State Homeland Security Program

Inventory Compliance Training September 2019

Equipment

▶ Equipment is defined as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of $1,000 or more

▶ Entities may have a lower acquisition cost in their procurement policy. If so, they MUST use the most stringent policy

▶ Equipment must be available for use on other projects or incidents provided it will not interfere with the work on the project for which it was originally acquired

Equipment Tagging

✓ All equipment purchased with State Homeland Security Program funds **MUST** be tagged*

✓ All tags must state:

> Purchased with U.S. Department of Homeland Security Funds

*Tags are available upon request. Contact Maggie Glick at Maggie.Glick@dps.mo.gov

How Can I Use My Equipment?

Equipment Use

✓ Equipment must be used in the program or project it was acquired for as long as needed

✓ During the time that equipment is used on the project or program for which it was acquired, the non-Federal entity must make the equipment available for use on other projects or programs currently or previously supported by the Federal government, provided the use will not "interfere" with the work on the project or program for which it was originally acquired

Equipment Use - Cont.

✓ When no longer needed, the equipment may be used in other activities supported by the Federal awarding agency, in the following priority:

- Activities from the Federal awarding agency, which funded the original project

- Activities under Federal awards from other Federal awarding agencies

✓ When acquiring replacement equipment, the non-Federal entity may use the equipment to be replaced as a trade in or sell the property and use the proceeds to offset the cost of the replacement property
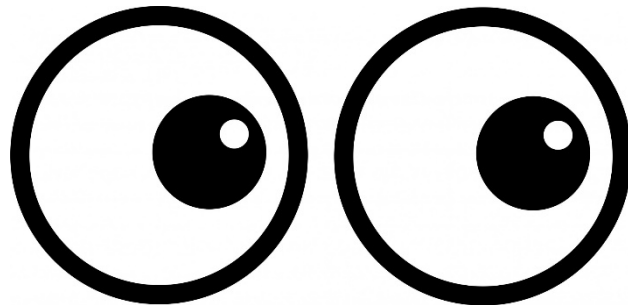
Inventory Management

Inventory Management

✓ Subrecipients **MUST:**

- Have an inventory management system and maintain effective control

- Have a control system in place to prevent loss, damage and theft

- Investigate all incidents

- Have adequate maintenance procedures to keep property in good condition

Inventory Management Cont.

✓ Equipment must be protected against loss, damage and theft

- Per 2 CFR 200.310: The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity

✓ Investigate all incidents of loss, damage, theft, and report to the OHS within 30 days of the incident

✓ Equipment must be maintained to keep it in mission capable (operational) condition

Inventory Management - Cont.

✓ Equipment property records **MUST** be one item per line and include the following:

- Region
- County
- Fiscal Year
- Grant Program
- Grant Award Number
- Description of Equipment
- EGMS/WebGrants Line Item Number
- Manufacturer
- Model
- Identification number
- Title holder
- Quantity
- Individual Item Cost

- % of Federal Participation in the Cost
- Date of Delivery
- Physical Location (**MUST** be the physical address)
- Use (Local, Regional, National, Statewide)
- Readiness Condition (Mission Capable/Not Mission Capable)
- Final Disposition
- Date of Final Disposition
- Final Disposition Sale Price
- Contact Name
- Contact Email
- Contact Phone Number

Inventory Form Examples

Correct:

Region	County	Fiscal Year	Grant Program	Grant Award Number	Description of Equipment	EGMS/WebGrants Line Item Number	Manufacturer	Model	Idenification Number	Title Holder	Quantity	Individual Item Cost	Total Cost	% of Federal Participation in the Cost	Date of Delivery	Physical Location	Use	Readiness Condition	Final Disposition	Date of Final Disposition	Final Disposition Sale Price	Contact Name	Contact Email	Contact Phone Number
C	Ste. Genevieve County	2018	SHSP	EMW-2018-SS-00044-04-07-001	Generator installed in portable trailer	10001	Honda	EU7000IS	86102-00473	Ste. Genevieve County Sheriff's Department	1	$11,306.60	$ 11,306.60	100.00%	5/25/2019	5 Basler Drive Ste. Genevieve, MO 63670	Regional	Mission Capable				Jason Schott	jschott@sgcso.com	(573) 883-5820

Inventory Form Examples – Cont.

