











Mississippi Office of Homeland Security FY24 Homeland Security Grant Implementation



MOHS Grants/Finance Staff: Homeland Security Grants

- Teresa Wash-Northern Districts
- Ty Barnes-Southern Districts
- Kayla Stewart-Stonegarden, Bomb Squads and Task Forces
- TBD (In Process)- Central Districts



MOHS Grants/Finance Staff: Non-Profit Grant Program Grants

- Kim Johnson
- TBD (In Process of Hiring)

MOHS Grants/Finance Staff:

- State & Local Cybersecurity Grant-Micah Carrington
- Finance Program Manager-Karen Evans
- Finance Program Manager-Rachelle McKinley





MOHS Grants/Finance Staff:

Grant Monitors

Bebea Boney Steve Latham

MOHS Grants Trainers:

Larry Cagle-Community Emergency Repose Teams (CERT)

Rebecca Chaney-Targeted Violence and Terrorism Prevention (TVTP)



MOHS Administration:

- Orlando Hoard-Admin Assistant
- Beth Loflin-Grants/Finance Director



Show of Hands.....

How many of you are new to the MOHS Grant Program or it's been a while since you have had a grant?



Show of Hands.....

How many have had a grant with us for years and thinks..... I GOT THIS?

Implementation Topics

Information about the FY24 HSGP Grant Program

SGA Manual-What is it?

Let's Talk Award Documents & Grant Requirements

Grant Reporting & What Needs to be Submitted

Monitoring – We are coming to see you soon!

Exercise-Reimbursement

Training
Opportunities and
Freebies......

Let's Finish Up and Let's Go Home



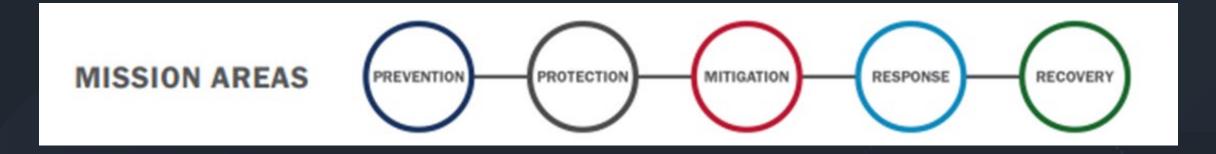






FY24 Homeland Security Grant Program

Information about the FY24 Federal HSGP Grant Program



Homeland Security Grant Program (HSGP)

- The Fiscal Year (FY) 2024 Homeland Security Grant Program (HSGP) is provided by Department of Homeland Security and the Federal Emergency Management Agency.
- This grant is provided to focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to **prevent**, **protect** against, **respond** to, and **recover** from terrorist attacks.

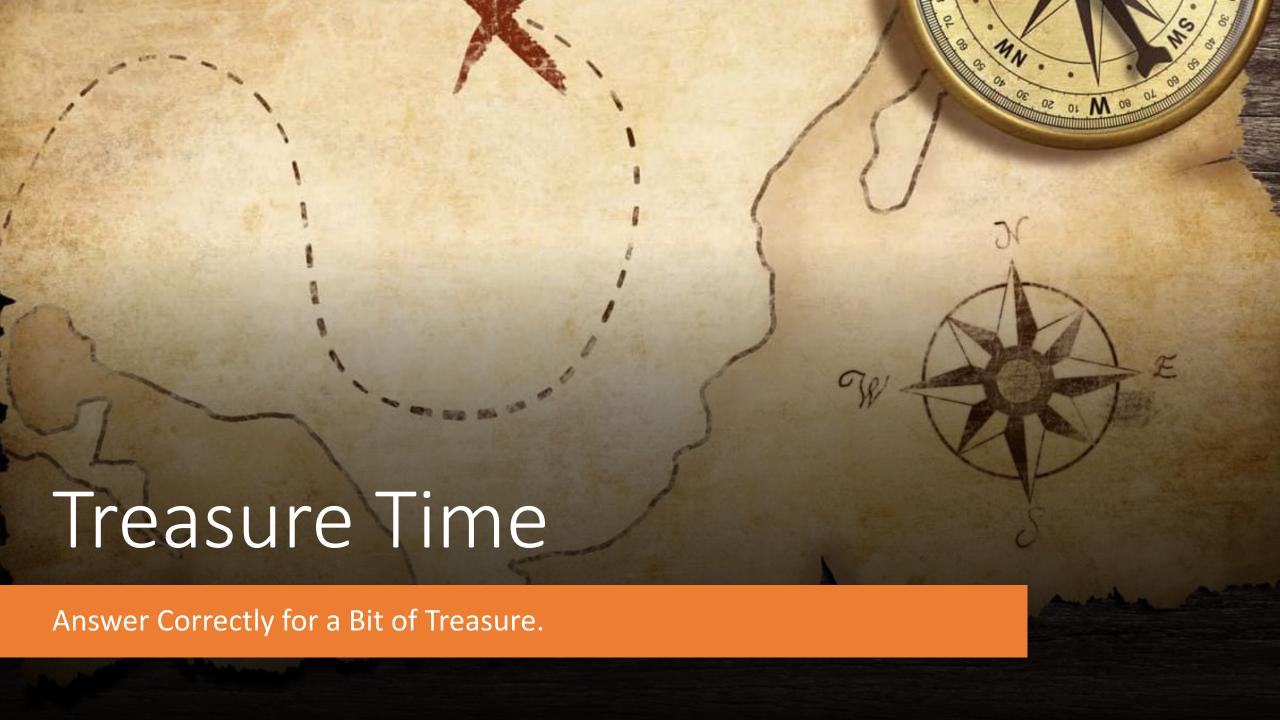
Program Objective:

The objective of the FY 2024 HSGP is to fund state, local, tribal, and territorial efforts to **prevent** terrorism and **prepare the Nation** for threats and hazards that pose the greatest risk to the security of the United States.

Program National Priorities:



- 1. Cybersecurity
- Protection of Soft Targets & Crowded places
- 3. Information, Intelligence sharing & Analysis
- 4. Domestic Violent Extremism
- 5. Community Preparedness
- 6. Election Security











What is the focus of the Homeland Security Grant Program?

TERRORISM







Federal Funding for FY24

For the Fiscal Year of the 2024 Homeland Security Grant, Mississippi Office of Homeland Security will award a total of:

- FY24 Homeland Security Grant Program (HSGP) and
- Operation Stonegarden Grant Awards
- (114) Grants=\$4,362,750.00
- (4) Stonegarden Grants=\$305,000.00*



FY24 Homeland Security Grant Program

SGA Guide-What is it?









Sub-Recipient Grant Administrator's Guide-Page 3

Authority:

For a State to receive federal funds under Homeland Security Act, the Governor must establish a Homeland Security Agency that has adequate powers and is suitably and organized to carry out homeland security program to the satisfaction of the <u>U.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA).</u> See Sections 2002 to 2004 of the Homeland Security Act of 2002 (Pub. L. No. 107-296), codified as amended (6 U.S.C. §§ 603-605) and the Department of Homeland Security Appropriations Act, 2021 (Pub. L. No. 116-260).

Sub-Recipient Grant Administrator's Guide-Federal Rules We MUST Follow-Page 4

<u>Uniform Administrative Requirements, Cost Principals, Audit Requirements for Federal Awards (Super Circular): 2CFR Part 200 and 1201</u>: The Super Circular super-cedes 49 CFR Parts 18 and 19 (Common Rule). The Super Circular was adopted by the Department of Homeland Security on December 26, 2014. All grants will follow the requirements in the Supercircular, 2 CFR Parts 200 and 1201.

Internal Management Controls: The MOHS shall have policies and procedures to reasonably ensure that: (a) programs achieve their intended results; (b) resources are consistent with agency mission; (c) programs and resources are protected from waste, fraud, and mismanagement; (d) Federal laws and regulations are followed; (e) reliable and timely information is obtained, maintained, reported and used for decision making; and (f) reasonable measures are taken to safeguard protected personally identifiable information and other information designated as sensitive, see 2 CFR Part 200.303.

Sub-Recipient Grant Administrator's Guide-Federal Rules We MUST Follow-Page 4

NIMS Compliance: The State of Mississippi formally adopted (Executive Order 932) and follows the principles of the National Incident Management System (NIMS) as specific by the U.S. Department of Homeland Security (DHS).

- NIMS provides standards that ensure compatible equipment, training, and procedures for all Mississippi first responders.
- Subrecipients must be NIMS compliant and must sign a compliance with the Grant Application. Non-Compliance can result in funds being withheld or reallocated.
- NIMS Information can be found at: http://www.fema.gov/emergency/nims/
- NIMS Courses that are needed:
 - 100
 - 200
 - 700
 - 800

Sub-Recipient Grant Administrator's Guide-Federal Rules We MUST Follow-Page 109

National Incident Management System (FEMA)

Per FEMA, The <u>National Incident Management System (NIMS)</u> guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents.

NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the <u>National Preparedness System</u>. NIMS defines operational systems that guide how personnel work together during incidents.

Certificates will be required as part of the HSGP Grant and will be requested for review during MOHS Monitoring.

ICS-100: Introduction to the Incident Command System

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

ICS-200: ICS for Single Resources and Initial Action Incidents

IS200, Basic Incident Command System for Initial Response, reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.

IS-700: National Incident Management System, An Introduction

This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

IS-800: National Response Framework, An Introduction

The goal of the IS-0800.d, National Response Framework, An Introduction, is to provide guidance for the whole community. Within this broad audience, the National Response Framework focuses especially on those who are involved in delivering and applying the response core capabilities.

Sub-Recipient Grant Administrator's Guide-Planning



Recipient)

Sub-Recipient Grant Administrator's Guide-Planning Schedule. Page 6

2024 Planning Schedule (Updated Annually)

	September
September 1	New Grant Year Begins
September 15	4th Quarter Report Due (If Sub-Recipient was funded during previous year).
	October
October 1	National Cybersecurity Review Opens (Federal Requirement)
October 15	Sub-Recipients Grant Closeouts Due (FY23)
October 15	Deadline for All Award Paperwork to be provided to MOHS Grants Dept.
	November
November 30	1^{st} Quarter Ends. Begin Preparation of 1^{st} Quarter Financial and Progress Report
	December
December	Strategic Planning Meetings (All Staff)
December 15	1st Quarter Financial and Progress Reports Due to MOHS
	January
January	Strategic Planning Meetings
	February
February	Strategic Planning Meetings (All Staff)
February 1	Notice of Application Released for Upcoming Grant Funding
February 15	MOHS Homeland Security Grant Program Grant Released
February 28/29	National Cybersecurity Review Closes (Federal Requirement)
February 28/29	2nd Quarter Ends. Begin Preparation of 2nd Quarter Financial and Progress Report
	March
March	Strategic Planning Meetings (All Staff)
March 15	2nd Quarter Financial and Progress Reports Due to MOHS
	April
April	Strategic Planning Meetings (All Staff)
April 1	MOHS Grant Applications are Due to mohsgrant@dps.ms.gov
April 1-30	MOHS-Staff: Application Financial Risk Assessment Review.
	May
May	Strategic Planning Meetings (All Staff)
May 1-May 31	MOHS-Peer Review: Peer Review of Applications
May 31	3^{nl} Quarter Ends. Begin Preparation of 3^{nl} Quarter Financial and Progress Report
May 31	Last day for Grant Modification or Grant Changes
May 31	Grant Extension Justifications are due to MOHS
	June
June 15	3 rd Quarter Financial and Progress Report Due to MOHS



Sub-Recipient Grant Administrator's Guide-SGA Responsibilities-Page 7

The SGA <u>MUST</u> read the Grants Agreement, Notice of Funding, and the Preparedness Manual for a working knowledge of the grant and the processes for the grant funding. All expenses incurred for the project must be within the specified period of performance of the grant award.

Costs incurred before <u>September 1st or after August 31st</u> of the fiscal year are not eligible for reimbursement.

Sub-Recipient Grant Administrator's Guide-SGA Responsibilities





Maintain records showing actual hours utilized in project-related activity by all grant-funded personnel and by all other staff personnel or volunteers. (if applicable)

Any proposed changes in the project objectives, scope of work, key project personnel, time, budget or mailing address must be requested in writing (PRIOR TO THE WORK) and receive approval from MOHS.

Sub-Recipient Grant Administrator's Guide-SGA Responsibilities



Maintain records, files and equipment purchased for all activities for the MOHS



Submit a claim for reimbursement no later than the 15th day of the following month, after the quarter ends, in which expenses were incurred, using the form provided by MOHS as follows:

Copies of invoices and/or receipts for all specified items must be submitted upon request with the claim for reimbursement. Claims must be submitted quarterly, even if activity did not occur.



Claims must be signed by the authorized signatory official or designated representative of the grant.









FY24 Homeland Security Grant Program

Let's Talk Award Documents & Grant Requirements-Appendix A Page 26

Turn to Appendix A-Page 26 in the SGA Manual



Appendix A

Instructions to Complete

Award Agreement

Forms

Award Packets are Due to MOHS:

October 15, 2024

Award Packet:

In the Award Packet, you will receive the following documents, all must be signed and returned to the MOHS before activities begin.

- Award Letter
 - o Signed by Signatory Authorized Official
- Award Agreement Packet
 - o Signature Page-Page 2
 - o Assurance of Understanding Requirements for Sub-Recipients- Page 24
- Appendix to Agreement Packet
 - Grant Agreement Certifications- and Sub-Recipient Grant Administrator Certifications-Page 2
 - o Financial Officer Certification and Authorized Signatory Official Certification-Page 3
 - o Scope of Work-Page 4
 - Federal Funding Accountability and Transparency Act (FFATA)-Page 5

In Addition, each Sub-Grantee must provide the following documents:

- · Orientation Acknowledgement Form
- National Cybersecurity Review (NCSR)
 - Opens October 1 and Closed February 28
- Environmental Historic Preservation Act Form Packet (If Applicable)
- License Plate Reader Memorandum of Understanding (If Applicable)

Must be provided to the MOHS @ mohsgrants@dps.ms.gov by October 15, 2024

Here is your Cheat
Sheet of everything
you are going to
need to Return with
the Award Packet

Award Letter



STATE OF MISSISSIPPI TATE REEVES, GOVERNOR DEPARTMENT OF PUBLIC SAFETY

MISSISSIPPI OFFICE OF HOMELAND SECURITY HOMELAND SECURITY GRANT PROGRAM SUB-RECIPIENT GRANT AWARD- EXAMPLE

Sub-Recipient Name: Anytown Police Department
Project Title: Law Enforcement Terrorist Prevention Program

| Grant Period: 9/1/2024 | Date of Award: 8/31/2025 |
| Total Amount of Award: \$100,000.00 | Grant Number: 24LE257-5

In accordance with the provisions of Federal Fiscal Year 2022 Homeland Security Grant Program, the Mississippi Office of HomelandSecurity (MOHS), State Administrative Agency (SAA), hereby awards to the foregoing Sub-Recipient a grant in the federal amount shown above. The CFDA number is 97.067 and MOHS federal grant number is EMW-2024-SS-00. Authorizing Authority for Program: Section 2002 of the Homeland Security Act of 2002, as amended (Pub. L. No. 107-296), (6 U.S.C.603).

Enclosed is a signed grant agreement obligating federal funds as outlined above. Please review the grant agreement in full, sign in the designated signature areas and return it to the MOHS by October 15, 2024. Strict adherence to these provisions is essential to ensure compliance with applicable federal and state statutes, rules, regulations, and guidelines.

Grant funds will be disbursed to Sub-Recipients (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the grant including special conditions and the Mississippi Department of Public Safety, Office of Homeland Security, Homeland Security Grant Program, Policies and Procedures Manual; to comply with provisions of the Act governing these funds and all other federal lawsand regulations; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Sub-Recipient; and that all agencies involved with this project understand that all federal funds are limited to a twelve-month period.

Supplantation: The Sub-Recipient provides assurance that funds will not be used to supplant or replace local, state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, I certify that the receipt of federal funds through the MOHS shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

ACCEPTANCE OF THE FEDERAL GRANT AWARD FOR THE SUB-RECIPIENT

Signatory Authorized Official (Commissioner, Mayor, Board President, etc.)

Signature of Authorized Signatory Official

Pete Banks-Executive Director

Signature of MOHS Executive Director/SAA

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Award Packet Page 32

MISSISSIPPI OFFICE OF HOMELAND SECURITY



FY24 HOMELAND SECURITY GRANT PROGRAM GRANT AGREEMENT AND AWARD PACKET-EXAMPLE

Signature Sheet

This sheet will be personalized for you with all the information already filled out for you, budgeted items in the cost categories.

Signature Required the Authorized Signatory Official.

FY24 MISSISSIPPI OFFICE OF HOMELAND SECURITY GRANT AGREEMENT

1. Sub-Recipient's Name:		2. Effective	e Date of (Grant: S	September 1, 2024	
Anytown Police Department						
		3. Sub-Rec	ipient Gra	nt Nun	iber: 24LE257-5	
Mailing Address:						
110 Main Street					Source & Year):	
Anytown, MS 39541			024-SS- <mark>X</mark>			
T-11		1			tart and End Dates:	
Telephone Number:		September	1, 2024-A	ugust 3	31, 2027	
(662)874-1445			_			
F Mail:tanks		6. Subgran	-			
E-Mail: grantwriter@anytown.gov		<u>x</u> 0	Cost Reim	oursem	ent Method	
7. CFDA # - 97.607- Homeland Security	8. UEI # - :	H41P26Y4N	4H9	9. Co	ngressional District	: 5
Grant Program						
10. FAIN #: 646000779	11. Initial I	ederal Awar	d		ederal Awarding Ag	
	Date: S	eptember 1, 2	2024	H	Iomeland Security (800)368-6498
Research and Development Grant:	14: Indirec	t Cost Rate				
Yes <u>X</u> No		d: \$0.00				
The following grant funds are obligate	d:					
A. COST CATEGORY		B. SOUR	CE OF FU	NDS	C. MATCH	D. RATIO%
(1) Personal Services-Salary	\$0.00		\$100,000	0.00	\$0.00	100%
(2) Personal Services-Fringe	\$0.00	(2) State	\$0.00		\$0.00	0%
(3) Contractual Services	\$0.00	(3) Local	\$0.00		\$0.00	0%
(4) Travel/Training	\$0.00		\$0.00		\$0.00	0%
(5) Equipment	\$85,000		\$100,000		\$0.00	100%
(6) Commodities/Supplies	\$15,000	E. TOTAL	OF ALL F	EDER.	AL GRANTS THR	OUGH MOHS
					AGENCY:	
(7) Other	\$0.00		FY2	21	FY22	FY23
		Grants:				
TOTAL	\$100,000		\$56,200.		\$57,360.00	\$23,000
The Sub-Recipient agrees to operate the p						
this Agreement as included herein. The it Approved Agreement which includes Si						

The Sub-Recipient agrees to operate the program outlined in this Grant Agreement in accordance with all provisions of this Agreement as included herein. The following sections are attached and incorporated into this Agreement: Final Approved Agreement which includes Sub-Recipient Signature Sheet; Project Description; Goals and Objectives; Implementation Schedule; Cost Summary Support Sheet; Agreement of Understanding and Compliances, and all required documentation. All policies, terms, conditions, and provisions listed in funding guidelines, grant agreement, and agreement of understanding which has been provided to Sub-Recipient, are also incorporated into this agreement, and Sub-Recipient agrees to fully comply therewith.

