

Mississippi Department of Finance and Administration

Instructions for Requesting Funds from Senate Bill 2002

Introduction

With the passage of Senate Bill 2002 of the 2018 First Extraordinary Session, the Mississippi Department of Finance and Administration (DFA) became the agency responsible for distribution of the funds outlined in Section 13 of the bill. When state funds are distributed to entities outside of state government, it is DFA's practice to implement measures to ensure the funds are distributed efficiently and spent for the intended purpose. For the distribution of funds related to Senate Bill 2002, DFA has established the following procedure.

Funding Request Instructions:

Step #1

Access the home page of DFA's website at www.dfa.ms.gov

Step #2

On the home page of DFA's website, locate and click on the link titled "Mississippi Senate Bill 2002 Info". (The link is located towards the bottom of DFA's home page.)

Step #3⁽¹⁾

Complete **all** of the following forms:

- Memorandum of Understanding⁽²⁾
- Letter requesting transfer of funds⁽³⁾
- IRS Form W-9
- Contact Information

Step #4⁽⁴⁾⁽⁵⁾

Scan and submit all of the required forms listed in Step #3 to the following email address:
SB2002@dfa.ms.gov

(1): Each entity requesting funds related to Senate Bill 2002 must complete **all** of the forms listed under Step #3 and **submit them all to DFA at the same time**. If your organization, government, etc., has a governing authority such as a board, council, etc., it is your responsibility to ensure that the proper approvals are received from your governing authority before submitting the completed forms.

(2): There are two Memorandums of Understanding posted on DFA's Senate Bill 2002 webpage. All entities that are political subdivisions of the State of Mississippi should use the form titled "Memorandum of Understanding - Government". All other entities (ex. non-profit organizations, corporations, etc.) should use the form titled "Memorandum of Understanding - Non-government".

(3): The letter requesting the transfer of funds should be printed and submitted on your organization's letterhead.

(4): All funds will be disbursed electronically. If your organization is not already registered with the State of Mississippi as a vendor and registered to use Paymode, then your organization will be required to register with the State and Paymode before DFA will transfer the funds allocated to your organization.

(5): If your organization needs to register as a vendor, indicate that in your submission email. In addition, **after** submitting all of the required forms contact CJ King at 601-359-3402 for assistance with registering as a vendor.