Incorrect:

Region	County	Fiscal Year	Grant Program	Grant Award Number	Description of Equipment	EGMS/WebGrants Line Item Number	Manufacturer	Model	Idenification Number	Title Holder	Quantity	Individual Item Cost	Total Cost	% of Federal Participation in the Cost	Date of Delivery	Physical Location	Use	Readiness Condition	Final Disposition	Date of Final Disposition	Final Disposition Sale Price	Contact Name	Contact Email	Contact Phone Number
B	Marion County	2018	SHSP		MT94 ChemBio, Front Zip, Tan, WL Gore Chem pak, Ultra Barrier Fabrick Certified, Size Large and X-Large		Lion	MT94 ChemBio		Hannibal Fire Department	2	$ 4,230.00	$ 4,230.00	100.00%	8/5/2019	2333 Palmyra Road, Hannibal, MO 63401	National	Mission Capable						

Inventory Management - Cont.

- ✓ New inventory will be added to OHS inventory at the time claims are approved

- ✓ Physical Inventory **MUST** be taken and results reconciled once every two years

    Next inventory will be sent out in April 2020 and due to OHS October 1, 2020

Equipment Disposition

Equipment Disposition

✓ When original or replacement equipment acquired with Homeland Security (HS) funds is no longer needed for the original project or program, the equipment may be retained, sold, or disposed, if it is not needed in any other HS sponsored project or program

✓ Disposition requests should be submitted on a timely basis. Disposition requests should **not** be held and submitted for approval at the time of the bi-annual physical inventory

Equipment Disposition – Cont.

✓ Subrecipients must request approval from the OHS **prior** to disposing of equipment. Procedures in the OHS Administrative Guide for Homeland Security Grants must be followed to request equipment disposition approval. Email the Equipment Disposition Forms to Maggie Glick at Maggie.Glick@dps.mo.gov

✓ A copy of the approved Equipment Disposition Form must be maintained in the subrecipient grant file

✓ Equipment Disposition Form can be located on the DPS website https://dps.mo.gov/dir/programs/ohs/grantstraining/

- Equipment Disposition Form – Regionalization (Regions A-I)
- Equipment Disposition Form – Other (LETPA, NSGP)

Equipment Disposition – Cont.

✓ Equipment with a per item fair market value of **less than $5,000 m**ay be retained, sold, or disposed with no further obligation when approval is given by OHS

✓ Equipment with a per item fair market value of **$5,000 or more** may be retained or sold

Equipment Disposition – Cont.

✓ If sold, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal awarding agency's percentage of participation

Example: Region X wants to sell their 2009 F150, which was 75% funded with Homeland Security funds and 25% funded with local funds. The fair market value for their 2009 F150 was $6,000.00. The Federal awarding agency would be entitled to $4,500.00 of the proceeds and the local agency would be entitled to $1,500.00

# Deployable Assets

✓ Homeland security funding should support deployable assets that can be used locally, regionally, across the State of Missouri or the Nation through automatic assistance and mutual aid agreements

✓ All assets supported in part or entirely with homeland security grant funding, **MUST** be readily deployable and NIMS kind and typed when possible. While it may not be physically deployable, GIS and interoperable communications systems are considered deployable assets

Resource Typing

✓ Resource Typing: Assigning a standardized typing designation to each resource ensures responders get the right personnel and equipment. To meet the Tier I criteria for national resource typing definitions, the resource must already exist as a defined, deployable interstate response resource

✓ Kind: Describes what the resource is (e.g., Medic, Firefighter, helicopter, bulldozer)

✓ Type: Describes the size, capability, and staffing qualifications of a specific kind of resource
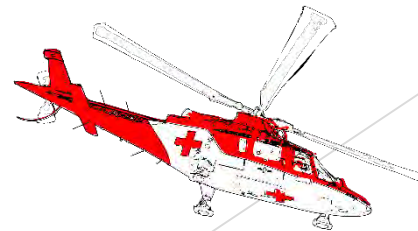
Type I Resources

✓ Tier I represents resources that are included in the national resource typing definitions, the resource must:

- Already exist as a defined, deployable interstate response resource

- Be exchanged and deployed with usage governed through interstate mutual aid agreements

- Be of sufficient capability to warrant being allocated and/or physically deployed nationally

- Have performance capability levels that can be defined as to category, kind and type

Tier I Resources – Cont.

- Be identified, inventoried, and tracked to determine availability status for response operations by the jurisdiction having authority

- Allow for command and control utilization under NIMS ICS

- Be sufficiently interoperable or compatible to allow for deployment through a defined system for resource ordering as authorized under interstate mutual aid and assistance agreements

Contact Information

Joni McCarter

(573) 526-9020

Joni.mccarter@dps.mo.gov

Program Manager

Michelle Branson

(573) 526-9014

Michelle.branson@dps.mo.gov

Grant Specialist

Maggie Glick

(573) 522-6125

Maggie.Glick@dps.mo.gov

Administrative Assistant

Questions?