Sub-recipient agrees to runy compry dierewith.			
14. Approval from Grantee:	15. Approval from Sub-Recipient:		
Pete Banks-Executive Director	1. Signature of Authorized Official		
9/1/2024	2. Date of Signature		
Signature Date	Signature Date		
Name: Pete Banks Title: MOHS Executive Director/SAA	Name: 3. Printed Name of Signatory Official Title: Authorized Signatory Official		

FY24 HOMELAND SECURITY GRANT PROJECT DESCRIPTION

The Mississippi Office of Homeland Security Grant Program (HSGP) is provided by Federal grant funds to assist local, state, and tribal efforts in obtaining the resources required to support the National Preparedness Goal, mission areas and core capabilities to build a culture of preparedness. All grant programs funded will help the State of Mississippi in the prevention, preparation, protection, and response to acts of terrorism.

These efforts will be coordinated through the grants and operation programs, along with training and exercises developed during the grant year. All programs will utilize risk assessments, data, and community knowledge to target and deploy resources that are community and state-wide threats and hazards.

FY24 HOMELAND SECURITY PROJECT GOALS AND OBJECTIVES

PROJECT:

The following project will:

- Prevent a threatened or actual threat of terrorism.
- Protect citizens, residents, visitors and assets against the threats that pose the greatest risk to the security
 of the United States.
- Mitigate the loss of life and property by lessening the impact of future catastrophic events.
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the
 aftermath of a catastrophic incident.

GOAL:

Increase jurisdiction participation with multi-level intelligence components and capabilities to assist agencies to prevent, protect against, respond to, and recover from terrorism incidents and attacks.

OBJECTIVES:

Provide intelligence gathering and information sharing capabilities to 50% of local jurisdictions within three (3) years after approval of state strategy.

Establish/enhance statewide deterrence/prevention and response efforts.

GOAL:

Reduce Mississippi's vulnerability to terrorism through preparedness and protective efforts. Increase jurisdiction capabilities by reducing vulnerabilities and risks against terrorism incidents.

OBJECTIVES:

Create, implement, and maintain terrorism preparedness plans consistent with the National Response Plan (NRP) and provide advice, assistance, training, and oversight to local governments in the development of such plans within three (3) years after approval of state strategy.

Improve the number of emergency responders prepared to respond to terrorism incidents, including hoaxes, threats and suspicious packages within three (3) years of the approval of the state strategy.

Grant Project Description and some Goals and Objectives of the Grant.

These are standard in every grant.



Program Milestones

1st QUARTER (SEPTEMBER, OCTOBER & NOVEMBER)

- Send the full Grant Agreement with Appendix documents, with authorized signatory signatures to MOHS.
- Complete and submit Environmental Historic Preservation (EHP) Form to MOHS (If required). Please include the EHP form and photographs of the outside of the building, as well as places where equipment will be installed.
- Complete NIMS Training (100, 200, 700 and 800), if not already completed. A copy must be in the Agency file.
- Complete the Nationwide Cybersecurity Review (NCSR) Assessment and submit completion documentation for the MOHS.
- Complete Memorandum of Understanding and Consent form for State and Local Cybersecurity Grant Program participation.
- Provide Sub-Recipient MAGIC Vendor Number where funds will be disbursed. Funds will be advanced and/or reimbursed to the MAGIC Vendor Number agency provides. It is the agency's responsibility to notify the MOHS of any account changes.
- Solicit quotes and/or bids for equipment. (If equipment is over \$5,000.00, two (2) quotes are required)
- Review proposals, quotes, bids and select vendors.
- Purchase approved equipment during the <u>1st quarter</u> for the grant year.
- Begin preparation of 1st Quarter Report. (September 1-November 30). Due to MOHS **December 15th**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

2nd QUARTER (DECEMBER, JANUARY & FEBRUARY)

- Submit 2nd Quarter Report to MOHS. Due **March 15.**
- Receive approved equipment and/or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of 3rd Quarter Report. (March 1- May 31). Due to MOHS June 15.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

Program Milestones

3RD QUARTER (March, APRIL & MAY)

- Submit 3rd Quarter Report to MOHS. Due June 15.
- Receive approved equipment or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of 4th Quarter Report. (June 1-Aug 31). Due to MOHS Sept 15.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

Program Milestones

4th QUARTER (June, July, and August)

- Submit 4th Quarter Report to MOHS. Due September 15.
- Receive approved equipment or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of 1st Supplemental Report. (Sept 1-Nov 30). Due to MOHS December 15.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

CLOSEOUT (September 1-October 1)

- Submit 4th Quarter Report. (June 1-August 31). Due to MOHS **September 15th**.
- Prepare Closeout Form and supporting documentation to MOHS. Due October 15th.
- Assess and review program's threats, hazards, core capabilities and needs.

Program Milestones

FY24 Mississippi Office of Homeland Security-Cost Summary Support Sheet

2. Sub-Recipient Grant Nu	mber: 24LE257-5	3. Grant ID: FY23 HSGP	4. Beginning: Septe	ember 1, 2024 5	. Ending: August 31, 2025
6. Activity: Homeland Sec	urity Grant Program		•	•	
7. Category & Line Item	8. Description of it	em and/or Basis for Valuation	9. Budget		
			Federal	All Other	Total
Personal Services-Salary			\$0.00	\$0.00	\$0.00
Personal Services-Fringe			\$0.00	\$0.00	\$0.00
Contractual Services			\$0.00	\$0.00	\$0.00
Travel/Training			\$0.00	\$0.00	\$0.00
Equipment			\$85,000.00	\$0.00	\$85,000.00
Commodities/Supplies	Helmet 10 @ \$700.0 Glass Cutter 1@ \$8: Hitch Tow Kit \$300 Gas Monitor 10 @ \$	25.00 .00	\$15,000.00	\$0.00	\$15,000.00
Other:		-		\$0.00	

Budget Page

BUDGET EXAMPLE

TOTALS	\$100,000.00	\$0.00	\$100,000.00

MISSISSIPPI OFFICE HOMELAND SECURITY GRANT AGREEMENT OF UNDERSTANDING AND COMPLIANCES

This Grant Agreement (GA) is made and entered into by and between the State of Mississippi by and through the Mississippi Department of Public Safety and the Mississippi Office of Homeland Security, hereto referred to as State, and governmental unit or agency named in this Agreement, hereinafter referred to as Sub-Recipient.

Section 2002 of the Homeland Security Act of 2023 and the Department of Homeland Security Appropriation Act. 2021, as amended, provides federal funds to the State for approved homeland security projects for the purpose of enhancing, the ability of state, local, tribal, and territorial governments, as well as non-profits, to prevent, protect against, respond to, and recover from terrorist attacks, and

The State may make said funds available to state, local, tribal, and territorial governments, as well as non-profits entities upon application and approval from the State and Homeland Security, and

The Sub-Recipient must comply with all requirements listed herein, to be eligible for federal funds in approved homeland security projects, and

Now, therefore in consideration of mutual promises and other consideration, the parties agree as follows:

Federal Terms and Conditions:

Terms and conditions pertain not only to Recipients, but grant funded Sub-Recipients, as well. The following list of terms and conditions should be reviewed and followed. The FY2023 Department of Homeland Security Standard Terms and Conditions, can be found at: https://www.dhs.gov/publication/dhs-standard-terms-and-conditions.

The Fiscal Year (FY) 2024 Department of Homeland Security (DHS) Standard Terms and Conditions apply to all new federal awards of federal financial assistance (federal awards) for which the federal award date occurs in FY 2024 and flow down to subrecipients unless a term or condition specifically indicates otherwise. For federal awards that may involve continuation awards made in subsequent FYs, these FY 2024 DHS Standard Terms and Conditions will apply to the continuation award unless otherwise specified in the terms and conditions of the continuation award. The United States has the right to seek judicial enforcement of these terms and conditions.

All legislation and digital resources are referenced with no digital links. These FY 2024 DHS Standard Terms and Conditions are maintained on the DHS website at www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions.

- A. Assurances, Administrative Requirements, Cost Principles, Representations, and Certifications
 - Recipients must complete either the Office of Management and Budget (OMB) Standard
 Form 424B Assurances Non- Construction Programs, or OMB Standard Form 424D
 Assurances Construction Programs, as applicable. Certain assurances in these documents
 may not be applicable to your program and the DHS financial assistance office (DHS FAO)
 may require applicants to certify additional assurances. Applicants are required to fill out the
 assurances as instructed by the federal awarding agency.
- B. Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. § 3002.10. General Acknowledgements and Assurances

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Federal Terms and Conditions Page 38 in SGA Manual

MOHS Terms and Conditions Page 50

Mississippi Office of Homeland Security FY24 Terms and Conditions:

Compliance and Regulations:

- Sub-Recipient must comply with the rules and regulations of 2CFR 200 and all federal, state, and local rules
 and regulations.
- Sub-Recipient shall comply with provisions of the Hatch Act limiting political activities of public employees and 44CFR Part 18, New Restrictions on Lobbying.
- Sub-Recipient shall comply, as applicable, with provisions of the Davis-Bacon Act relating to labor standards.
- Sub-Recipients are required to modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols.
- Sub-Recipients must fully engage citizens by expanding plans and task force memberships to address citizen
 participation; awareness and outreach to inform and engage the public; include citizens in training and
 exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency
 responder disciplines.
- Sub-Recipient shall comply with the Single Audit Act of 1996 and 2 CFR 200.501. Copies of audit reports
 when issued and provide audit findings to the MOHS. Copies will be made available, as needed.
- 7. The Authorized Signatory Official is responsible for committing to the terms of this Agreement, budgeting local funds to purchase equipment or support jurisdictional exercise, training, and planning efforts for executing this Agreement on behalf of the Sub-Recipient's jurisdiction. The designated representative certifies that he/she has legal signatory authority to receive assistance.
- 8. The Signatory Authorized Official shall designate a person(s) as the Sub-Recipient Grant Administrator (SGA) for developing and attaching the scope of work, obtaining project approval from respective officials, reporting, submitting applications to Recipient, equipment distribution, training, and obtaining and submitting supporting documentation and requests for reimbursement on behalf of the Sub-Recipient to Recipient for repayment.

Mississippi Office of Homeland Security FY24 Terms and Conditions:

Compliance and Regulations:

- 1. Sub-Recipient must comply with the rules and regulations of 2CFR 200 and all federal, state, and local rules and regulations.
- 2. Sub-Recipient shall comply with provisions of the Hatch Act limiting political activities of public employees and 44CFR Part 18, New Restrictions on Lobbying.
- 3. Sub-Recipient shall comply, as applicable, with provisions of the Davis-Bacon Act relating to labor standards.
- 4. Sub-Recipients are required to modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols.
- 5. Sub-Recipients must fully engage citizens by expanding plans and task force memberships to address citizen participation; awareness and outreach to inform and engage the public; include citizens in training and exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines.
- 6. Sub-Recipient shall comply with the Single Audit Act of 1996 and 2 CFR 200.501. Copies of audit reports when issued and provide audit findings to the MOHS. Copies will be made available, as needed.
- 7. The Authorized Signatory Official is responsible for committing to the terms of this Agreement, budgeting local funds to purchase equipment or support jurisdictional exercise, training, and planning efforts for executing this Agreement on behalf of the Sub-Recipient's jurisdiction. The designated representative certifies that he/she has legal signatory authority to receive assistance.
- 8. The Signatory Authorized Official shall designate a person(s) as the Sub-Recipient Grant Administrator (SGA) for developing and attaching the scope of work, obtaining project approval from respective officials, reporting, submitting applications to Recipient, equipment distribution, training, and obtaining and submitting supporting documentation and requests for reimbursement on behalf of the Sub-Recipient to *Recipient* for repayment.

- 9. Grant funds expended prior to the date of the award letter are not authorized to be reimbursed. No cost or obligation shall be incurred by the Recipient under this Agreement, unless and until the Recipient advises the Sub-Recipient in writing that the Award has been executed and funds are available.
- 10. Sub-Recipients shall use approved and awarded funds solely for the purpose for which these funds are approved and awarded by the Mississippi Office of Homeland Security. All changes and/or revisions to the program scope of work and/or budget items must be approved in writing by the MOHS.
- 11. Sub-Recipient shall comply with cost-sharing requirements of the awarded grant, if applicable.
- 12. Sub-Recipient shall not enter any contracts or purchase goods from any party and/or vendor which is disbarred or suspended from participating in Federal assistance programs. The sub-recipient shall comply with all applicable provisions of Federal and State laws and regulations regarding procurement of goods and services. It is the responsibility of the awarded agency to follow all local, state and federal procurement.
- 13. Sub-Recipient shall establish and maintain a proper accounting system to record expenditures of awarded funds in accordance with generally accepted accounting standards and OMB Circulars 2 CFR 200 as applicable and/or as directed by the DPS Authorized Representative and the MOHS.
- 14. Sub-Recipients shall provide all required financial and program documentation to meet the terms and conditions of receiving Federal and State assistance.
- 15. The period of performance for this Grant Agreement shall begin on the date of acceptance of the Subrecipient Award execution and shall continue through the period of Subrecipient unless terminated by the MOHS and/or the Department of Public Safety.
- 16. Sub-Recipient shall return to the State, within thirty (30) days of such request by the DPS/MOHS, any funds which are not supported by audit, Federal and/or State review of documentation by the Sub-Recipient for programs and costs associated with the Award.

- 17.All radios and radio communications purchased with grant funds should be APCO 25 compliant and follow the Project 25 suite of standards for voice and low-moderate speed data interoperability.
- 18. Contractual services, internet service, radio service, cellular phone, satellite phone, etc. will be eligible for grant funding for up to twelve (12) months during the awarded period of performance.
- 19. The Sub-Recipient shall develop and improve their capability to combat the effects of a terrorism event. This is accomplished through the purchase of specialized equipment as identified in the published FEMA Authorized Equipment List (AEL) or support of planning, exercises or training activities associated with the prevention, response, or recovery from terrorism incidents. Any equipment not purchased from the FEMA AEL or without prior approval, will be disallowed.
- 20. Position descriptions are required for each person being paid with grant funds. Organizational charts identifying grant funded position(s) are also required.
- 21. The Recipient will not be liable under this Agreement for any amount greater than the award allocated by the FEMA and the Office for Domestic Preparedness to the State for the grant performance period.
- 22. Reimbursement is contingent upon the funds being expended in accordance with all applicable local and state regulations, as well as Federal regulations, policies, guidelines, and submission for reimbursement made in accordance with the SAA's grant policies and procedures manual.

Equipment/Supplies for Program Activities:

- 23. Equipment purchased under the terms of this Agreement will be stored, maintained, and used in accordance with the purpose and objectives of this Grant Agreement. Adequate maintenance procedures must be developed to keep the property in good working condition.
- 24. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds the title, the acquisition date, cost of the property, percentage of Federal participation in the cost of the property, the location use and condition of the property and any ultimate disposition data including the data of disposal and sale price of the property.
- 25. If equipment or an asset is damaged, lost, or stolen, it is the responsibility of the agency to contact the MOHS immediately. If an item is past useful life, and/or in need to disposal or selling, please see instructions on how to sell and/or dispose of equipment, please visit our website at www.homelandsecurity.ms.gov. (Click on the tab Grants /Grant Forms).
- 26. All equipment awarded in this grant agreement should be ordered within ninety (90) days after project implementation. If unforeseen circumstances arise which prohibit this being accomplished, the MOHS must be notified as to the reason for the delay and projected purchase date of the equipment.
- 27. It is mutually agreed and promised that the Sub-Recipient shall immediately notify the MOHS, if any equipment purchased under this project ceases to be used in the manner set forth by the project agreement. In such an event, Sub-Recipient further agrees to transfer or otherwise dispose of such equipment, as directed by the MOHS.
- 28. It is mutually agreed and promised by the Sub-Recipient that no equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of the MOHS.
- 29. It is mutually agreed and promised that the Sub-Recipient shall maintain, or cause to be maintained for its useful life, any equipment purchased under this project.

Reporting of Program Requirements:

- 30. Each quarter the SGA will prepare and submit a Quarterly Request for Reimbursement to the MOHS. This request shall contain all appropriate supporting documentation to substantiate expenses made in accordance with all applicable requirements. The MOHS will review the reimbursement package for completeness and process for payment through the Mississippi Accountability System for Government Information and Collaboration (MAGIC), accounting system.
- 31. Programmatic and Financial Reports: Program Reporting and Financial Reports are due within 15 days after each reporting quarter:

Grant Period	Quarter	Date Report is Due
September 1-November 30	1st Quarter	December 15
December 1-February 28	2 nd Quarter	March 15
March 1-May 31	3 rd Quarter	June 15
June 1-August 31	4 th Quarter	September 15
Closeout	Closeout	October 15

Non-performance of Grant Activities:

- 32. Failure by the Sub-Recipient to comply with the terms of this Grant Agreement may result in suspension from the program and loss of any outstanding grant fund allocation balance, as determined by the Recipient.
- 33. Failure to expend all grant funds awarded (by date stated on Award Letter) and to comply with Recipient request and guidelines will result in the reallocation of unspent grant funds and the immediate redistribution of all equipment purchased with grant funds.
- 34. In addition, the failure to maintain adequate response capability (as determined by the MOHS) will also result in the reallocation of grant funds and the immediate redistribution of all equipment purchased with grant funds.
- 35. The Recipient and Sub-Recipient agree to carry out the administrative and financial requirements of this Agreement in accordance with the policies and procedures established by FEMA and set forth in other applicable state and federal guides. The Biannual Strategy Implementation Report (BSIR) will update information on obligations, expenditures, and progress made on activities and will include an update of all information submitted in that report.

Audit Requirements:

- 36. Law enforcement, state, local, non-profit agencies funded with Federal funds administered by the MOHS for the purpose of grant activity must comply with the following (2 CFR§200.501):
- (a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
- (b) Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- (c) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with \$200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub recipient, approves in advance a program-specific audit.
- (d) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in \$200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).
- (e) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

Monitoring/Inspection:

- 37.Sub-Recipient shall give State and Federal agencies designated by the DPS Authorized Representative access to and the right to examine all records and documents related to use of award funds.
- 38. Physical inventory of property and equipment must be completed, and the results reconciled with the MOHS property control, at least once every two years. All property and equipment acquired with grant funds must be tagged and tracked using an inventory management system.
- 39. Sub-Recipient's requests for advance of funds to support purchases of equipment or other expenditures must be requested in writing to the MOHS explaining the justification for the request. Reasons, i.e., shortage of local funds or items not contained in the current annual jurisdictional budget must be accompanied by supporting documentation.
- 40. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated.
- 41. A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two (2) years for the useful life of the property.

