



Michael Watson

SECRETARY OF STATE

BCF CARES General Terms and Conditions of Award

In accordance with the laws of the State of Mississippi, the Secretary of State of the State of Mississippi ("MSOS") hereby agrees to provide support in an amount not to exceed \$ **35,613.12** to **Madison County** ("Grantee"), for support of expenditures related to the COVID-19 pandemic during the November 3, 2020 election as appropriated by the U.S. Treasury to the State of Mississippi as Coronavirus Relief Funds and re-appropriated by the State of Mississippi to MSOS in HB1789 during the 2020 Regular Session. This is a one-time grant award, funding the period between July 1, 2020 and December 1, 2020.

It is understood that support for this grant is provided on the basis of request for payment of allocated funds by MSOS and is subject to the following policies and terms and conditions:

1. Grantee, under this program, will spend funds solely for the purpose set forth in HB 1789. This grant cannot be used to match another federal grant. None of this award is to support any research or development activities by the grantee. None of this award is to support indirect costs incurred by the grantee.
2. MSOS shall be obligated to make payment only to the extent that the grantee has reasonably incurred, or expects to incur, expenses that could not have been discharged otherwise.
3. Grantee must submit a final reporting of incurred expenditures, and request reimbursement, no later than November 15, 2020. Final report template will be provided by MSOS under separate cover. If Grantee cannot comply with the November 15, 2020 deadline, please report to MSOS the conditions affecting the timely reporting. The reporting may be made no later than December 1, 2020 in accordance with HB 1789.
4. Grantee's financial accounting shall be subject to an audit by MSOS or the appropriate agencies of the federal government or state, or its assignees, and must comply with [2 CFR 200.302](#) Financial Management and [2 CFR 200.327](#) Financial Monitoring and Reporting. Grantee will keep on file, available for inspection, all related expenditure records for a period of five years after the final payment is made. Grantee is responsible for the identification and safekeeping of financial records that support the incurred expenditures. The record keeping system that the grantee maintains for these purposes is in accordance with State of Mississippi laws and procedures for expending and accounting for the state's own funds.
5. All of the funds for this grant come from HB1789 which is derived from Coronavirus Relief Funds distributed to the State of Mississippi. MSOS is required to provide the following information on the grant: CFDA# 21.019, Grant Award Number: HB 1789, total award amount: \$1,000,000 award date: 07/01/2020, grant description: To hire additional poll managers for each precinct for election day and for other election-related

expenses in accordance with the federal CARES Act and its implementing guidelines, period of support: 7/1/2020 – 12/01/2020.

6. Grantee must maintain on file the place(s) where work is being performed under this award (i.e., street address, city, state and zip code).
7. Grantee must establish and maintain effective internal controls over the Federal award that provides reasonable assurance that funds are being managed in compliance with 2 CFR 200.303 Internal Controls.
8. Grantee certifies the payroll expenses paid on October 20, 2020 are in compliance with the guidelines, guidance, rules, regulations and/or other criteria, as may be amended from time to time, of the US Department of the Treasury regarding the use of monies from the Coronavirus Relief Fund established by the CARES Act.
9. It is understood that funds, materials, property, or services provided directly or indirectly under this agreement shall not be used for any partisan political activity or promotion; activities of a primarily sectarian or religious nature; furthering the election or defeat of any candidate for public office; or to lobby members of the U.S. Congress or federal agencies.
10. Grantee will provide their entity's DUNS number to MSOS on the *Request for Payment* for the purposes of checking federal debarment prior to the release of any funds. If the entity doesn't already have a DUNS number, one can be obtained by calling 1-866-705-5711 or via <http://fedgov.dnb.com/webform>.
11. Grantee will register in SAM.gov, if they have not already done so, via <https://sam.gov>.

Additionally, as a condition of receipt of Federal financial assistance, you acknowledge and agree to execute your related activities and require any contractors, successors, transferees, and assignees to comply with the applicable provisions of national laws and policies, including but not limited to:

1. **Title VI of the Civil Rights Act of 1964**, as amended, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protections to persons with limited English proficiency (42 USC 2000d et seq.)
2. As clarified by **Executive Order 13166**, Improving Access to Services for Persons with Limited English proficiency, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs as allowed by law. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

3. **Section 504 of the Rehabilitation Act of 1973**, as amended, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794).
 - a. Access should be integrated into all facets and activities of an organization, from day to day operations to long range goals and objectives. Access accommodations and services should be given a high priority and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities.
4. **The Age Discrimination Act of 1975**, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.)
5. **The Americans with Disabilities Act of 1990**, as amended, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).
6. **The Drug Free Workplace Act** requires you to publish a statement about your drug free workplace program. You must give a copy of this statement to each employee (including consultants and temporary personnel) who will be involved in award-support activities at any site where these activities will be carried out.
7. **Lobbying.** You may not conduct political lobbying, as defined by 18 USC 1913, 2 CFR 200.450 and 31 USC 1352, within your Federally supported project. In addition, you may not use Federal funds for lobbying specifically to obtain awards.