money must be given a grant number by Homeland Security Grants Administration that reflects the federal fiscal year from which the funds originated.

- ❖ Some of the grants funded with reverted funds are selected from Homeland Security applications that would have been funded under the normal grant cycle, had funds been available at that time. These projects were determined to be worthy of funding by Homeland Security staff, but may have been seen as a lesser priority at the time of original review. Consideration is also given to subgrantees who notify the Homeland Security Program Coordinator of a project they deem to be worthy of consideration for funding that was not submitted during the normal grant cycle. The applications are ranked as to priority for funding. The SAA staff drafts summaries and recommendations based on these funding priorities for review by the state CTCC.
- ❖ The Homeland Security Director schedules all meetings of the CTCC.
- ❖ The Homeland Security Director and SAA staff briefs the CTCC on the summaries and recommendations for the Homeland Security Grant Program. State CTCC members will then vote to approve or disapprove the recommendations. This advisory vote is utilized to determine which applications are funded.
- ❖ The grant period of these projects depend on the length of time left in the federal grant period.

10. Grant File Maintenance

- ❖ Grant records are maintained in hard copy, on network computer files, and the SC Electronic Grant Management System (EGMS). The hardcopy files contain all documentation related to the grant, including the signed, original of the grant application and the Grant Award document.
- ❖ The Homeland Security computer files are stored on the G: (SLED network) drive in the folder Homeland Security. Within this folder are many subfolders including Grant Applications, Grant Documents, Procurement-Reimbursement, Special Conditions, and folders for each fiscal year, which are further divided into a subfolder for each grant number, which contains all correspondence, as well as monitoring reports.
- ❖ Paper files are kept on site for three years after the close of the grant, then boxed and sent to Archives for an additional five years. After a total of eight years, they are destroyed. Archives require the boxes to be labeled with specific information, and specific forms to accompany the boxes are also necessary.

11. Homeland Security Management and Administration

- ❖ The costs of administering the Homeland Security Grant Program is borne by

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- using portions of the federal allocations. Federal legislation and regulations limit the percentage of each allocation that may be used for Management and Administration (M&A). When one FFY of M&A (e.g., FFY2003) is expended, the next FFY of M&A (e.g. FFY2004) should have already been written and approved so that it can immediately be drawn down for use.
- ❖ The Homeland Security Senior Accountant along with the Program Manager sets aside the necessary M&A funds from the allocations and writes internal budgets. A separate account code is established for each of these, which must be used whenever incurring an expense.
 - ❖ The Homeland Security M&A is limited according to HS guidelines for the federal fiscal year allocation.

12. Homeland Security Grant Administration Staff Training

- ❖ Homeland Security Grants Administration staff professional development is very important to increasing job knowledge and developing and maintaining communication with equivalent staff in other states. Opportunities may include training offered by the Department of Homeland Security, and federal entities such as NCJA.
- ❖ All in-state trainings and overnight stays must be approved prior to the event. An Sled Training Registration Request Form and a Travel Accountability Request Form must be completed and signed. All out-of-state trainings must be pre-approved by the Homeland Security Grants Administrator and the SLED Director.

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APPENDIX A. Counterterrorism Coordinating Council