Monitoring:

42. Pursuant to Federal guidelines (2 CFR§200.328-329), the State has developed a plan for evaluating all projects. Each Sub-Recipient may be required to have at least one (1) on-site monitoring visits during the grant year. All written documents will be reviewed to determine progress, problems, and reimbursements of the project. The State evaluates all subrecipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the sub-award for the purpose of determining the appropriate level of sub-recipient monitoring. 43. Management will evaluate audit findings, questioned costs and corrective action plans. The issuance of a written decision will be issued to the Sub-Recipient, which will entail whether or not the audit finding is sustained; the reasons for the decision; the expected action of the Sub-Recipient to repay any disallowed costs, make financial adjustments or take other actions; the reference number(s) the auditor assigned to each audit finding; and a description of any appeal process available to the Sub-Recipient regarding the management decision, as required by 2 CFR 200.521. If the Sub-Recipient has not completed corrective action, a timetable follow-up will be given.

ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-RECIPIENTS:

As the Authorized Official for, 1. **Anytown Police Department** (Sub-Recipient), I certify by my signature below, that I have fully read and am cognizant of our duties and responsibilities under this requirement. I acknowledge by my signature below, that I understand that the Grant Agreement is not effective until both parties (MOHS and Authorized Signatory Official) have signed, dated, and fully executed the Grant Agreement.

Therefore, the Agency I represent promises and will comply with all Federal, State and Mississippi Office of Homeland Security Certifications and Assurances and their conditions.

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2. Chris Watkins	4. 9/10/2024
Authorized Signatory Official's Signature: (Sub-Recipient)	Date:
3. Chris Watkins	5. Mayor
Authorized Signatory Official's Printed Name:	Organizational Title:

UEI Number: 5 5H41P26Y4MH9

APPROVED: STATE OF MISSISSIPPI/DEPARTMENT OF PUBLIC SAFETY/MISSISSIPPI OFFICE OF HOMELAND SECURITY

By: Pete Banks Date: 9/1/2024

Executive Director/SAA

Mississippi Office of Homeland Security

- 1. Name of Sub-Recipient
- 2. Authorized Signatory Officials Signature
- 3. Printed Name of Authorized Signatory Official
- 4. Date of Signature
- 5. Title of Authorized signatory Official
- 6. UEI Number

Assurance of Understanding Requirement for SubRecipients. Page 55

Quiz Time...

Raise Your Hands!

Quiz Time... Who can sign the Award Letter and Award Paperwork?

Quiz Time...

Raise Your Hands!

Quiz Time... Who is the Authorized Signatory Official?

Grant Agreement Certifications

Below please assign three (3) separate persons to hold the following responsibilities: Sub-Recipient Grant Administrator, Financial Officer, and the Grant Authorized Signatory Official. The Sub-Recipient Administrator will be responsible for the day-to-day activities, correspondence, and management of the grant program. The Financial Officer is responsible for the payment, purchasing and gathering of all financial information and back up documentation. The Grant Authorized Signatory Official is the overall head of the agency that holds the full responsibility of the program to remain in state and federal compliances.

Staff that may be grant funded cannot be an authorized official on the grant without the written approval of the Executive Director.

Grant Number: 24LE257-5 Agency Name: Any Town Police Department

Agency Address: 110 Main Street Anytown, MS 39541

Agency Phone Number: 662-874-1445 Agency Fax Number: 662-888-5412

Sub-Recipient Grant Administrator Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws: that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Sub-Recipient Grant Administrator (SGA), as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Paul Smith Title: Grant Writer

(Designated Sub-Recipient Grant Administrator)

Phone Number: 662-874-1446 (The Number where we can reach the SGA)

Email Address: grantwriter@anytown.gov (Email address where we can reach the SGA)

Signature of Sub-Recipient Grant Administrator: Paul Smith

Grant Agreement Certifications Page 56

Grant Agreement Certifications

Financial Officer Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Financial Officer, as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Patricia Harris Title: Financial Clerk

(Sub-Recipient Financial Officer)

Phone Number: 662-874-1447 (The Number where we can reach the Financial Person)

Email Address: financialguru@anytown.gov (Email where we can reach the Financial Person)

Signature of Sub-Recipient Financial Officer: Patricia Harris

Authorized Signatory Official Certification

I certify that I understand and agree to comply with the general and fiscal provisions of this grant agreement including all terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with the awarded agency. I am duly authorized by the Sub-Recipient to perform the tasks of the Grant Authorized Signatory Official, as they relate to the requirements of this Grant Agreement; costs incurred prior to Grantee approval may result in the expenditures being absorbed by the Sub-Recipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Chris Watkins Title: Mayor

(Grant Authorized Signatory Official)

Phone Number: 662-874-1448 (The Number where we can reach the Signatory Official)

Email Address: mayorofanytown@anytown.gov

Signature of Authorized Signatory Official: Chris Watkins

Scope of Work Page 57

Grant Agreement-Scope of Work

Please provide a detailed description of work and grant activities that the awarded jurisdiction will take part in with the use of grant funds. Please include how the grant funds, equipment, supplies, etc. will be used to prevent and protect against terrorist activities.

The Anytown Police Department will use the approved federal grant funds to work within our local community.

Funds will be used to provide the agency with needed equipment for emergency response and recovery. Equipment will be ordered within the 1st quarter and will follow all federal and state procurement guidelines. The agency will work with the MOHS to secure reimbursement once the equipment is received.

The agency will prepare all the required Quarterly Reimbursements Claims and Reports, as required. These reports will be filled out and will provide information needed on the agency program and activities. The SGA will be responsible for preparing and submitting all required reports.

The funding for radios will help increase the responsiveness and communication capability that the agency identified through gap analysis. The agency will use the funds to purchase a License Plate Reader system. The purchased LPR system will be accessible to the Mississippi Analysis and Information Center/Fusion Center and will provide information as needed.

Agency will also share any intelligence gathering to the Mississippi Analysis and Information Center/Fusion Center, to assist and semination of information to other local jurisdictions to keep all citizens informed and safe from terrorism and potential terrorist incidents.

Federal Funding Accountability and Transparency Act FFATA. Page 59

Federal Funding Accountability and Transparency Act (FFATA) Compliance Form

To comply with the Federal Funding Accountability and Transparency Act (FFATA), the MOHS must report award information for all sub-recipients of federal awards as directed. Information provided will be made publicly available on USA Spending https://www.usaspending.gov/ per the Transparency Act requirement.

Agency Name	Anytown Police Department
City	Anytown
Zip Code +4 Digits (Required)	39541-9999
Unique Entity Identification (UEI) #	5H41P26Y4MH9
Amount of Award:	\$100,000.00

Section 2: Compensation Information: Answer only is award is \$30,000.00 or more in federal funds)

- More than 80% of the Agency organization's annual gross revenue is federal funds.
 ——Yes (If yes, proceed to Question 2)
 - ___X__ No (If No, stop, proceed to Section 3)
- Federal Revenue exceeds twenty-five (25) million dollars.
 - Yes (If Yes, proceed to Question 3)

 No (If No, stop, proceed to Section 3)
- Compensation information is not publicly available via federal tax filings, Securities and Exchange Commission (SEC) reporting, or any other source. (If other, please indicate: ______)

 Yes (If Yes, proceed to Table)

X No (If No, stop, proceed to Section 3)

Names and Salary of Organizations Top Five (5) Executives (By Salary)

	First and Last Name	Title	Annual Salary
1.			
2.			
3.			
4.			
5.			

Section 3: Certification of Information:

I certify that the above information is true and accurate.

Chris Watkins

9/15/2024

Authorized Signatory Official (Signature)

Date

Chris Watkins

Mayor Title

Authorized Signatory Official (Printed Name)

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Mississippi State Cybersecurity Strategic Plan Interest Survey Form. Page 60



Mississippi Statewide Cybersecurity Strategic Plan



State of Mississippi Fiscal Year State and Local Cybersecurity Grant Program Interest Survey Form

Anytown Police Department	("Local Governmental Entity"), located at
110 Main Street Anytown, MS 39541	(address)
IS interested in participating in the S	State and Local Cybers ecurity Grant Program.
IS NOT interested in participating in	nthe State and Local Cybersecurity Grant Program
Grant Program (SLCGP) for Fiscal Year (FY)	2022-2026, as authorized by Section 2220A of the
formel and Security Act of 2002, as amended	(Pub. L. No. 107-298) (8 U.S.C. § 665g).
Organization Type: Law Enforcement	
Point of Contact: Paul Smith	
Contact Number: 682-874-1446	
Contact E-mail: grantwriter@anytown.gov	
s your organization interested in services/sol	lutions procured, managed, and deployed
y the state providing support to local go	vernment: X YES NO
Signed, on 15 (day), September	(month) 2024 (year), in
Anycounty County	, Mississippi.
	Chris Walkins
	(Signature)
	Chris Watkins
	(Printed Name
	Authorized Signatory Official
	/ Title

Mississippi State Cybersecurity Strategic Plan Interest Survey Form. Page 61



Mississippi Statewide Cybersecurity Strategic Plan



State of Mississippi

, Chris Watkins	(Printed Name), the duly appointed authorized agency on behalf
he Anytown Police	Department ("Local Governmental Entity"),
ocated at 110 Mai	n Street Anytown, MS 39541(address)
nereby expressly o	onsent to the State of Mississippi's State Administrative Agency (SAA), namely the Mississippi Offi
of Homeland Secu	rity (MOHS), undertaking the following acts in accordance with the State and Local Cybersecur
Grant Program (SL	CGP) for Fiscal Year (FY) 2022-2028, as authorized by Section 2220A of the Homeland Security A
of 2022, as amend	ed (Pub. L. No. 107-298) (8 U.S.C. §865g):
 Retain <u>\$65</u>4 	<u>1.731.00</u> in SLCGP for FY2022 at the State Level, as Management and Administration Costs, as w
as SLCGP	Operations Costs. Funds are in alignment and compliance with Federal allowances.
Utilize \$2.6	18.920.00 in SLCGP funds for FY2022 as follows:
a. 96.	18% for Asset Management Systems and Cybersecurity Readiness Assessments for local and ru
enti	ties. Assessment will provide an overall assessment of Mississippi cybersecurity structure, ga
vuln	erabilities, and capabilities.
b. <u>3.81</u>	1% for cybersecurity training for local and rural entities, to include training sessions, cybersecu
exe	rcises and training software programs.
 Retain <u>\$1.3</u> 	27.910.20 in SLCGP for FY2023 at the State Level, as Management and Administration Costs, as
well as SLC	GP Operations Costs. Funds are in alignment and compliance with Federal allowances.
 Utilize \$5.3 	11.640.80 in SLCGP funds for FY2023 as follows:
a. Ass	et Management Systems and Cybersecurity Readiness Assessments for local and rural entiti
Ass	essment will provide an overall assessment of Mississippi cybersecurity structure, ga
vuln	erabilities, and capabilities.
b. Cyb	ersecurity training for local and rural entities, to include training sessions, cybersecurity exercis
and	training software programs.
c. Loc	al Sub-Recipient Awards to Local Jurisdictions.
_	en to be in the best interest of the Local Government Entity and is provided without duress or fear nt is only effective for FY2022-2026 SLCGP federal funds.
igned, <u>on 15</u> th_	(day), September(month) 2024(year), in
Anxeountx	County, Mississippi.
	Chris Walkins
	Chris Watkins (Signature
	(Printed Name

Quiz Time...

Raise Your Hands!

Quiz Time... When is the Grant Award Paperwork Due back to MOHS?

Quiz Time... When should Equipment be ordered?

Quiz Time... What months are considered your 3rd Quarter Report?



Let's Take a 10 Minute Break



Other Award Forms

Orientation Acknowledgement Form



FY24 Homeland Security Grant Program Orientation Acknowledgment Form

By signing this Orientation Acknowledgment form, I acknowledge that I have received and viewed a copy of the FY24 Mississippi Office of Homeland Security (MOHS)-Homeland Security Grant Program (HSGP) Orientation documents.

I understand and agree that it is my responsibility to read, understand and follow all guidance set forth in the grant award and the grant program documents.

I acknowledge that if I have any questions, comments or concerns related to the grant award documents or grant program documents, I am encouraged to discuss matters with MOHS staff and seek guidance and technical assistance.

Date: August 15, 2024

Name: Paul Smith-Grant Writer

Signature: Paul & mith

Agency Name: Anytown Police Department

Please return this form to: MOHS Grants: mohsgrants@dps.ms.gov

Form can be returned during Implementation or with Award Packet







National Cyber Security Review (NCSR) & Why Should you Care?

Every Agency MUST Complete. Page 64

What is the National Cyber Security Review?

- Required for all FY24 Homeland Security Grant Program Sub-Recipients.
- No-cost, anonymous, annual self-assessment of governments' cybersecurity programs.
- Provides actionable metrics for improving cybersecurity maturity.
- Assists DHS gain valuable insight into cybersecurity maturity across government communities.



National Cybersecurity Review (NCSR) NCSR Website:

https://www.cisecurity.org/ms-isac/services/ncsr/

Includes:

- Webinars
- Frequently asked questions
- General user guide
- Registration portal



National Cybersecurity Review (NCSR)

When do I need to take the NCSR?

- Take the NCSR- ASAP
- Survey window is only open during

October 1-February 28
NO EXCEPTIONS

National Cybersecurity Review (NCSR) MOHS Grant Compliance-REQUIRED

To show compliance with the federal requirement, please print off a copy of your completion of the survey. Will include:

- Name of Person
- Agency
- Date of Completion

This **MUST** be completed and turned in before your Grant Agreement can be activated and reimbursements can be made.



National Cybersecurity Review (NCSR) MOHS Grant Compliance-REQUIRED

Element Information - Name	If this NCSR submission is covering additional entities who receive HSGP funding_ please enter those entity names here- Please see the help text (question mark icon) for examples- If this NCSR submission is not covering additional entities who receive HSGP funding_ please enter -N-A	Related Tasks - Task Name	Related Tasks - Task Status	Related Tasks - Completion Date
Mississippi - City of	N/A	2021 Nationwide Cybersecurity Review (NCSR)	Completed	Nov 4, 2021 8:57 PM



Quiz Time... What happens if you do not get a Cybersecurity Assessment by February 28?

Quiz Time... When is the Cybersecurity Assessment Open?





Let's Talk EHP or Environmental Historic Preservation?



Environmental and Historic Preservation Screening Form (If Applicable) Page 71

Environmental Historic Preservation Screening Form

Once the Environmental Historic Preservation Screening Form is filled out, please return to MOHS Grants: mohsgrants@dps.ms.gov

EHP's will be forwarded to FEMA and will go through the review process. The review process can take up to 6-9 months to complete. No work or activities can be started or performed until the EHP is completed and approved by FEMA. If work or activities do proceed without the EHP, these costs will be unallowable.

- · Projects should require Flood Zone Notices
- Special Conditions

Items Needed:

- Screening Form
 - Include Address and Latitude/Longitude Coordinates
 - Detailed Description
- Specifications of Equipment (If Available)
 - Product Brochures
- Pictures:
 - Detailed pictures of where the items will be located.
 - Detailed pictures of building where the items will be located.
 - o Inside and Exterior Pictures.
 - o Street Views of where items will be located (LPR)
 - Overhead views of location (Google Earth)
 - Camera's: If you are installing cameras
 - Pictures of EVERY location of the camera.
 - · Picture of the type of cameras
- · Details: Can be provided on additional sheets
 - Tree Removal:
 - Root balls <u>Removed?</u>
 - Removal Process?
 - Debris Staging?
 - o Exterior Lighting
 - Pictures of Lights
 - Will lights be attached to building on or light poles?
 - Will poles be new or existing?
 - How will electrical be provided to pole?
 - o Fencing:
 - Material of the fence
 - Details of the fence (Type, Length, Material)
 - Ground Disturbance Dimensions
 - How deep will the fence be installed?
 - Will fill dirt be used?

Environmental and Historic Preservation Screening Form (If Applicable) Page 72

Environmental and Historic Preservation Screening Form Grants will have a EHP Form Required (If Applicable)

SECTION A. PROJECT	INFORMATION	
DHS Grant Award Number:	EMW-202X-XX-XXX	
Grant Program:	Homeland Security Non-Profit Grant Program	
Grantee:	Mississippi Office of Homeland Security	
Grantee POC:	MOHS Grants Department	
Mailing Address:		
E-Mail:		
Sub-Grantee:	1.	<u> </u>
Sub-Grantee POC	:2.	<u> </u>
Mailing Address:	3.	
E-Mail:	4.	
Estimated cost of project:	5.	
Project Description. Provi proposed, where it is proj accomplish (the purpose), the summary for each site:	posed, how it will be implemented. Include a brief	ription should contain a summary of what specific act of description of the objectives the project is design all pages if necessary. If multiple sites are involved, provided the control of the control
8.		

- Sub-Grantee: Please include name of agency, district or non-profit organization.
- Sub-Grantee POC: Please include the name of the person that is the main Point of Contact (POC) for the grant.
- 3. Mailing Address: Please include the physical mailing address for the location of the project.
- 4. Email: Please include the email address for the POC of the project.
- 5. Estimated Cost of the Project: Please include the amount of the grant.
- 6. Project Title: Provide a title for the project. Ex. New Faith Church
- Project Location: Provide the physical location of the project, please include, if possible, latitude and longitude location.
- Project Description: Please include a description of the project, plans for the project, such as building or installing
 equipment. Please be as detailed as possible of the equipment being installed, reasons for the installation and details
 that may be pertinent to the project.

Required EHP Project Information:

Federal Grant Award ID

Subrecipient name

Equipment to be installed or purchased

Project Purpose and Need

Project Alternatives
Considered

Basic Site Information

- Address
- Latitude/Longitude (decimal format)
- Area and max depth of ground disturbance for each project component

Required Project Information

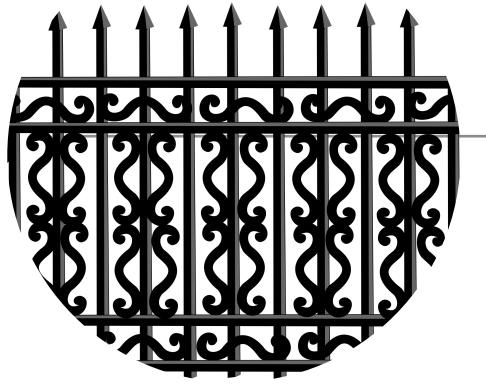
- Basic Structure Information (if applicable)
 - Build Year: ALL structure types
 - Type of foundation (slab on grade, basement, crawlspace, piers)
 - Any major modifications or additions made to the structure
 - Current and historic uses of the existing structures
 - Any previous ground disturbing activities
 - Characteristics of the surrounding area
 - Example: Rural farming community





Additional Project Information

- All Proposed project activities (if applicable) including but not limited to:
 - Equipment spec sheets
 - Proposed staging areas
 - Grading
 - Location of fill source
 - Method of construction
 - Vegetative removal
 - COLOR Photos







Project Type Examples

- Fencing and gates
- Surveillance System
- Access Controls

Common Requested Information

SUREVILLANCE SYSTEM AND ACCESS CONTROLS

- How will it be attached to the buildings?
- How will wiring be concealed?
- Provide an example, spec sheet, and/or detailed description of the equipment to be installed (material, height, color, etc.)

