



SAA MONITORING CHECKLIST



SUPPLANTING VERIFICATION	REFERENCE
<p>Did your jurisdiction use grant money to pay for items that had previously been appropriated for in your local budget?</p>	<p>Office of Grants Management Financial Guide and Uniform Grant Management Standards (UGMS) 2004</p>
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FINANCIAL MANAGEMENT	REFERENCE
<p>What is your jurisdiction's procurement policy?</p>	<p>Office of Grants Management Financial Guide, Uniform Grant Management Standards (UGMS) 2004, Local Government Code Chapters 252 (municipalities) and 262 (counties)</p>
<p>[]</p>	<p>Note: Copies of your procurement policy will be requested and reviewed to ensure compliance with State standards</p>
<p>Did your jurisdiction analyze the approved purchasing methods to determine the best option for purchase?</p>	<p>Office of Grants Management Financial Guide, Uniform Grant Management Standards (UGMS) 2004, and Federal grant guidelines.</p>
<p>[]</p>	<p>Note: Prime Vendor, HGAC or Local Purchase</p>

<p>If sole source or competitive bidding options were used, does your jurisdiction have proper documentation of the sole source or competitive bidding process?</p>	<p>Office of Grants Management Financial Guide, Local Government Code, TXDPS/SAA Information Bulletin No. 11 Sole Source Procurement Requirement Guidelines, and TXDPS/SAA Sole Source Checklist</p>
<p>[]</p>	<p>Note: Please provide documentation regarding sole source or competitive bidding processes.</p>
<p>Does your jurisdiction have debarment verification of the vendor?</p>	<p>Excluded Parties List System (www.EPLS.gov); 31 U.S.C. 6101, 48 CFR 9.404 and Uniform Grant Management Standards (UGMS) 2004.</p>
<p>[]</p>	<p>Note: “for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.”</p>
<p>What process does your jurisdiction follow in submitting requests for reimbursement?</p>	<p>Uniform Grant Management Standards (UGMS) 2004 and SPARS Procedures</p>
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<p>Have you submitted economic hardship letters for purchases and received cash advances from the SAA? If so, were funds spent in the time period specified by the SAA?</p>	<p>GAO Cash Management Improvement Act, and TXDPS/SAA Information Bulletin No. 9 Homeland Security Grant Program Cash Advance Requirement Guideline</p>
<p>[[</p>	<p>Note: Please provide documentation that funds were spent within the 15-day time limit specified by the SAA or that the funds are currently held in an interest-bearing account.</p>
<p>Are progress reports submitted through the Texas DPA/SPARS website?</p>	<p>Office of Grants Management Financial Guide, Uniform Grant Management Standards (UGMS) 2004, Federal grant guidance, Texas Homeland Security Strategic Plan 2005-2010 and SPARS Procedures</p>
<p>[[</p>	<p>Note: "performance reports will not be required more frequently than quarterly," UGMS 2004</p>
<p>Does your jurisdiction currently have uncommitted funds? If so, Does your jurisdiction currently have a spending plan and/or timetable outlining the expenditure of these Homeland Security Grant Funds?</p>	
<p>[</p>	<p>Note: Please provide documentation describing your jurisdiction's expenditure plan.</p>

EQUIPMENT MANAGEMENT	REFERENCE
Has all grant-funded equipment been opened, inspected and readied for immediate deployment?	Texas Domestic Preparedness Assessment Handbook of Instructions
Has all grant-funded equipment been integrated into a localized inventory system?	Uniform Grant Management Standards (UGMS) 2004 Section 32 (d) pg 78. TXDPS/SAA Information Bulletin No. 2 Tagging of Grant Funded Equipment
	State required inventory must contain the following information for each item: asset tag number, description of the property, serial number, the acquisition date, the unit cost, the percent of federal participation, grant year and type, the location of the property, property purpose, the condition of the property, the title holder, and any ultimate disposition data.
Has all equipment been tagged for identification and inventory control?	Sub-recipient agreements, Uniform Grant Management Standards (UGMS) 2004 and TXDPS/SAA Information Bulletin No. 2 Tagging of Grant Funded Equipment State Property Accounting (SPA) Manual, January 2006, Chapter 2, Pg 2.13
	An asset tag must include: name of the jurisdiction, identification number. Example "Your City – No. 00025" When practical should be marked "Purchased with Funds provided by the U.S. Department of Homeland Security"

Has appropriate training for grant-purchased items been conducted?	Texas Domestic Preparedness Assessment Handbook of Instructions
	Note: Copies of training documentation will be requested
Does your jurisdiction loan equipment to outside agencies? If so, how does your jurisdiction monitor this equipment?	Uniform Grant Management Standards (UGMS) 2004
	Note: Loan-out documentation will be requested by the SAA.
Is the SAA or COG notified of equipment exchanges, refunds, theft and loss?	Uniform Grant Management Standards (UGMS) 2004 and SAA guidance
	Note: To mitigate potential issues that may not be known at the local/regional level. If equipment is lost or stolen a jurisdiction investigation is required and documentation submitted to the SAA.
Does your jurisdiction have any grant-funded vehicles? If So, how does your jurisdiction monitor the use of these vehicles?	Uniform Grant Management Standards (UGMS) 2004, TXDPS/SAA Information Bulletin No. 1 Use of Grant Funded Vehicles and Federal grant guidelines
	Note: Vehicle logs are required; must detail mileage, operator and purpose/event for which it was deployed. Sample logs are available from the SAA.

<p>What is your jurisdiction's current level of radio interoperability?</p>	<p>Texas Homeland Security Strategic Plan 2005-2010, Texas Radio Interoperability Communications Plan, Texas Interoperability Channel Plan (TICP) and TXDPS/SAA Information Bulletin No. 5: Interoperability Communication</p>
<p> </p>	<p>Note: An operational test will be conducted. Please have appropriate personnel available to demonstrate your jurisdiction's capabilities and to answer communication-specific questions.</p>
<p>How has the grant-funded equipment enhanced your jurisdiction's preparedness?</p>	<p>Texas Homeland Security Strategic Plan 2005-2010</p>
<p> </p>	<p>Note: Identify success stories and supply the SAA documentation of an actual incident, if available.</p>
<p>NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)</p>	<p>REFERENCE</p>
<p>What is the status of your jurisdiction's implementation of NIMS?</p>	<p>Homeland Security Presidential Directive (HSPD) 5, Homeland Security Act of 2002 and Federal grant guidelines</p>
<p> </p>	<p>Note: Jurisdiction should be using NIMS Compliance Metrics for Local and Tribal in addition to their own processes.</p>

<p>What process is used to monitor your jurisdiction's personnel to ensure they have completed the appropriate level of NIMS training?</p>	<p>Homeland Security Presidential Directive (HSPD) 5, Homeland Security Act of 2002 and Federal grant guidelines</p>
<p>[</p>	<p>Note: Supply the SAA with certification documents and Compliance Metric.</p>
<p>TEXAS REGIONAL RESPONSE NETWORK (TRRN)</p>	<p>REFERENCE</p>
<p>Are all grant-funded assets over \$5,000 listed on the TRRN website?</p>	<p>Sub-recipient agreement and Texas Homeland Security Strategic Plan 2005-2010</p>
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<p>Describe the process your jurisdiction uses to ensure that applicable equipment is listed on the TRRN website.</p>	<p>Sub-recipient agreement and Texas Homeland Security Strategic Plan 2005-2010</p>
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