Accomplishing the Mission

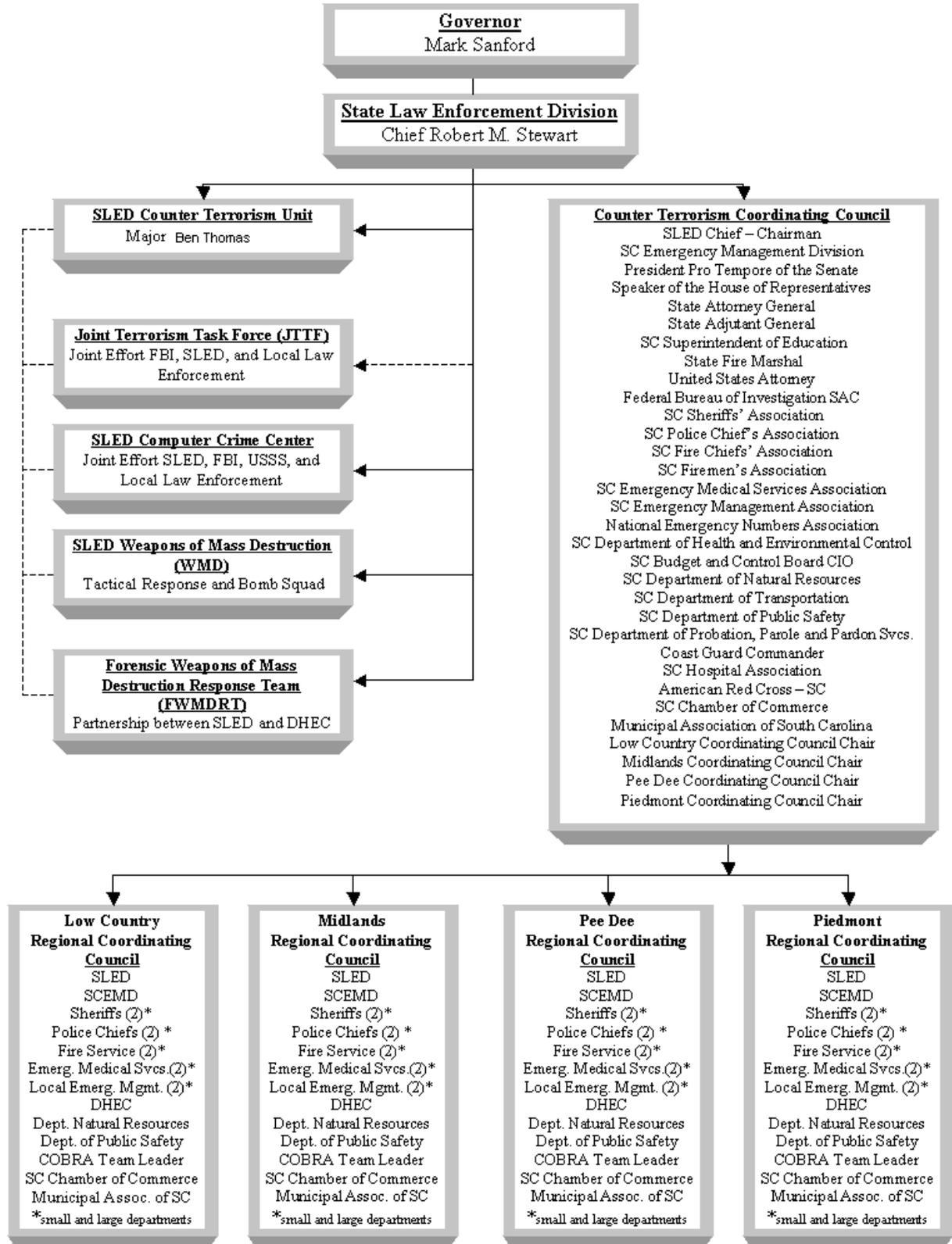
The State of South Carolina has established the Counter Terrorism Coordinating Council to support and advise the State Law Enforcement Division concerning its counter terrorism mission in an effort to facilitate and foster cooperation and coordination among various governmental and private entities and disciplines both statewide and regionally. This shall be accomplished through:

- ❖ planning,
- ❖ training/exercises,
- ❖ determining required resources including equipment and location,
- ❖ grant funding recommendations,
- ❖ information sharing,
- ❖ mutual aid agreements,
- ❖ establishing best practices, and,
- ❖ any other activities consistent with furthering the counter terrorism effort.

Counter Terrorism Coordinating Council Organization

See chart on next page

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12.

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APPENDIX B. Attachments / Forms

Attachment 1.....Automated Data Processing Equipment Approval Form

Attachment 2.....Contract for Professional Services

Attachment 3.....Grant Extension/Revision Form

Attachment 4.....Memorandum of Agreement Form

Attachment 5.....Monitor Report Form

Attachment 6.....Procurement Procedures

Attachment 7.....Progress Report Form and Instructions

Attachment 8.....Property Control Form and Instructions

Attachment 9.....Request for Payment Forms and Instructions

Attachment 10.....Sole Source Procurement Form