FENCING AND GATES

- Ground disturbance dimensions.
- Provide an example, spec sheet, and/or detailed description of the fencing/gates to be installed (material, height, color, etc.)
- GPS coordinates in decimal degrees.
- Aerial map providing location of where the proposed fencing/gates will be installed.



Project Type Examples







Doors

Windows

Lighting



Common Requested Information

DOORS AND WINDOWS

- Provide an example, spec sheet, and/or detailed description of the equipment to be installed (material, height, color, etc.)
- Will the frame be altered to accommodate the upgrades? If so, please provide an detailed description of what those alterations will look like.

LIGHTING

- Provide an example, spec sheet, and/or detailed description of the lights to be installed (material, height, color, etc.)
- How will the lighting be attached to the building?
- How will wires be concealed?
- Please provide the GPS coordinate of where the new light pole will be installed.
- Provide an example or spec sheet of the new light poles to be installed.
- Ground disturbance dimensions for the new light poles.

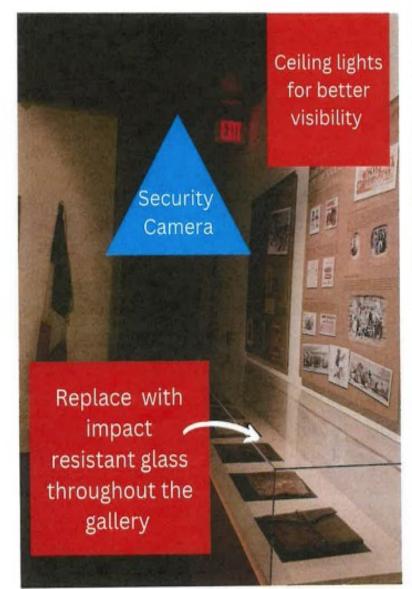


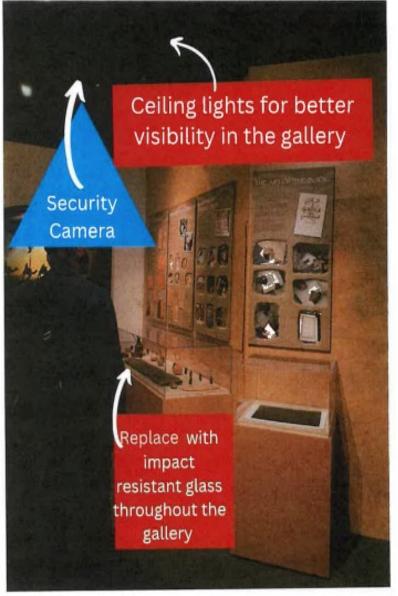
Environmental and Historic Preservation Screening Form License Plate Readers (If Applicable)





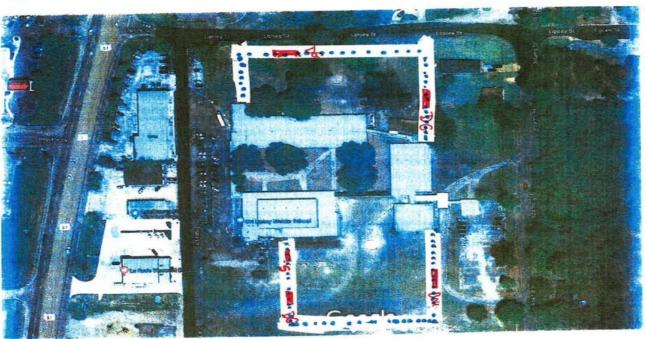
Environmental
and Historic
Preservation
Screening Form
(If Applicable)





Environmental and Historic Preservation Screening Form





Lipses Imagery @2022 CNES / Airbus, Maxar Technologies, Map data @2022

■ 1375 feet of charlink fence with 4 5wing gards And I wall Gare

Environmental and Historic Preservation Screening Form (If Applicable)

EHP Checklist

"Yes" indicates that the environmental regulation or statute may apply to your project.

Envir	onmental Regulation or Statute	Yes	No
Nation	nal Historic Preservation Act		
1.A	Would the proposed project affect, or is the proposed project in close proximity to, any buildings or structures 50 years or more in age?		
1.B	Will the proposed project involve disturbance of ground?		
Endar	ngered Species Act and Wildlife Coordination Act		
2.A	Are federally listed or endangered species, or their critical habitat, present in or near the project area and, if so, which species are present?		
2.B	Will the proposed project remove or affect vegetation?		
2.C	Is the proposed project in or near (within 200 feet), or likely to affect, any type of waterbody or body of water?		
Clean	Water Act, Rivers and Harbors Act		
3.A	Will the proposed project involve dredging or disposal of dredged material, excavation, the addition of fill material, or result in any modification to water bodies or wetlands designated as "waters of the United States" as identified by the U.S. Army Corps of Engineers or on the National Wetland Inventory?		
Execu	tive Order 11988 (Protection of Floodplains) and Executive Order 11990 (Protection	of Wetla	nds)
4.A	Does a Flood Insurance Rate Map, Flood Hazard Boundary Map, hydrological study, or some other source indicate that the project is located in, or will affect, a 100-year floodplain, a 500-year floodplain (if a critical facility), an identified regulatory floodway, or an area prone to flooding?		
4.B	Is the proposed project located in, or will it affect, a wetland as listed in the National Wetland Inventory?		
4.C	Will the proposed project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation?		
4.D	Is the proposed project located in, or will it affect, a floodplain or wetland? If yes, the 8-step process summarized in Appendix J must be completed.		
Coast	al Zone Management Act		
5.A	Is the proposed project located in the State's designated coastal zone?		
Farml	and Protection Policy Act		
6.A	Will the proposed project convert more than 5 acres of "prime or unique" farmland outside city limits to a non-agricultural use?		
	urce Conservation Recovery Act and Comprehensive Environmental Response, Com ity Act	npensatio	on, and
7.A	Is there reason to suspect there are contaminants from a current or past use on the property associated with the proposed project?		
7.B	Are there are any studies, investigations, or enforcement actions related to the property associated with the proposed project?		
7.C	Will any project construction or operation activities involve the use of hazardous or toxic materials?		

Environmental Regulation or Statute		Yes	No		
7.D	Are any of the current or past land uses of the property associated with the proposed project or are any of the adjacent properties associated with hazardous or toxic materials?				
Executive Order 12898 (Environmental Justice for Low Income and Minority Populations)					
8.A	Are there any low-income or minority populations in the project's area of effect or adjacent to the project area?				
Other Environmental/Historic Preservation Laws (including applicable State laws) or Issues					
9.A	Are other environmental/historic preservation requirements associated with this project?				
9.B	Are any controversial issues associated with this project?				
9.C	Have any public meetings been conducted, or public comment solicited, on the proposed project?				

Pages 82-83

EHP Checklist

Quiz Time...

Raise Your Hands!

Quiz Time...

What Does EHP Stand For?

Quiz Time...

Does everyone need an EHP?



MEMORANDUM OF UNDERSTANDING (MOU)

MISSISSIPPI OFFICE OF HOMELAND SECURITY, A DIVISION OF THE MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY $$^{\Delta\rm ND}$$

Anytown Police Department

This agreement (hereinafter "Agreement") is made and entered into this the 15th day of September 2024, by and between: MISSISSIPPI OFFICE OF HOMELAND SECURITY (MOHS), represented herein by, Executive Director of MOHS, a

division of the MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (MDPS); and Anytown Police Department (AGENCY).

For and in consideration of the agreements herein, the respective signees having full authority of their respective entities to enter into this agreement and do agree as follows:

MOU PURPOSE:

The Mississippi Analysis and Information Center (MSAIC) functions as the hub for integrating intelligence communications between federal, state, tribal and local law enforcement jurisdictions. The mission of the MSAIC is to: "provide Mississippi with a centralized location for the gathering, analysis, and sharing of information from local, state, tribal and federal resources to prevent criminal activity including acts of terrorism or other threats to public safety. The MSAIC serves as the integrated multi-discipline sharing network for situational awareness and is a key component of the jurisdiction's homeland security and crime prevention efforts".

MSAIC analysts are tasked with providing real-time, accurate and complete criminal justice and intelligence information that enables law enforcement and the intelligence communities to identify terrorists, apprehend fugitives, locate missing persons, identify unidentified persons, recover stolen property, protect innocent persons and other law enforcement and judicial functions.

In support of the MOHS/MSAIC mission, and as a jurisdiction receiving MOHS funding for the purchase of an LPR system,

Anytown Police Department AGENCY agrees to share threat data with MOHS/MSAIC personnel for use in Threat

Analysis Reporting. This reporting will be completed on a routine monthly basis directly to MSAIC.

In support of the MOHS/MSAIC mission, and as a jurisdiction receiving MOHS funding for the purchase of an LPR system, Anytown Police Department AGENCY agrees to make the information captured during routine use available to query by MOHS/MSAIC analysts upon demand.

Anytown Police Department AGENCY shall be responsible for ensuring that the storage and/or exchange of information is encrypted, and encryption meets or exceeds the security requirements required by MDPS and the Mississippi Department of Information Technology Services.

Anytown Police Department AGENCY shall make certain that the use of and access to the LPR information is restricted to those who have a legitimate law enforcement or judicial purpose for accessing the LPR information.

Anytown Police Department AGENCY shall advise its employees of the penalties relating to the illegal or misuse of such information. Anytown Police Department AGENCY shall take all necessary measures to secure the equipment used to access the LPR system and prevent any unauthorized use. Failure to do so may result in the loss of additional MOHS grant funding opportunities.0020

DURATION OF AGREEMENT:

This Agreement shall continue in full force and effect for the duration of the purchased LPR equipment grant life.



Grants with License Plate Readers Approved. Page 85









FY24 Homeland Security Grant Program

Setting up in MAGIC





All Sub-Recipients must be signed up and registered with the Mississippi Accountability System for Government Information and Collaboration (MAGIC).



All payments and reimbursement will come to you through this system. You <u>MUST</u> be registered in MAGIC, or we will not be able to reimburse your agency.

Grant Reimbursement Request Process-MAGIC



All sub-recipients must register as a vendor in the Mississippi Accountability System for Government Information and Collaboration system (MAGIC).



Link to Vendor MAGIC Page:
https://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/

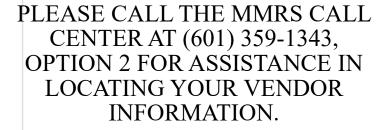


Link to Vendor MAGIC Setup:

https://sus.magic.ms.gov/sap/bc/webdy npro/sapsrm/wda_e_suco_sreg?sapclient=100#

Grant Reimbursement Request Process-MAGIC







MAGIC HELP DESK: (601) 359-1346



MAGIC REGISTRATION QUESTIONS: (601) 576-1160

Quiz Time... How Many Quotes do you need if you have equipment purchased for \$35,000.00?

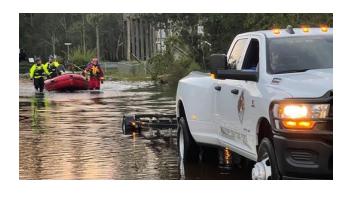
Quiz Time... When are the Award Documents due to MOHS?

Quiz Time... Where do you send the Award Packet and Documents?











Grant Forms and Grant Requirements

Grant Forms and Grant Requirements
Page 87



Appendix B
Instructions to Complete
Homeland Security Grant
Program (HSGP)
Program Forms

Sub-Recipient Grant Administrator's Guide-Purchasing

All purchases regardless of cost must meet all state purchasing laws and regulations and be in accordance to Section 7-7-23, Miss. Code Ann. (1972), state in part: "Purchases of equipment, supplies, materials or services of whatever kind of nature for a department, officer, institutions, or other agency of the state, the cost of which is to be paid from funds in the State Treasure on State Fiscal Officer disbursement warrants, may be made only by written purchase orders duly signed by the official authorized so to do, on forms prescribed by the State Fiscal Officer.

Purchases of such equipment, supplies, materials, or services, as specified herein, made without the issuance of such purchase orders shall not be deemed to be obligations of the state unless the State Fiscal Officer, by general rule or special order, permits certain purchases to be made without the same."

Sub-Recipient Grant Administrator's Guide-Purchasing

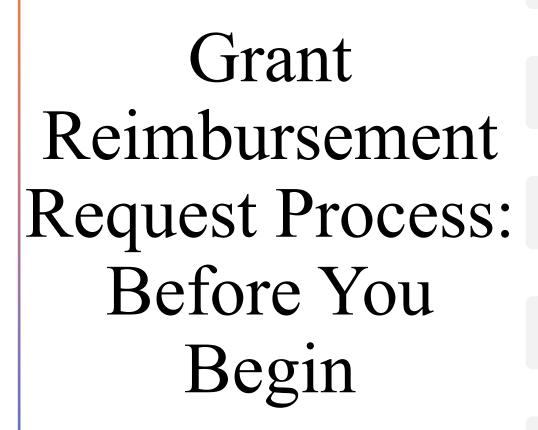
Required documentation: (See Purchasing Laws by State Auditor)

- 0-\$5,000. Requires one quote.
- Over \$5,000 to \$74,999. Requires two quotes. (Lowest and Best Bid Must be Documented)
- Over \$75,000. Requires advertising for bids. If bids are not received, bids must be rebid. (Lowest and Best Bid Must be Documented). Bid must be posted once each week for (2) two consecutive weeks.
- Over \$500,000 requires PPRB Approval.

Mississippi Procurement
Rules
We MUST Follow all
Rules for Procurement.
MS Code 31-7-13



+





Must be permissible under MS and Federal law;

\$ Must not be allowable to or included as a cost of any other federally funded program;

Must not result in a profit to the agency;

Must be incurred on or after the 1st day of the approved grant period; and

Must be adequately supported by source documentation.

Grant Period	Quarter	Date Report is Due
September 1-November 30	1st Quarter	December 15 th
December 1-February 28/29	2 nd Quarter	March 15 th
March 1-May 31	3 rd Quarter	June 15 th
June 1-August 31	4 th Quarter	September 15 th
Closeout	Closeout	November 1 st

DO NOT HOLD A REIMBURSEMENT. IF YOU HAVE ONE, SEND IT IN!!!!!

Reimbursement

Submit Quarterly Reimbursement Claim and Progress Report form

- Copy of the Paid Invoice(s)
- Copy of the Purchase Order, Cancelled Check(s), expenditure report, or any other proof of payment
- Submit two (2) Quotes for any piece of equipment is \$5,000 or more and/or state contract (**DFA Rule**)

Reimbursement

Submit Quarterly Reimbursement Claim and Progress Report form.

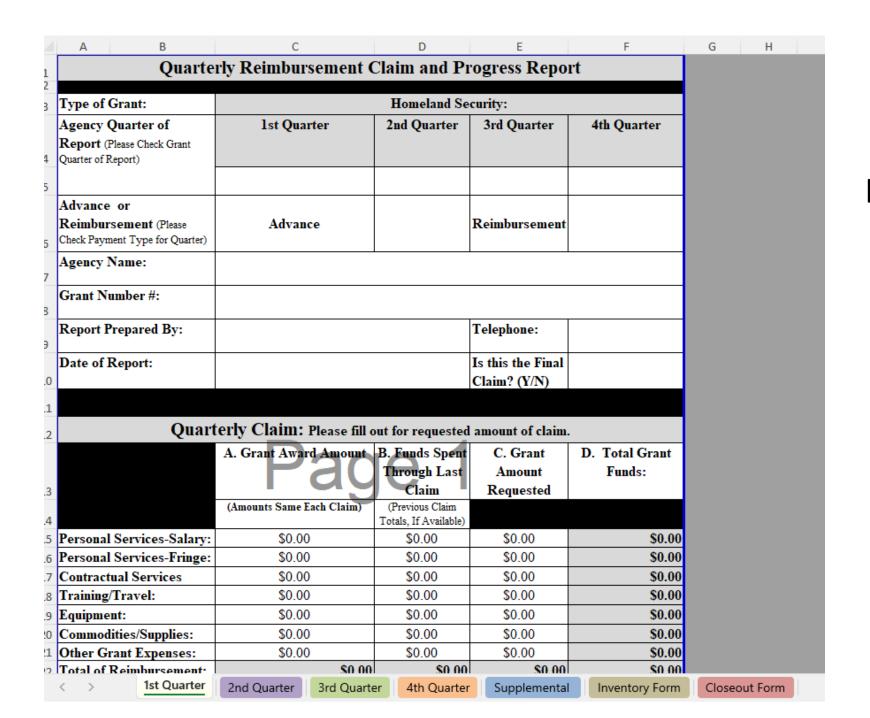
- Submit "Equipment Inventory" form
- Pictures of equipment displaying the serial/vin number
- Breakdown for Reimbursement

Reimbursement Cheat Sheet-Page 88

Checklist for submitting the FY24 Quarterly Reimbursement Claim and Progress Reports:

- __ (1) Salaries and Fringes (If applicable)
 - Check Register or copies Payroll Checks
 - Timesheets/Activity Sheets
 - Hours Breakdown
- __ (2) Contractual Services: (If applicable)
 - · Any Documentation Needed to Justify Purchases
 - Copies of all contracts MUST be submitted with 1st Reimbursement
 - Contracts <u>MUST</u> be within the period of performance
- __ (3) Training/Travel (If applicable)
 - A. Travel Voucher
 - B. Any Documentation Needed to Justify Purchases
- __ (4) Equipment
 - A. Inventory Form(s)
 - B. Breakdown for Reimbursement
 - C. Invoice(s) and Quote(s)
 - D. Proof of Payment(s)
 - E. Pictures of all Equipment (including all serial numbers)
 - F. Any Documentation Needed to Justify Purchases
- __ (5) Commodities/Supplies: (If applicable)
 - · Any Documentation Needed to Justify Purchases
- (6) Other Grant Expenses: (If applicable)
 - · Any Documentation Needed to Justify Purchases
- __ (7) Check all forms for Signature:
 - A. Quarterly Reimbursement Claim and Progress Report
 - B. Travel Vouchers
 - C. Time Sheets/Activity Sheets
 - D. Breakdown for Reimbursement Form





Quarterly Reimbursement Claim and Progress Report

Tab for Each Quarter.
Supplemental Report
Inventory Form
Closeout Form

Grant Reimbursement Request Form-Page 89

Agency Quarter: Will already be marked.

Advance or Reimbursement: You will now be able to select which type of payment to be	requested.
--	------------

- Advance: Back-up information is required for an advance. Proof of Payment is not required at the time of the advance but will have to be provided to clear the payment later. Advances are only allowed for cost that can be proven. No Excess funds will be provided.
- Reimbursement: All back-up documentation is provided to include quotes, proof of payment, equipment sheets, etc.

Agency Name: Place the name of the agency in the field.

Grant Number: Place the assigned grant number from the grant award in the field.

Reported by: Place the name of the person that is filling out the report.

Telephone: Place a telephone number where the person filling out the report can best be reached.

Date of Report: Place the date of when the report is submitted.

Final Claim: Place an (Y) for Yes or a (N) for No, in the grant field, only if this is the final submission.

Quarterly Reimbursement Claim and Progress Report				
Type of Grant:	Homeland Security:			
Agency Quarter of Report (Please Check Grant Quarter of Report)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
•	X			
Advance or	Advance		Reimbursement	X
Reimbursement (Please Check Payment Type for Quarter)				
Agency Name:	Anytown Police Department			
Grant Number #:	24LE257-5			
Report Prepared By:	Paul Smith Telephone: 662-87-			662-874-1446
Date of Report:	12/15/2024 Is this the Final No Claim? (Y/N)			No

Quarterly Claim:

Quarterly Claim: Please fill out for requested amount of claim.

	A. Grant Award	B. Funds Spent	C. Grant	D. Total Grant
	Amount	Through Last	Amount	Funds:
		Claim	Requested	
	(Amounts Same Each Claim)	(Previous Claim Totals, If Available)		
Personal Services-Salary:	A. Grant Award	B. Funds Spent	C. Grant Amount	\$0.00
Personal Services-Fringe:	A. Grant Award	B. Funds Spent	C. Grant Amount	\$0.00
Contractual Services	A. Grant Award	B. Funds Spent	C. Grant Amount	\$0.00
Training/Travel:	A. Grant Award	B. Funds Spent	C. Grant Amount	\$0.00
Equipment:	A. Grant Award	B. Funds Spent	C. Grant Amount	\$0.00
Commodities/Supplies:	A. Grant Award	B. Funds Spent	C. Grant Amount	\$0.00
Other Grant Expenses:	A. Grant Award	B. Funds Spent	C. Grant Amount	\$0.00
Total of Reimbursement:	\$0.00	\$0.00	\$0.00	\$0.00

Financial Documentation Required: Please provide back-up documentation for all request reimbursements to include, but not limited to: timesheets, invoices, purchase orders, cancelled check, proof of payment. If agency has purchased and received equipment during the reporting period, please provide the Equipment Inventory Sheet, along with photographs of equipment purchased.

Example of Quarterly Claim 2nd Quarter Example

In the Example: Anytown PD has a grant for \$100,000.00. During Quarter 1: \$18,000.00 was requested. During Quarter 2: \$44,000.00 is requested for a piece of equipment. Total request for grant is \$62,000.00.

2nd Quarter Example

Quarterly Claim: Please fill out for requested amount of claim.						
	A. Grant Award Amount	B. Funds Spent C. Grant Amount D. Total Gran				
		Through Last	Requested	Funds:		
		Claim 🥒				
	(Amounts Same Each Claim)	(Previous Claim Totals, If Available)				
Personal Services-Salary:	\$0.00	\$0.00	\$0.00	\$0.00		
Personal Services-Fringe:	\$0.00	\$0.00	\$0.00	\$0.00		
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00		
Training/Travel:	00.02	\$0.00	\$0.00	\$0.00		
Equipment:	\$85,000.00	\$18,000.00	\$44,000.00	\$62,000.00		
Commodities/Supplies:	\$15,000.00	\$0.00	\$0.00	\$0.00		
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00		
Total of Reimbursement:	\$100,000.00	\$18,000.00	\$44,000.00	\$62,000.00		

Financial Documentation Required: Please provide back-up documentation for all request reimbursements to include, but not limited to: timesheets, invoices, purchase orders, cancelled check, proof of payment. If agency has purchased and received equipment during the reporting period, please provide the Equipment Inventory Sheet, along with photographs of equipment purchased.

Equipment Breakdown

Equipment Breakdown for Reimbursement

For each Quarterly Report/Reimbursement Report, where equipment is requested for reimbursement, please provide the following information.

Vendor & Invoice #	Equipment Description:	Check #	Amount:
Example:	Equipment Description.	Chour II	· · · · · · · · · · · · · · · · · · ·
Motorola INV4587952	5 Motorola MSWin Radios	11532	\$10,000.00
	Page /		
	. 5		

Grant Reimbursement Request Form

Quarterly Programmatic Report

Fill out the Quarterly Programmatic Report for the quarter that the Agency will be submitting. Each Quarter is personalized for each quarter and the tasks that are required. Equipment should be "in process" with quotes, starting procurement and selection within the 1st Quarter. EHP (if applicable) must be turned in within 1st Quarter.

Quarterly Programmatic Report				
1st Quarter				
Please Mark If Milestones are Incomplete, In	Incomplete	In Process	Complete/Not	
Process or Completed/Not Applicable			Applicable	
Send the full Grant Agreement with Appendix			Complete	
documents, with authorized signatory signatures to				
MOHS.				
Completed Environmental Historic Preservation			Complete	
Form and submit to MOHS (If Applicable)				
Complete NIMS Training (100, 200, 700 and 800).			Complete	
(If Applicable)				
Complete the Nationwide Cybersecurity Review		In Process		
(NCSR) Assessment and submit completion				
documentation for the MOHS.				
Complete Memorandum of Understanding and			Complete	
Consent form for State and Local Cybersecurity				
Grant Program participation.				
Complete and Submit Memorandum of			Complete	
Understanding for MS analysis and Information				
Center (Fusion), if License Plate Readers are awarded				
(If Applicable)				
Provide Sub-Recipient MAGIC Vendor Number where			Complete	
funds will be disbursed. Funds will be advanced and/or				
reimbursed to the MAGIC Vendor Number agency				
provides. It is the agency's responsibility to notify				
the MOHS of any account changes.				
Solicit quotes and/or bids for equipment. (If		In Process	Complete	
equipment is over \$5,000.00, two (2) quotes are				
Review proposals, quotes, bids and select vendors.		In Process	Complete	
Purchase approved equipment during 1st quarter for		In Process	Complete	
the grant year. If unable, please provide justification				
below.				
Assess and review program's threats, hazards, core	Incomplete			
capabilities and needs.	_			
Participate and attend any trainings, meetings, or	N/A			
conference calls with MOHS, as required and				
necessary.				

Do you anticipate any changes/modifications to the original objectives? If yes, will these changes/modifications prevent your jurisdiction from completing this project within the approved grant performance period?

There are no changes to the original objectives.

Please include information regarding any changes or modifications to the original objective of the grant. Please do not leave blank.

List any jurisdictional changes for authorized persons involved in completing this project. Can include: Program Manager, Finance Staff, etc.

The Financial Director has changed since last reporting. The new Financial Director is: Betty Goodman. Her contact information is: Betty.Goodman@anytown.com.

Please include any information regarding any changes to authorized persons on the grant. Please do not leave blank.

List any MOHS Grant Training or Exercises that Agency participated in during the Quarter:

The Anytown Fire Department completed Rope Training Course Training on October 2, 2022 and were able to certify (3) three personnel with needed training. This training helps fill capability gaps in search and rescure training.

Please list out any training or exercises that the Agency participated in during the quarter. Please do not leave blank.

Please list any challenges or delays encountered related to grant funded activities during reporting period.

Anytown Fire Department had a challenge of getting the awarded equipment due to shipping delays with the supply chain. The Agency was able to aquire the equipment, received and this has been tagged.

Please list out any challenges or delays that the agency may have encountered related to grant activities during the grant period. Please do not leave blank.

Please describe any success stories related to grant funded activities during current or previous reporting period.

On October 5, 2022, Jimmy Guyton fell down a well. With the training that was received from the training aquired on October 2, 2022, the Anytown Fire Department was able to locate Jimmy trhough Search and Rescue tactics. Jimmy was successfully retrieved from the well.

Please include and successes that your agency has experienced during the current or previous reporting period. Please do not leave blank.

Quarterly Programmatic Report

The following questions on the Quarterly Report should not be left blank and not filled in. There should be responses into each question.

Describe in detail the Progress of this Grant Quarter.
Please include information regarding details on the progress of the grant during the grant quarter. Please do not leave a blank.
Anticipated Closeout Date.
Please include information on the anticipated date that the agency will closeout grant.
Describe Activities Left to Complete.

Sub-Recipient Certification: I hereby certify that the costs incurred are taken from agency funds, costs are valid, consistent and allowable with the terms of the grant, and all backup documentation is maintained by the agency. I also certify none of the vendors used in purchasing these items were on the Federal Excluded Parties Listing prior to purchase and that all purchases were made in accordance with agency, state and federal procurement procedures. I also certify that this agency is in compliance with the OMB A-133 Single Audit. I understand that this information is being submitted to support a claim against a federally funded grant program. False statements on this form may be prosecutable under 18 USC 1001. The information on this form is true, correct, and complete to the best of my knowledge and ablilty.

Authorized Signatory
Official/ Authorized SubRecipient Grant
Administrator (SGA):

Date: 12/2/2022

Please review all information provided for the report. Once all information is validated and back-up documentation attached, please have the Authorized Signatory Official (Mayor/Board President or Commissioner)

Equipment Breakdown for Reimbursement

Equipment Breakdown for Reimbursement (New Form)

As the Agency submits reimbursement for equipment, please provide the following form to breakout each piece of equipment with the required information.

Equipment Breakdown for Reimbursement			
For each Quarterly Report/Reimbursement Report, where equipm please provide the following inform	ent is requested ation.	d for reim	bursement,
Grant #:			
Agency Name:			
Equipment Description:		Check #	Amount:
Example:			
5 Motorola MSWin Radios		11532	\$10,000.00
Total Reimbursement Request:			

Grant Reimbursement Request Process: Submission of Requests

Submission of all reports and supporting documentation should be emailed to:

mohsgrants@dps.ms.gov.

Any sub-recipient delinquent in submitting reports, or incomplete reports that lack sufficient detail of progress during the period in question, will be subject to having submitted reimbursement requests delayed.

Once completed reports are received, reimbursement requests will be processed.

Quiz Time... What is the due date of the 3rd Quarter Reports?

DEEPER DIVE INTO THE REIMBURSEMENT

Budget/ Reimbursement

Grant Reimbursement Request Process: Budget

Maximum Amount Eligible for Reimbursement: MOHS policy requires all agreements include a 'maximum amount eligible for reimbursement. This maximum amount is the grant reimbursable amount and is MOHS's share of the estimated project cost. The budget specifies each line item and cannot exceed the specified line-item amount for reimbursement. A line item in the budget is the authorization for funds to be expended on the item.

Increased Costs: If costs exceed the awarded amount in the contract, reimbursement will not be authorized.

Personal Service (Salary and Fringe)

Grant Reimbursement Request Process: Personnel (Salary/Fringe)

Personal Services (if applicable): Salaries & Wages--The agreed amount to be paid by federal share and amount to be paid as state or local match. The personnel section lists each position by title, showing the yearly salary and the percentage of time to be utilized for the project. All time reported to conduct program activities must be specifically for the funded project and must be program activities only for reimbursement of salary. Documentation must be provided for any amount claimed.

Regular/Overtime Rate: Overtime hours for personnel is considered over and beyond normal shift hours. The overtime pay rate for personnel is based on actual cost per employee (including straight time hours if personnel does not qualify for overtime rate) in accordance with the Sub-Recipient's policy for payroll and salary rate.

Proof of Payment: Proof of Payment can include Time Sheets, Monthly Time Activity Reports, payroll registry, account ledger, copy of payroll checks/cancelled checks, bank statement, direct deposit statement.

Contractual Services

Grant Reimbursement Request Process: Contractual Services (1 Year Only)

Contractual Services:

Communication & Freight--The actual cost of communication expenses, such as telephone service, internet service, postage expense, and freight expense for shipping equipment will be reimbursed, if applicable. A copy of the cost allocation must be submitted to the MOHS. Documentation must be provided for any amount claimed.

Printing – The actual cost of printing will be reimbursed, if applicable. Documentation must be provided for any amount claimed.

Fees, Professional & Other -- The actual cost of outside contractual services, if applicable. Any consultant contracts must follow the bid procedures required by the state, or local ordinance if more restrictive, and must follow federal guidelines. The duties and qualifications of the consultant should be detailed in a narrative along with itemized budget detail outlining cost for service and included with the subcontract agreement. Agreements and subcontracts must have prior approval from MOHS. See Project Agreement/Contract Development above.

Installation cost – associated with equipment installation such as radio, camera, etc. Documentation must be provided for any amount claimed.

Tavel

Grant Reimbursement Request Process: Travel/Training

Grant Activity Training: The MOHS will not reimburse for the training, unless approved in the MOHS agreement. Any training or training assistance that is claimed and not listed in the approved MOHS agreement will not be reimbursed. Additional information may be requested.

<u>Travel</u>: Section 25-3-41, Mississippi Code of 1972, establishes guidelines for travel reimbursement of officers and employees of the State of Mississippi, and of any department, institution, board, or commission thereof. The MOHS follows guidelines from the Department of Finance and Administration, Department of Public Safety and in house guidelines for all travel. Documentation must be provided for any amount claimed.

The agreed amount to be paid by federal share of expected expenditures and balance is to be paid as state or local match. Travel section must include estimated cost associated with each travel identified and must include all cost associated with the travel. Travel cost must be specific to program area and needed to carry out project activities.

Travel cost must coincide with all MOHS, state, and federal guidelines/policies/rates.

Grant Reimbursement Request Process: Travel/Training

<u>Travel Voucher:</u> All expenses to be reimbursed must be reported on an approved MOHS travel voucher for reimbursement. A copy of the travel voucher can be found: https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/

Travel Vouchers should be typed or completed in ink and signed by the employee. The signature is a certification by the traveler that reimbursement is being requested for actual expenses that are valid allowable business expenses.

- One state employee should not claim expenses for another state employee.
- Hotel/motel receipts must be itemized to be reimbursed.
- Express check-out receipts which do not provide an itemized hotel bill are not acceptable.
- The hotel bill submitted shall be the original form the hotel provides when the bill is paid.
- Necessary travel expenses do not include personal expense items such as entertainment and trip insurance.

Grant Reimbursement Request Process: Travel/Training

rm 13.2	0.10								TRA	VEL VOUCHE	R				Check	One:
vised 07	7/2017														Employee	
		State of	Mis	ssissippi: 1	1										Contract Worker	
										(Agency or Institutio	n)				Board Member	
		Employ	ee S	SN:							PIN	/WIN:				
															Trip Optimize	r Attached
		Name:	2								PII)#:			Yes	
															No	
		Address		3												
															Reason Why Tri	
		I reques	t rei	mbursement	for s	ubsistence a	and	other auth	orized	expenses paid by n	e inc	ident to	official travel	for the State from		
		4					to	4				Th	e itemized sta	tement follows.		
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5 B	ox(es):	State	1	State		Country	1	Request	1	Per Die	n in .	Lieu of	Subsistence			
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		Prior	to '	Trip Expens	es (P	TE) Reque	st:			1 axable	iviea	IS				
L	odging		Do	Not Fill Ou	ıt					Non-Ta	Non-Taxable Meals					
P	ublic Car	rier	Do	Not Fill Ou	ıt					Lodging						
R	egistratio	on	Do	Not Fill Ou	ıt					Registration				#REF!		
	Pa	nyment I	nfor	mation (Tro	rveler	complete,	if ka	nown)		Travel in Private Vehicle						
Т	rip#	•	Π		Do	Not Fill Ou	ıt	Travel in Rented Vehicle			#REF!					
Т	ravel Vo	ucher#	T		Do	Not Fill Ou	ıt			Travel in Public Carrier			Do Not Fill Out			
S.	AAS Ag	#	T		Do	Not Fill Ou	ıt			Other:				 		
	PAHRS		\vdash			Not Fill Ou			\dashv	Sub Tot	a1			<u> </u>	#REF!	
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_	ctivity /	Location	+			Not Fill Ou			_	Less: P			-	 	#VALUE!	
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	pt Categ				Do	Not Fill Ou	П		_	Less: PTE Registration Net Payment (Overpayment)			#VALUE!			
P	roject / S	ub Proj	6							Net Pay	men	(Overp	payment)		#REF!	
•														rue and accurate in ct the overpayment.	all respects, and that	payment for
aveler:		8								Title:	8			Date	e: 8	
proved	by:	9					H			Title:	9			Date	e: 9	
rified by		10	-		_		-			Title:	40				: 10	

Travel Voucher can be found on Page 17-18 of SGA Manual.

Appendix B

Grant Reimbursement Request Process: Travel/Training

Form 13.20											
Itemized	Statement of Travel Expense	SPAHRS Ag #: Do Not Fill Out	Name	1					PID#:	Do not fill out	
				Actual	Actual	Actual	Daily	Daily Meals			ized Expenses
Date	Purpose	Points of Travel	Miles	Breakfast	Lunch	Dinner	Max	Allowed	Hotel	ltem	Amount
2	Non-Taxable		A F	i 6	6	6	7	8	9	10	1
	3		7	-			<u>'</u>		,	10	
Total			+								
otai											
	Taxable										
			\top								
Total											
		Mileage Reimbursement Rate		(\$.535 if n	o state vel	hicle avail	able: \$.1	7 if state v	ehicle is av	vailable)	
		Total Mileage Dollar Amount-Non Taxable									



Quiz Time... Who fills out the Quarterly Reimbursement?

Quiz Time... Reaching way back.... Can someone tell me (1) of the Mission Areas of the HSGP Program?

Equipment

Equipment: Definition

Per the Mississippi Office of the State Auditor, Property Officer's Manual (2018), equipment is defined as:

- 1) They are for acquisition of visible, tangible state property.
- 2) They are non-consumable in nature.
- 3) Their anticipated life is at least one year.
- 4) If the cost of acquisition is \$1,000.00 or more*, the equipment shall be on the inventory.

Equipment:

- *Items regardless of value must also be considered part of inventory and equipment.
- Camera and Camera Equipment (greater than or equal to \$250.00)
- Two-way Radio equipment
- Televisions (greater than or equal to \$250.00)
- Lawn maintenance equipment
- Cellular Phones





Equipment:

- *Items regardless of value must also be considered part of inventory and equipment.
- Computers and computer equipment (greater than or equal to

\$250.00)

- Chainsaws
- Air Compressors
- Welding Machines
- Generators
- Motorized Vehicles





Equipment: Authorized Equipment List (AEL)

All Equipment purchased with MOHS grant funds **MUST** be listed on the FEMA Authorized Equipment List (AEL)

The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs. The intended audience of this tool is emergency managers, first responders, and other homeland security professionals. The list consists of 21 equipment categories divided into categories, sub-categories and then individual equipment items. NOTE: There are no commercially available products listed; it only consists of equipment types.

https://www.fema.gov/grants/guidance-tools/authorized-equipment-list

Equipment: Authorized Equipment List (AEL)

Unless otherwise stated, equipment must meet all mandatory statutory, regulatory, and FEMA-adopted standards to be eligible for purchase using these funds, including the Americans with Disabilities Act.

In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Per the Mississippi Department of Finance and Administration, along with the Department of Public Safety, **two (2) Quotes** must be received for any piece of equipment is \$5,000 or more and/or state contract.

Equipment: Purchasing

Equipment purchased with federal grant funds is intended to be purchased and used within the grant period.

Agencies <u>should</u> begin procurement of equipment within the 1st Quarter of the grant. This may require receiving quotes, purchase orders, etc.

All activities toward the purchase of awarded equipment should be placed on the agency Quarterly Progress Report.

Equipment: Purchasing Delays and Extensions.

Go ahead and begin procurement ASAP!!!!

If procurement is delayed and the acquirement of equipment and materials will be outside the grant award date (8/31/2025), please <u>request an extension</u>.

Quiz Time... Is a \$199.99 Chainsaw Equipment?

Equipment: Use of Equipment

Reporting Use of Equipment:

Sub-Recipients are required to report the use of the equipment that has been purchased with federal funds, during the FULL use of the equipment.

Equipment must be used for its intended purpose and only for **GRANT Activity**.



Equipment: Property Management Systems

All equipment purchased with federal grant funds, must be tracked through the awarded agency Equipment Inventory system for the life of the equipment.



Equipment:

<u>Useful Life Schedule:</u> The MOHS/Sub-Recipient property and equipment purchased in whole or in part with federal funds will be monitored for its useful life according to the following schedule. The MOHS uses several sources for the Useful Life Schedule for more information, please contact the MOHS.

Equipment	Equipment & Property Cost Range	Useful Life Schedule
Building/Installation Items		
Intercom Systems/Public Announcement	No Threshold	25 Years
Ventilation Fans	No Threshold	5 Years
Propane Water Heater	No Threshold	20 Years
Security System	No Threshold	15 Years

Pages 12-14 of SGA Manual



Quiz Time... How long is the useful life for Mobile Radio?

Quiz Time... How long is the useful life for Computer Server?

Equipment:

Ensuring the Future is Made in All of America by All of America's Workers: The Sub-Recipient must comply with the "Build America, Buy America" provisions of the Infrastructure Investment and Jobs Act and E.O. 14005 which provide that, as appropriate and to the extent consistent with law, the recipient must use all practicable means within their authority under a federal award to provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products.)

Procurement of Recovered Materials: States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Grant Reimbursement Request Process: Equipment Form Pages 12 in SGA Manual/Appendix B

		N	10HS Equipme	nt Inver	ntory Fo	rm				
Sub-grantee (Jurisdic	ction/Agen	cy Name): 1								
	Grant	t Number: 2								
Contact N	lame for E	quipment: 3								
Contact Phone Nu	mber for E	quipment: 4			After Hour	Number: 5				
		Email: 6								
Local Prope				Prop	erty Desci	iption				
Identification N	umber	8								
Acquisition Date	s	erial/VIN #	Unit Cost	% Grant Funded		Vendor (Source)		New Equip	oment	
9		10	11	100%		13		✓ Yes	□ No	
Capital Asset		Description of	f Location of Equip	oment		County Locate	ed In	USAR Task	Force	
Yes 📝 No			16			17		TF-1 TF-2	2TF-3	
			Ager	оу Туре						
State Agency	Local Ju	risdiction Colle	ge 🔲 EMA	☐ Fire		aw Enforcement	Non-Profit	☐ Searc	ch/Rescue	
			Asset Catego							
Air Asset		Communications	Fire Suppression	□ r	aw Enforceme	nt Search/Re	escue	☐ Vehicle	Asset	
Bomb Team		Cyber Security	☐ Hazmat	_ n	Medical Asset	☐ Technical	Rescue	Other		
			Asset Type							
ALPR (Stan	nd Alone)		Generator, T	railer Mounted		☐ Ten	nts / Cots			
ALPR (Trail			☐ GPS / Tracki	ng Devices		☐ Trailer, / RV, Communications				
Audio/Visu	_		☐ Interoperabi	lity Gateway (C	oms.)	Trailer, Command				
☐ Boat - Floo			☐ K-9			☐ Trailer, Cooking / Food Unit				
☐ Boat - Swif			☐ Mobile Repe			☐ Trailer, Enclosed				
Camera, O			Monitor, EM			☐ Trailer, Flat Bed				
Camera, Tr			Monitor, Ha			☐ Trench Rescue Equipment				
Camera, Vi			PD Ballistic E			☐ Vehide, ATV - 4 Wheeler				
Cameras, S			PD Tactical E			_	nicle, High Wat			
Computer,			✓ Personal Pro		ent	_	nicle, Prime Mo			
Computer,			Radio, Mobi			_		e by Side - 2 seat		
Computer,			Radio, Porta					e by Side - 4 seat	.er	
Confined S			Rope Rescue			☐ Oth	ner		_	
Cyber Secu		nt	Satellite Dat							
☐ Dive Equip			Satellite Pho							
☐ Drone/UA\			Security Equ							
Fuel - Port			Shoring Equi	ipment (USAR)						
☐ Generator,	, Portable		☐ Sonar							



Quiz Time... At what Amount is an item considered Equipment that must be tagged?

Quiz Time... What is a piece of equipment that is an exception to the \$1,000.00 rule?

Grant Reimbursement Request Process: Additional Form (If Applicable)

Please fill out if you have items that are being purchased for \$75,000.00 and above.

MOHS Request for Pre-Approval of \$75,000.00 and Over Procurement: (If Applicable)

Please fill out each section on the Request for Pre-Approval of \$75,000.00 and Over Procurement. This form should be used when an Agency wants to extend funds for items over \$75,000.00. Agency should follow local, state, and federal procurement for any items purchased with funds.



Mississippi Department of Public Safety Office of Homeland Security



REQUEST FOR PRE-APPROVAL OF \$75,000 and OVER PROCUREMENT

1. 1	Total Estimated Cost	Requesting Jurisdiction		Grant Number				
1 .	Project Description		5. Date Required	Requesting Juris	diction Address			
			Sub-Recipient Gra	nt Administrator's	Phone			
			Name					
3.	Mandatory Pre-Approval Ite	ems						
	A. Copy of Propose	ed Invitation to Bid or Request fo	or Proposal document					
	B. Copy of Propose	ed Advertisement or Public Notice	ce					
	C. Copy of Award S	Selection Criteria						
	D. If Noncompetitiv	e, attach Request for Noncomp	etitive Procurement					
	E. List of Bids Rece	eived						
9. (Other: Provide any additiona	I information which needs to be	considered when evalua	ting approval of this pro	ocurement.			
10.	Jurisdiction Signatory Autho Representative Name and T			ny knowledge and belie uest, including any atta				
			accurate					
			Signatu	re	Date			
		Mississippi Offic	ce of Homeland Securit	v				
11	Approved D	isapproved	Returned for Further		ate			
	Approved(See hark)							

Grant Reimbursement Request Process: Additional Form (If Applicable)

SOLE SOURCE FORM

MISSISSIPPI OFFICE OF HOMELAND SECURITY SOLE SOURCE PROCUREMENT FORM

Sole source procurement is procurement through solicitation of a proposal from only one source. Sole source procurements must adhere to the standards set forth in 2 C.F.R. § 200.320(c) in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The use of sole source procurement is discouraged and should only be used if comparable items are unavailable. Sole source procurement will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the Mississippi Procurement Manual (3.109-3.109.04-Effective 1/1/2018) and the federal requirements.

Conditions for Use of Sole-Source / Research Procurement(s) Sole-source procurement is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify sole-source procurement if there is more than one potential bidder or offerer for that item.

If a sub-grantee is considering a sole source procurement for an item, it is the responsibility of the sub-grantee to follow all procurement roles.

- All sole source procurement requires the <u>prior</u> written approval of the Mississippi Office of Homeland Security-State Administrative Agency (SAA).
- Submit the Sole Source Procurement form with the sub-grantee Signatory Official signature <u>prior</u> to purchase and follow the requirements according to dollar amounts as outlined in the Mississippi Homeland Security Grant Program Procurement Procedures.
- Send the form to the following address to the Mississippi Office of Homeland Security at mohsgrants@dps.ms.gov.
- Upon review and receipt of the Sole Source Procurement form, a response will be provided to your agency via email.

SOLE SOURCE PROCUREMENT FORM

Grant Number:

Sub-Grantee Name:	
This form must also contain sufficient documentation to justify the request and should address the folinformation:	lowing
 Brief description of the program and need for the item. 	
 Complete description of requested item(s) as they are listed in the grant application, and costs for the sole source procurement is being sought. 	which
 Explanation of need to contract noncompetitively to include the expertise of the conmanagement, responsiveness, knowledge of program, and experience of contractor personnel. 	tractor,
 Time constraints such as when contractual coverage is required and why, impact on the program are not met, time it would take another contractor to reach the same level of competence (eq dollars if desired). 	
Uniqueness of the item:	
 Other points that should be expressed to substantiate the request. 	
 A declaration that this action is in the "best interest" of the agency. 	
Sub-Grantee Financial Procurement Officer Date	
Sub-Grantee (SGA) Project Director Date	
Mississippi Office of Homeland Security Date Executive Director	

Sub-Recipient Grant Administrator's Guide- EHP Submission

Environmental and Historic Preservation Screening Form All Non-Profit Grants will have a EHP Form Required

OLUTION ALTRODEUT	NFORMATION
DHS Grant Award Number:	EMW-202X-XX-XXX
Grant Program:	Homeland Security Non-Profit Grant Program
Grantee:	Mississippi Office of Homeland Security
Grantee POC:	MOHS Grants Department
Mailing Address:	
E-Mail:	
Sub-Grantee:	1.
Sub-Grantee POC	
Mailing Address:	3.
E-Mail:	4.
Estimated cost of project:	5.
Project location (physical ac	dress or latitude-longitude): 7.
Project Description, Providence	e a complete project description. The project description should contain a summary of what specific action is used, how it will be implemented. Include a brief description of the objectives the project is designed to
proposed, where it is prop	nd the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide
proposed, where it is prop accomplish (the purpose), a	nd the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide
proposed, where it is prop accomplish (the purpose), a the summary for each site:	nd the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide

Some Equipment for the HSGP grants may require an Environmental Historic Preservation (EHP) for submitted before an items can be purchased and/or installed.

Items such as Generators, License Plater Readers, Fencing, and Security Cameras, <u>MUST</u> have an EHP submitted to MOHS, sent to FEMA, Approved by FEMA and a Letter of Approval received.

If you perform **ANY** work outside the EHP process, items will not be reimbursed.

Equipment: Disposition





If any material or equipment ceases to be used in project activities, the sub-recipient agrees to promptly notify MOHS.

In such event, MOHS may direct the sub-recipient to transfer, return, keep, or otherwise dispose of the equipment.

Commodities/ Supplies

Commodities/Supplies

Commodities:

Office Supplies--The actual cost of office supplies (pencils, pens, paper, paper clips, etc.) and training materials will be reimbursed, if applicable. Documentation must be provided for any amount claimed.

Small Equipment Under \$1,000.00-- The actual cost of minor equipment will be reimbursed, if applicable. Documentation must be provided for any amount claimed.

Unallowable

Unallowable

Limitations and Conditions: The provisions stated in the following section are not intended to deny flexibility in supporting potential accident and injury reduction activities; however, the conditions do serve as a guide in describing costs that are <u>not allowable</u> for Homeland Security funding. See FEMA Homeland Security Grant Preparedness Manual.

https://www.fema.gov/grants/preparedness/homeland-security

<u>FEMA Approval:</u> Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.

If it's not listed in your Grant Award, it's unallowable!

Unallowable

<u>Supplanting</u>: Supplanting is the act of replacing existing funds with federal funds. Specifically, funding that is established for the payment of personnel or operations required in the normal and usual conduct of business may not be replaced using federal funds awarded via the grant.

Supplanting, including: (a) replacing routine and/or existing State or local expenditures with Federal grant funds and/or (b) using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local, or Federally recognized Indian tribal governments.

Quiz Time... What types of items need an EHP?

Grant Modifications

Modifications

During the active period of a project, changing conditions may require that the original project agreement be modified. If both parties consent to altering the project in some way, then a modification request (either activity or budget or both) must be completed. All budget modification requests must be submitted (BEFORE) on the required MOHS forms signed and dated by the signatory authorized official.

Modifications-Change in SGA

Change in SGA: The Sub-Recipient agrees to notify in writing, the MOHS of any change and the reason for the request of change in personnel, no later than the submission of the next claim of reimbursement. Agency must resubmit an SGA form, if the SGA is changed from the responsibilities of grant activities.

Modifications Change in SGA

Designation of Sub-Recipient Grant Administrator (SGA)

Pursuant to the Mississippi Office of Homeland's requirements that the signatory official is the only person authorized to sign official documentation in relation to the sub-grant, such as financial reimbursement, performance reports, etc. The (agency/department name) authorized and approved (print designated sub-recipient grant administrator official name) to sign any/all forms related to this Grant Agreement. Upon approval of this request said person will then be Responsible/Liable, as the signatory official, for claims and reporting submitted by them to this agency. The approval of this request will allow this person to complete required documentation in the absence and/or on behalf of the signatory official. The following person is officially appointed to represent your jurisdiction as the Sub-Recipient Grant Administrator (SGA) and is hereby duly authorized to fulfill the terms of this Grant Agreement during the performance period on behalf of the Sub-Recipient. Sub-Recipient Grant Administrator (SGA) Name: _____ Title: _____
(Designated Sub-Recipient Grant Administrator) Agency Name: Mailing Address: City: Zip Code: Telephone Number: _____ Fax Number: _____ Email Address: Signature of Sub-Recipient Grant Administrator: Grant Authorized Signatory Official Appointed by Authorized Signatory Official: (Mayor, Board President, Commissioner, Director, Superintendent) Authorized Signatory Official Signature:



Homeland Security Grant Program Request Form

Type of Re	equest: Please check the box for the type of request:
	Request for Advance: An advance is for jurisdictions may not be able to provide monies up front for purchases and wait to be reimbursed later within the period of performance.
	Request for Extension- An extension will extend the period of performance to complete all program tasks and activities.
	Request for Minor Change-A minor change is budget change within a single line item within the program budget.
	Request for Modification- A modification is a budget change within more than one line item within the program budget. Authorized Signatory Official signatures are required. For a Request for Modification, please fill out the request form and proceed to the Budget Modification Signature Sheet and Budget Summary Sections. All sections must be provided.

Program Information: Please provide the following information regarding the request:

Date:	1.
Grant Number:	2.
Agency:	3.
Sub-Recipient Grant Administrator Name:	4.
Sub-Recipient Grant Administrator Email:	5.
Amount of Grant:	6.
Amount of Requested Advance/Minor Change:	7
Date of Extension for Grant to be Extended:	8.

Attach a copy of supporting documentation for the requested advance/extension or minor change. (Quotes, Bids, Purchase Order, Invoice) Please return form to MOHS Grants at: mohsgrants@dps.ms.gov

MUST BE RECEIVED BY:

MAY 31st



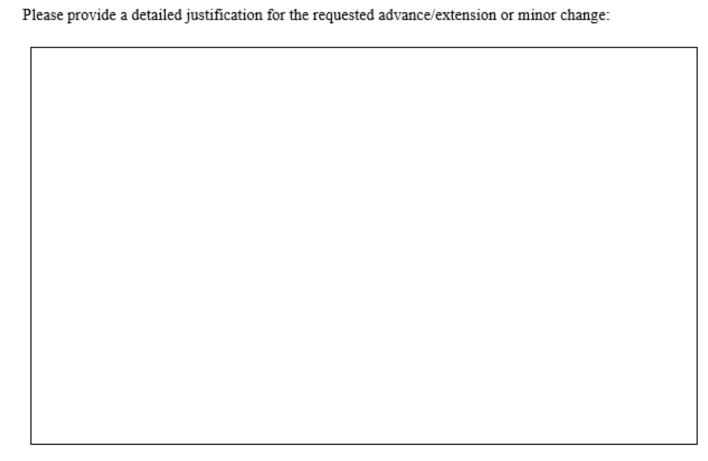
Homeland Security Grant Program Request Form

Type of	Request: Please check the box for the type of request:
1.	Request for Advance: An advance is for jurisdictions may not be able to provide monies up front for purchases and wait to be reimbursed later within the period of performance.
2.	Request for Extension- An extension will extend the period of performance to complete all program tasks and activities.
3.	Request for Minor Change-A minor change is budget change within a single line item within the program budget.
4.	Request for Modification- A modification is a budget change within more than one line item within the program budget. Authorized Signatory Official signatures are required. For a Request for Modification, please fill out the request form and proceed to the Budget Modification Signature Sheet and Budget Summary Sections. All sections must be provided.

Program Information: Please provide the following information regarding the request:

Date:	1.
Grant Number:	2.
Agency:	3.
Sub-Recipient Grant Administrator Name:	4.
Sub-Recipient Grant Administrator Email:	5.
Amount of Grant:	6.
Amount of Requested Advance/Minor Change:	7
Date of Extension for Grant to be Extended:	8.

- 1. Date: Date of the Request
- 2. Grant Number: Grant Number
- 3. Agency: Include the Agency Name
- Sub-Recipient Grant Administrator Name: Please include the name of the person that is assigned as the <u>SGA</u>
- 5. Sub-Recipient Grant Administrator Email: Please include email address of the person that is assigned as the SGA.
- 6. Amount of the Grant: Please include the amount that the grant was awarded.
- Amount of Requested Advance/Minor Change: Please include the amount of the advance amount requested.
- Date of the Extension for Grant to be Extended: Please include the date requested for the extended date.



Attach a copy of supporting documentation for the requested advance/extension or minor change. (Quotes, Bids, Purchase Order, Invoice) Please return form to MOHS Grants at: mohsgrants@dps.ms.gov

Include a detailed justification statement of the request (Advance, Extension or Minor Change). Also attach supporting documentation for the request that will support the request, such as quotes, bid, and/or invoices.

Modification Request of the Grant: Some reasons for modifying the project agreement or contract might include:

• increasing or decreasing the budgeted amount

Modifications are also executed to authorize a material change in other terms and conditions.

NOTE: Requests for modifications should be submitted for approval *before* the revision is implemented.

The Sub-Recipient will submit a copy of the Sub-Recipient Budget Modification Request to the MOHS for review and approval. If the cost, complexity, or scope of work authorized in the grant must be revised after the project agreement is signed, then a written amendment must be executed to authorize the change.

The Sub-Recipient must submit the modification to the MOHS email address of mohsgrants@dps.ms.gov. Effective date will not be issued until both parties have executed the modification.

When an amendment is needed, sufficient time should be allowed for proper review and execution. With sufficient advance planning and ongoing monitoring, Sub-Recipients should have any amendments to a grant or Contract executed <u>90 days prior to the end of the grant or by May 31</u>.

When a simple budget modification is needed, sufficient time (a minimum of two weeks) should be allowed for proper review and execution. Modifications must be signed by the parties who signed the original project agreement unless approval authority has been specifically retained or delegated to someone else in accordance with MOHS policy.

<u>Modification Processing:</u> A modification will follow the same approval processing procedures as the original agreement. The same signature authority that applies for the original agreement also applies for any modification to that agreement.

As with the original project agreement, the modification becomes effective only when all signatures have been obtained. Sub-Recipient is allowed two (2) modifications per year and if any modifications are submitted for processing, then the last modification (#2) should be processed through the MOHS office no later than June 30th. If any modifications are sent to be processed, the modification must be approved by the MOHS.

NOTE: MOHS Sub-Recipients are allowed (2) two budget modifications during the grant year. Budget Modifications will not be accepted until the 2nd quarter, unless approved by the MOHS Grants Director.

ModificationsModification of Grant Request for Change

MS OFFICE OF HOMELAND SECURITY BUDGET MODIFICATION SIGNATURE SHEET

			- 22 .	_		
1. Sub-Recipient's Name: 2. E			. Effective Date:			
Mailing Address			Sub-Recipient Number: Modification Number:			
Telephone Number:		5.	Grant Ide	ntifier: (Funding	Source and Year)	
·			6. Period of Performance: Start and End Dates:			
7. The above sub-grant is h	pereby modified as	follows:				
7. The above sub-grain is i	Current Budget	ionows.	Ch	ange	New Budget	
Budget Category	Current Baaget	Federal	<u> </u>	State/Local	Tiew Budget	
Personal Services-Salary	A		В	\$0.00	C	
Personal Services-Fringe	A		B	\$0.00	C	
Contractual Services	A		B	\$0.00	C	
Travel	A		B	\$0.00	Č	
Equipment	A		В	\$0.00	C	
Commodities/Supplies	A		В	\$0.00	C	
Other	A		В	\$0.00	C	
TOTAL	A	1	В	\$0.00	C	
8. Except as hereby modified, all terms and conditions of the sub-grant remain unchanged.						
AGENCY	APPROVAL		SUB-GRANTEE ACCEPTANCE			
9. Approval from Grantee:			 Typed Name & Title of Authorized Sub-Recipient Official: (Mayor/Board President) 			
11. Signature of Grantee and Date:			12. Sign	nature of Authori	zed Sub-Recipient Official & Date:	

ModificationsModification of Grant Request for Change

MS OFFICE OF HOMELAND SECURITY BUDGET MODIFICATION COST SUMMARY SUPPORT SHEET

2. Sub-Recipient Grant Number:		Modification Effective Date:			
4. Grant Budget Category	5. Grant Budget Detail	6. Revised B	6. Revised Budget		
		Federal	All Other	Total	
Salary & Wages: Original Grant Amount \$ Revised Grant Amount \$		\$	\$0.00	\$	
Fringe: (If Applicable) Original Grant Amount \$ Revised Grant Amount \$		s	\$0.00	s	
Contractual Services: Original Grant Amount \$ Revised Grant Amount \$		S	\$0.00	S	
Travel: Original Grant Amount \$ Revised Grant Amount \$		S	\$0.00	S	
Equipment: Original Grant Amount \$ Revised Grant Amount \$		s	\$0.00	\$	
Commodities/Supplies: Original Grant Amount \$ Revised Grant Amount \$		\$	\$0.00	S	
Other Costs: Original Grant Amount Revised Grant Amount		\$	\$0.00	\$	

TOTALS	\$ \$0.00	\$

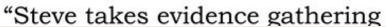
Quiz Time... When are Grant Extensions Due By?

FY24 Homeland Security Grant Program

Monitoring Visits









Monitoring should not be.....

- Stressful for any person(s) involved.
- Assume that we are OUT TO GET an Agency.
- A punitive activity for an Agency.

Monitoring should be.....

- Great time to put a face with a name.
- An opportunity to build relationships and partnerships.
- A Technical Assistance Visit. TO HELP!!!!!
- Provide the Agency with a better understanding of our office and the grants we manage.
- An opportunity to learn about our agency and find out about additional resources, grants and trainings that are available.





Monitoring Visits: Why Do We Monitor?

- MOHS is required to monitor, by federal guidelines
- To confirm the funds were used for the purpose stated in the grant request
- Assist with compliance observations for future visits
- Ensure that State and Federal programs are programmatically and financially compliant to State and Federal Guidelines and are in line with the approved grant contract
- Detect and identify concerns from the sub-recipients or the contracts
- Assure targets and performance measures are being met and achieved



Monitoring Visits: Benefits of Monitoring

<u>Project Monitoring Policy:</u> It is the responsibility of MOHS to maintain oversight for all federally funded grants that are awarded to their sub-recipients. MOHS will provide technical assistance as needed to assist the sub-recipient with fulfilling their project targets and performance measures. MOHS will ensure that the contract provisions are complying. (2CFR 200.328)

Depending on the monitoring criteria and policy as stated above, each grant will be reviewed either by on-site monitoring, desk reviews, via telephone calls, reimbursement processing, staff meetings, conference calls, and other correspondence, as appropriate.

Monitoring Visits: Sub-Grantee Record Keeping Guide

- Signed Award Letter and Grant Application
- Agreement
- Quarterly Reimbursement and Progress Reports
- Reimbursement Documents
- Equipment Inventory Form(s) and Photos
- Your copy of signed Monitoring Visit Report





Monitoring Visits: Types of Monitoring

Monitoring is formal and informal, financial and operational. MOHS will utilize the following types of monitoring:

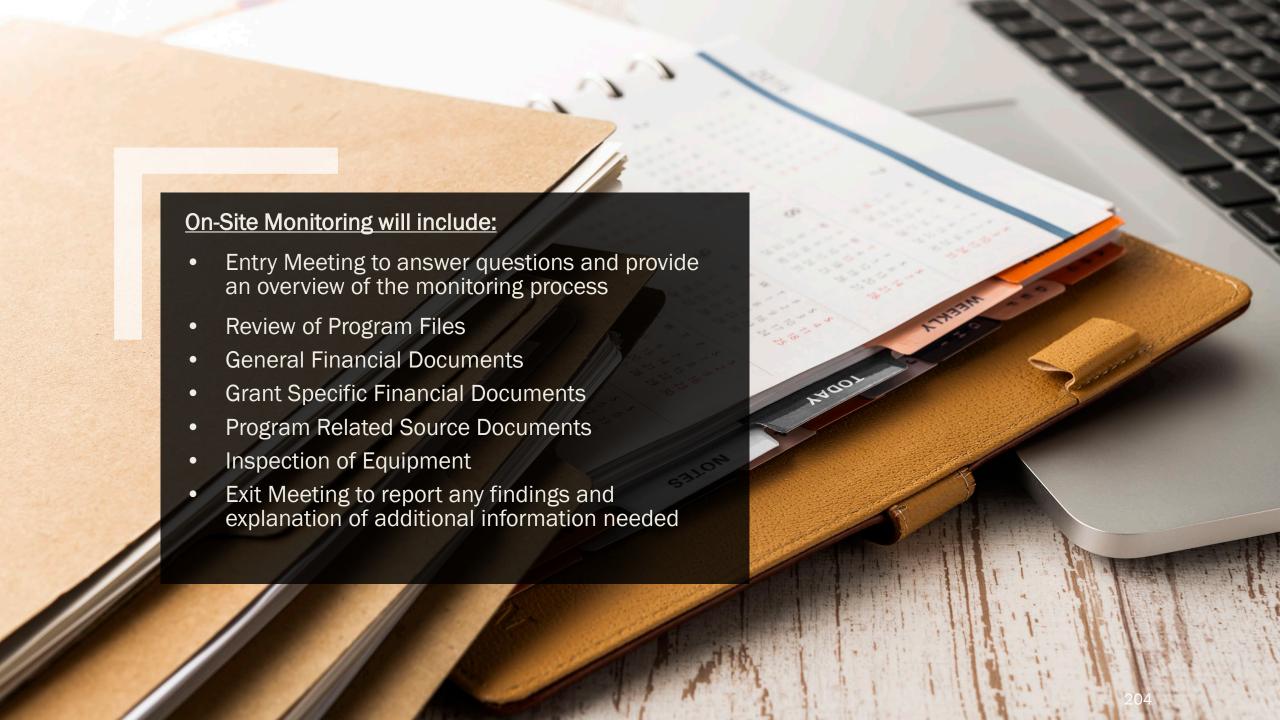
- Ongoing monitoring/contact with the sub-recipient through phone calls, meetings, and written/verbal correspondence;
- On-site monitoring reviews of project operations, management, and financial systems;
- Review and approval of reimbursement claims;
- Desk monitoring of grant files.

Monitoring Visits: Types of Monitoring-Ongoing

Ongoing monitoring occurs every time a MOHS staff holds a discussion or communicates with a sub-recipient project director.

Ongoing monitoring can occur daily, weekly, or monthly. Weekly phone calls may be appropriate, if there are concerns. More regularly scheduled meetings may be needed for complex projects.

If concerns are identified, the project could require quarterly review meetings between the sub-recipient and MOHS staff. This is left at the discretion of MOHS staff and any additional monitoring requirements will be documented in the official file. MOHS staff will rely on regular correspondence and the annual monitoring to handle routine project issues.



Monitoring Visits: What to Expect?

- Pre-Monitoring Notification Letter/Email
- 30 days prior to monitoring visit
- Notification of date and time
- What grant(s) is being monitored (can be multiple grant years)
- What documentation is needed for review
- What equipment is needed for inspection/photos
- Name of person to complete the monitor visit and contact information
- You will receive a confirmation call 3-5 days prior to the scheduled visit.

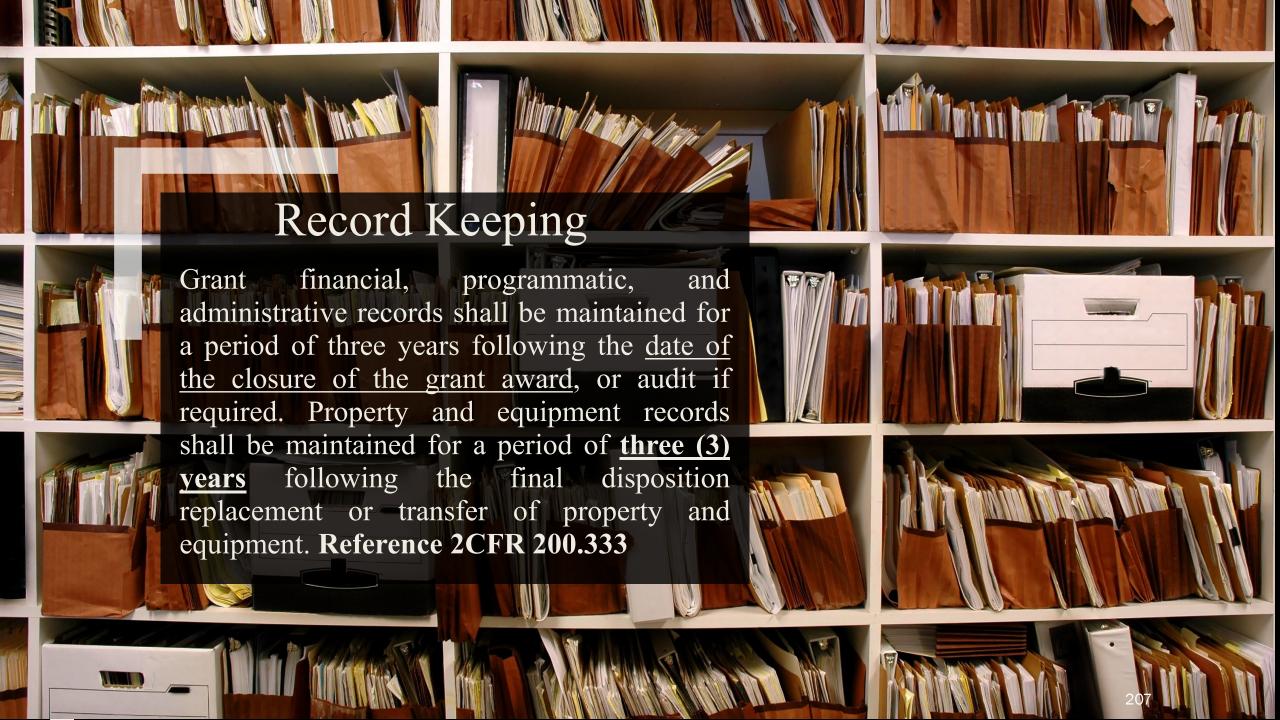


We let our Sub-Recipients know what to expect before we arrive. We do not show up unannounced.

Single Audit Requirements:

The State of Mississippi requires a sub-recipient expending \$750,000.00 or more in federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with 2CFR200, Sub-Part F (previously OMB Circular A-133). Must have a copy of the Agency Audit.

The sub-recipient will permit the State of Mississippi project officials, program officials and auditors to have access to the sub-recipient's and third-party contractor's records and financial statements as necessary for the State of Mississippi to comply with the 2CFR200, Sub-Part F.



Record Keeping

- Sub-Recipients are expected to keep records of different federal fiscal periods separately identified and maintained so that information can be readily located. sub-recipients are also obligated to protect records adequately against fire and damage.
- Access to sub-recipients records must include MOHS, FEMA granting agency, Office of the Inspector General, or any of agency requesting records, who shall have the right to access to any pertinent books, documents, papers or other records of the sub-recipient, which are pertinent to the award, in order to make audits, examinations, excerpts and transcripts. The right to access must not be limited to the required retention period but shall last as long as the records are retained. **Reference 2CFR 200.336**

Monitoring Visits: Sub-Grantee Record Keeping Guide

- Signed Award Letter and Grant Application
- Agreement/Appendix
- Most Recent Audit Report
- NIMS Compliance Forms (100, 200, 700, 800)
- Quarterly Reimbursement and Progress Reports
- Reimbursement Back-Up Documents
- Equipment Inventory Form(s) and Photos
- Monitoring Visit Report(s)
- MOU's (if Applicable)
- EHP Submission and Completion Letter (If Applicable)





Quiz Time... What is (1) thing that will be reviewed during Monitoring?

Grant Compliance and NonCompliance



MOHS considered non-compliance for the following concerns:

Award Paperwork- Not Submitted on Time

Quarterly Reimbursement Claim and Progress Report –Not Submitted on Time

Inventory/Equipment Forms- Not Submitted with Reimbursement

No Pictures submitted

Non-Compliance with Quarterly Reimbursement/Reports:

Miss a Report- You will get an email to the SGA regarding the missing report

Miss 2 Reports-You and the SGA will get an email regarding missing reports. Will Require (1) and (2) Reports to be submitted

Non-Compliance with Quarterly Reimbursement/Reports:

- Miss 3 Reports-You and the SGA will get an email regarding missing reports and a DEADLINE to complete required documentation
 - Will Require (1), (2) and (3) Reports to be submitted by the set DEADLINE

Non-Compliance with Quarterly Reimbursement/Reports:

If DEADLINE is missed and reports not provided, grant will be administratively closed out!

1

Special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modification maybe withheld.

Reference 2CFR 200.338

2

MOHS shall notify the subrecipient of its decisions in writing stating the nature and reason for imposing the conditions, the corrective action required and timeline to remove the conditions and the method of requesting a reconsideration of the imposed conditions.

Non-Compliance

- The sub-recipient <u>must respond within five</u> (5) days of receipt of notification of the reasons listed below.
- Unwillingness or inability to attain project goals, performance measures or strategies;
- Unwillingness or inability to adhere to the conditions of the grant agreement;
- Failure or inability to adhere to grant guidelines and federal compliance requirements;
- Improper procedures regarding agreements, contracts, and procurements;
- Inability to submit reliable, documented and/or timely reports; and
- Management systems do not meet State or federal required management standards.

Non-Compliance-Changes to Agreement

Sub-recipient failure to meet all reporting, attendance at meeting(s), scheduled events and timely submission of reimbursement requests set forth in the agreement by MS Office of Homeland Security, may result in the withholding of reimbursement payments. Reference 2CFR 200.339 and 2CFR 200.340

Termination of Agreement

The sub-recipient may terminate its participation in this agreement by notifying and submitting the required closeout documentation to the MS Office of Homeland Security, thirty (30) days in advance of the termination date.



Quiz Time... Where do you send your Grant Reports and Documents?

FY24 Homeland Security Grant Program

Closeout and End of Grant



Closeout and End of Grant:

All grant funded equipment should be purchased, as well as grant funded activities, should take place during the grant award dates of:

9/1/2024 - 8/31/2025

If the agency needs additional time to meet grant activity requirements and/or receive grant awarded equipment, please submit a Request for Extension.

Closeout and End of Grant:

Grant Closeout is due to MOHS (45) forty-five days after the end of the Grant Award Year.

Grant Closeout should include the following:

- Final Reimbursement requests (If Needed), along with supporting documentation
- Closeout Form

If a Request for Extension is not received by May 31st, the grant will be closed out on the grant award end date. Any remaining funds may be re-allocated to other projects.



Closeout Form

Sub-Recipient Grant Closeout Form					
Type of Grant: Homeland Security:					
Agency Name:					
Grant Number #:	Frant Number #:				

In compliance with the requirements of the Mississippi Office of Homeland Security (MOHS) Sub-Recipient Closeout Procedures and the Terms and Conditions of the Grant Agreement, the following Closeout Authorization will serve as the Sub-Recipient Grant Closeout. Please attach a copy of the last/final Request for Grant Reimbursement form. All grant reimbursements have been submitted to the MOHS for payment and no further costs will be requested after the date of this closeout.

Grant Closeout Authorization:					
Grant Award Budget Type:	Federal Amount				
Grant Award Total:					
Grant Reimbursements Total:					
Unexpended Grant Balance:					

Closeout Form

Explanation/Comments/Additional Information:
Compliance for Closeout
The Sub-Recipient of the above referenced Grant Agreement certifies that all term, conditions, grant
activities, scope of work, reimbursement and any additional grant requirements have been met and
achieved. I understand that all information submitted for the grant referenced above has been in
support of a federally funded grant program. False statements and/or documentation may be
prosecutable under 18 USC 1001. The information provided on this form and for the grant is true,
correct, complete and in compliance with all local, state and federal regulations, to be best of my
knowledge and ability.
Sub-Recipient Grant Administrator: Signature and Date
Authorized Signatory Official: Signature and Date

Closeout Form

Mississippi Office of Homeland Security Use Only:				
MAGIC Number:				
Program Manager:				
Grant Director:				
Date Grant Agreement Clos	sed in MAGIC			

MOHS Staff will fill this section of the Closeout form.



Let's go to Lunch

FY24 Homeland Security Grant Program

Reimbursement Exercise



Fill out a Quarterly Reimbursement Claim and Progress Report for Anytown Police Department.

- Review Cost Summary for Budget Information
- Review all Invoices, Quotes and Payments in Packet

Fill out the Equipment Breakdown for Reimbursement for all Equipment

Review Invoices and Pictures for Information

Fill out Inventory Form for Chainsaw.

Take 30 Minutes for the Exercise

What was your 1st Step?

Organize and See What you Have to Work With.

FY23 Mississippi Office of Homeland Security-Cost Summary Support Sheet

2. Sub-Recipient Grant Nu	mber: 23LE257-5	3. Grant ID: FY23HSGP	4. Beginning: Septe	ember 1, 2023 5. E	nding: August 31, 2024
6. Activity: Homeland Security Grant Program					
7. Category & Line Item	8. Description of it	em and/or Basis for Valuation	9. Budget		
			Federal	All Other	Total
Personal Services-Salary			\$0.00	\$0.00	\$0.00
Personal Services-Fringe			\$0.00	\$0.00	\$0.00
Contractual Services			\$0.00	\$0.00	\$0.00
Travel/Training			\$0.00	\$0.00	\$0.00
Equipment			\$85,000.00	\$0.00	\$85,000.00
Commodities/Supplies	Chainsaw \$750.00 Helmet 10 @ \$700.0 Glass Cutter 1@ \$8. Hitch Tow Kit \$300 Gas Monitor 10 @ \$	00=\$7,000.00 25.00	\$15,000.00	\$0.00	\$15,000.00
Other:		, 40,0 12.00		\$0.00	

Review Cost
Summary for
Allowable Items
and Budget.

_				
П				
П				
П	TOTALS	\$100 000 00	\$0.00	\$100,000,00
L	IUIALS	\$100,000.00	\$0.00	\$100,000.00

Was it an Advance or a Reimbursement?

Quarte	rly Reimbursement	Claim and P	rogress Repo	rt
Type of Grant:	Homeland Security:			
Agency Quarter of	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Report (Please Check Grant Quarter of Report)				
	X			
Advance or				
Reimbursement (Please Check Payment Type for Quarter)	Advance		Reimbursement	X
Agency Name:	Anytown Police Department			
Grant Number #:	24LE257-5			
Report Prepared By:	Paul Smith Telephone:			
Date of Report:	12/20/2024	4	Is this the Final Claim? (Y/N)	N

Start filling out the Quarterly Reimbursement Claim and Progress Report.

- Check What type of Grant.
- Check What Quarter.
- Organizational Information

Quarterly Claim: Please fill out for requested amount of claim.				
	A. Grant Award Amount	B. Funds Spent Through Last Claim	C. Grant Amount Requested	D. Total Grant Funds:
	(Amounts Same Each Claim)	(Previous Claim Totals, If Available)		
Personal Services-Salary:	\$0.00	\$0.00	\$0.00	\$0.00
Personal Services-Fringe:	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$85,000.00	\$0.00	\$19,000.00	\$19,000.00
Commodities/Supplies:	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00
Total of Reimbursement:	\$100,000.00	\$0.00	\$34,000.00	\$34,000.00

Does your Sheet Match?

Amounts came from Cost Summary Page.
These amounts will not change through the grant period.

Quarterly Claim: Please fill out for requested amount of claim.				
	A. Grant Award Amount	B. Funds Spent Through Last Claim	C. Grant Amount Requested	D. Total Grant Funds:
	(Amounts Same Each Claim)	(Previous Claim Totals, If Available)		
Personal Services-Salary:	\$0.00	\$0.00	\$0.00	\$0.00
Personal Services-Fringe:	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$85,000.00	\$0.00	\$19,000.00	\$19,000.00
Commodities/Supplies:	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00
	\$0.00	\$0.00	\$0.00	\$0.00
Total of Reimbursement:	\$100,000.00	\$0.00	\$34,000.00	\$34,000.00

	A C 1A 1A 4			
	A. Grant Award Amount	B. Funds Spent Through Last Claim	C. Grant Amount Requested	D. Total Grant Funds:
	(Amounts Same Each Claim)	(Previous Claim Totals, If Available)		
Personal Services-Salary:	\$0.00	\$0.00	\$0.00	\$0.00
Personal Services-Fringe:	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$85,000.00	\$0.00	\$19,000.00	\$19,000.00
Commodities/Supplies:	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00
Total of Reimbursement:	\$100,000.00	\$0.00	\$34,000.00	\$34,000.00

Amounts came from the Quotes and Invoices.

MOHS HSGP Implementation Exercise-Equipment

Randall Radio Inc.

QUOTE

Expiration Date: 2/9/2025

Quote# 111

Date: 9/11/24

4321 Maplewood Ave., Nashville, TN 12345 (123) 456-7890 (123) 456-7891 relectoud@example.com

relectoud@example.com
To:
Mary Thomas

Anytown Church 110 Main Street Anytown, MS 39541 (662)888-5412 Customer ID No. 0549

Salesperson	Jop	Payment terms	Due date
Cristina Echevarria	Sales rep	Due on receipt	TBD

Qty	Description	Unit price	Line total
9	Mobile Radio	\$2,150.00	\$19,350.00
		Subtotal	\$19,350.00
		Sales Tax	0.00
		Total	\$19,350.00

Quotation prepared by: Cristina Echevarria

This is a quotation on the goods named, subject to the conditions noted below: All sales final, payment due upon receipt.

To accept this quotation, sign here and return:

RELECLOUD-RADIO SERVICE

Quote

SHIP TO: Anytown Church 110 Main Street Anytown, MS 662-888-5412 Anytown Church
110 Main Street
Anytown, MS
662-888-5412
Customer: 4112

ORDER DATE	ORDER NUMBER	JOB
1/1/2024	5551	Equipment

TEM#	DESCRIPTION	TOTAL
2214	Mobile Radios 9@ \$2,000.00	\$18,000.00
	Total	\$18,000.00

Have a GREAT Day.

Please contact Customer Service at Phone with any questions or comments.

THANK YOU FOR YOUR BUSINESS!

RADIOS

Two Quotes are required for items over \$5,000.00. MOHS will pay for the lowest and best quote.

Quote for Relectoud was within the Budget expense in Cost Summary

Relectoud

INVOICE

Radio Services

4321 Maplewood Ave., Nashville, TN 12345 (123) 456-7890 | (123) 456-7891 relectoud@example.com

INVOICE #100 DATE: 8/15/2024

BILL TO:

Anytown Police Department 110 Main Street Anytown, MS 39541 (662)888-5412 Customer ID No. 0549 SHIP TO: Anytown Police Department

110 Main Street Anytown, MS 39541 (662)888-5412

COMMENTS OR SPECIAL INSTRUCTIONS:

Shipment contains fragile goods

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Cristina	143	Paul Smith	Express air	Warehouse	Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
9	Portable Radios	\$2,000.00	\$18,000.00
	Serial Number: 5551		
	Serial Number: 5552		
	Serial Number: 5553		
	Serial Number: 5554		
	Serial Number: 5555		
	Serial Number: 5556		
	Serial Number: 5557		
	Serial Number: 5558		
	Serial Number: 5559		

 SUBTOTAL
 \$18,000.00

 SALES TAX
 \$0.00

 SHIPPING & HANDLING
 \$0.00

 TOTAL DUE
 \$18,000.00

Anytown PD chose the Relectoud and made the purchase with the best option for them.

Did you catch the date of the invoice?

Relectoud

Radio Services

4321 Maplewood Ave., Nashville, TN 12345 (123) 456-7890 | (123) 456-7891 relectoud@example.com

BILL TO:

Anytown Police Department 110 Main Street Anytown, MS 39541 (662)888-5412 Customer ID No. 0549

COMMENTS OR SPECIAL INSTRUCTIONS:

Shipment contains fragile goods

INVOICE

INVOICE #100 DATE: 8/15/2024

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Cristina	143	Paul Smith	Express air	Warehouse	Due on receipt

SHIP TO:

110 Main Street

(662)888-5412

Anytown, MS 39541

Anytown Police Department

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
9	Portable Radios	\$2,000.00	\$18,000.00
Serial Number: 5551			
Serial Number: 5552			
Serial Number: 5553			
	Serial Number: 5554		
	Serial Number: 5555		
	Serial Number: 5556		
	Serial Number: 5557		
	Serial Number: 5558		
	Serial Number: 5559		

SUBTOTAL \$18,000.00

SALES TAX \$0.00

SHIPPING & HANDLING \$0.00

TOTAL DUE \$18,000.00

Date is before the Period of Performance.

This will be unallowable.

Proof of Payment-Check is included and as seen the check has cleared the bank.

But..... It was before the period of performance and does not match.

Can not reimburse

Anytown Police Dept.
Anytown, MS

Pay to the Order of: Relectord

Thirteen Thousand Fifteen Dollars and 52 Cents

Por: Radios

ALEX THOMPS ON

2322

Anytown Police Dept.

Date: 8/17/2024

\$13,015.52

Dollars

ALEX THOMPS ON

2323232

4545878787758



Chainsaw/Mass Casualty Kits Do Not Require (2) Quotes

Why?



Craig's Saw Blades

Crystal Peak, MS 555-5612

561 Newtop

SHIP TO:

Maggie Perkins 2354 Maple Street Farmtop,

BILL TO:

Anytown Police Dept.

Date: 10/15/2024

 ORDER DATE
 ORDER NUMBER
 JOB

 9/2/2024
 2222

ITEM #	DESCRIPTION	QUANTITY	COSTS
2314	Super Strong Chainsaw	1	\$750.00
2221	Mass Casualty	1	\$1,250.00
			\$1,950.00

Please contact Customer Service at Phone with any questions

Chainsaw/Mass Casualty Kit Invoice

A Packing Slip can not be substituted for an Invoice.

PACKING SLIP

Date: 9/15/2024

Craigs Saw Blades 561 Newton

Crystal Peak, MS 555-5612 SHIP TO MAGGIE PERKINS Name 2354 Maple Street Sampton, MS 39551

Customer ID: ID

OT THE

Anytown Police Department

ORDER DATE	ORDER NUMBER	108
9/2/2024	2222	

ITEM#	DESCRIPTION	QUANTITY
2314	Super Strong Chainsaw	1
2221	Mass Casualty Kit	1

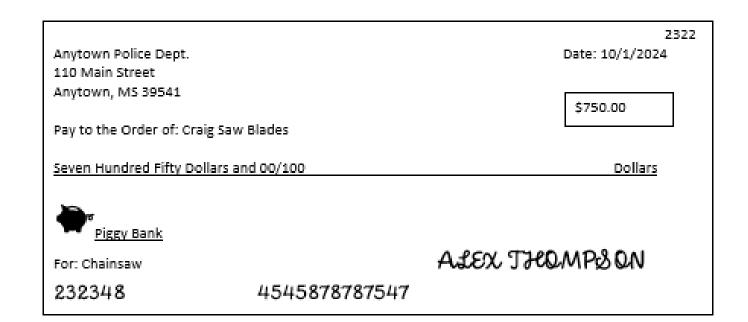
Chainsaw

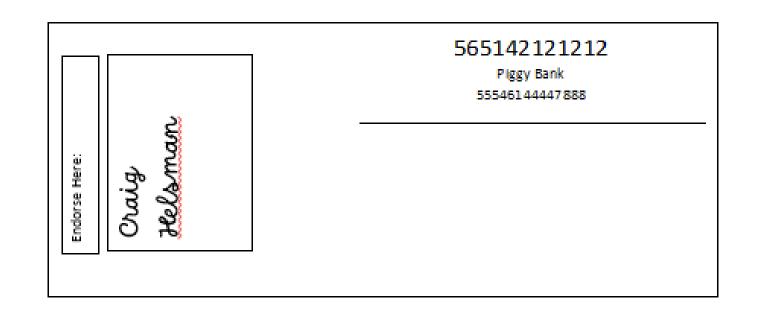
Proof of Payment-Check is included and as seen the check has cleared the bank.

BUT.....

Chainsaw-Missing Invoice-Unallowable at this time.

Mass Casualty-No Check for Mass Casualty Kit.
Unallowable at this time.





MOHS HSGP Implementation Exercise-Equipment License Plate Readers OUOTE License Plate Readers

Peter's License Plate Readers

QUOTE

INVOICE # 111

Date: 11/11/24

4321 Maplewood Ave., Nashville, TN 12345 (123) 456-7890 (123) 456-7891 relectoud@example.com

Expiration Date: 1/15/2025

To: Mary Thomas Anytown Church 110 Main Street Anytown, MS 39541 (662)888-5412 Customer ID No. 0549

Salesperson	Jop	Payment terms	Due date
Cristina Echevarria	Sales rep	Due on receipt	TBD

Qty	Description	Unit price	Line total
1	License Plate Reader	\$21,000.00	\$21,000.00
		Subtotal	\$21,0000.00
		Sales Tax	0.00
		Total	\$21,000.00

Quotation prepared by: Cristina Echevarría

This is a quotation on the goods named, subject to the conditions noted below: All sales final, payment due upon receipt.

To accept this quotation, sign here and return:

LENNY'S BIG TIME LICENSE PLATE READERS, INC.

THEY PASS IT, WE CLICK IT!!!!

Quote

 562 Main Street
 Quote #563

 Anytown, MS
 For Equipment

Anytown Church Anytown, MS

Description: Price Per Unit: Total Costs

 License Plater Reader
 \$21,000.00
 \$21,000.00

 Subscription-24 Months
 \$1,000.00 x 2
 \$2,000.00

TOTAL: \$23,000.00

To begin scheduling project, please submit payment of ½ of full cost. Thank you for your Business. Please shop at Lenny's Big Time Fencing.

MOHS HSGP Implementation Exercise-Equipment License Plate Readers

Peter's License Plate Readers

4321 Maplewood Ave., Nashville, TN 12345 (123) 456-7890 | (123) 456-7891 relectoud@example.com

Mary Thomas

Anytown Church 110 Main Street Anytown, MS 39541 (662)888-5412 Customer ID No. 0549

INVOICE # 111 Date: 12/11/24

Expiration Date: 1/15/2025

Salesperson Job		Payment terms	Due date		
Cristina Echevarría	Sales rep	Due on receipt	TBD		

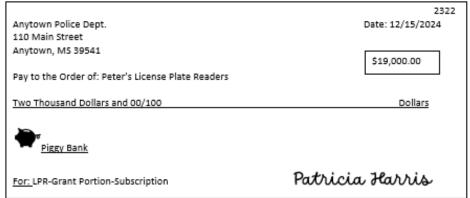
Qty	Description	Unit price	Line total
1	License Plate Reader	\$19,000.00	\$19,000.00
2	Subscription Service- 2 Years	\$1,000.00	\$2,000.00
		Subtotal	\$21,0000.00
		Sales Tax	0.00
		Total	\$21,000.00

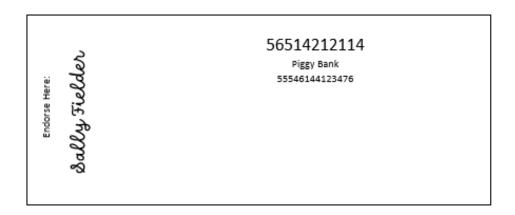
What did you notice on the LPR Invoice?

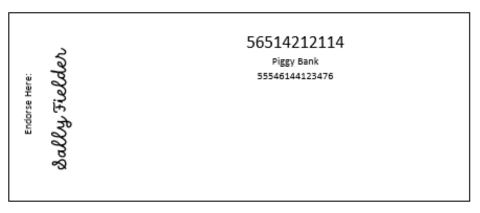
- 1. Subscription Service-Not on Cost Summary and its also 24 months. This would be unallowable.
- 2. License Plate Reader is allowable.

MOHS HSGP Implementation Exercise-Equipment License Plate Readers









The agency took the subscription costs as an agency costs and showed the LPR Equipment as a grant purchase and payment. This is okay, if it's explained.

MOHS HSGP Implementation Exercise- Supplies

Sally's Super Supplies

Super Supplies. Super-Fast

QUOTE

540 Perkins Road Harristown, RI 55541 Phone 555-4731 | Sallyissuper@supplies.com

TO: Anytown Police Department 110 Main Street Anytown, MS 662-888-5412 QUOTE # 5523 DATE 11/14/2024

\$15,000.00

FOR Supplies for Police Department P.O. # 5541

Description	Amount
10 Helmets @ \$700.00	\$7,000.00
Hitch Tow Kit	\$300.00
Glass Cutter	\$825.00
10 Gas Monitor @ 687.50	\$6,875.00

Make all checks payable to Sally's Super Supplies Payment is due within 30 days.

Total

If you have any questions concerning this invoice, contact Name | Phone | Email

WAYNE'S WACKY EQUIPMENT

Quote

SHIPTO: Anytown Police Department 110 Main Street Anytown, MS 662-888-5412 BILL TO: Anytown Police Department 110 Main Street Anytown, MS 662-888-5412 Customer: 4112

ORDER DATE	ORDER NUMBER	los
1/1/2024	5551	Equipment

ITEM#	DESCRIPTION	TOTAL
44410	Helmets (10) @\$1500.00= \$15,000.00	\$15,000.00
1145	Hit Tow Kit	\$1,125.00
2478	Glass Cutter	\$891.00
447811	Gas Monitor (10) @700.00= \$7,000.00	\$7,000.00
	Total	\$24,016.00



Have a Wacky Day

Please contact Customer Service at Phone with any questions or comments.

THANK YOU FOR YOUR BUSINESS! Two (2) Quotes for Supplies. Total is over \$5,000.00 requires (2) Quotes.

Anytown PD chose Super Sally's. All within Budget.

INVOICE

DATE: 11/20/2024

INVOICE # 4523

CUSTOMER ID: D563NM

SALESPERSON

ANYTOWN POLICE DEPARTMENT

PAYMENT TERMS

SUBTOTAL

SALES TAX

TOTAL

110 MAIN STREET ANYTOWN, MS 662-888-5412

DUE DATE

15.000.00

15,000.00

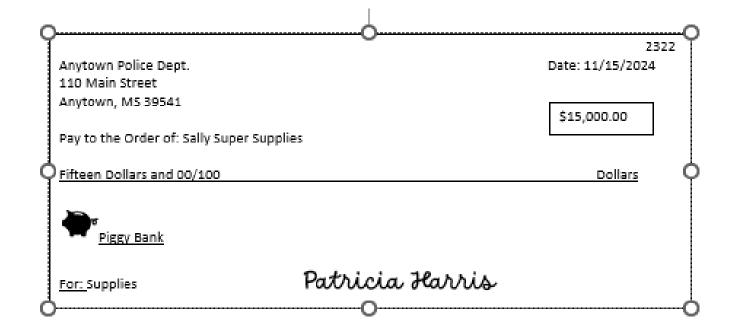
0.00

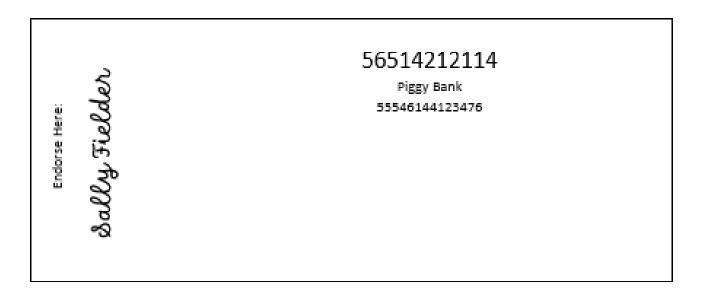
Oscar Ward		Sales	Due on	receipt	11/30/2024	
QTY	DESCRIPTION			UNIT PRICE	LINE TOTAL	
10	Helmets			\$700.00	\$7000.00	
10	Gas Monitors			\$687.50	\$6875.00	
1	Hitch Tow Kit			\$300.00	\$200.00	
1	Glass Cutter			\$825.00	\$825.00	

JOB

MAKE ALL CHECKS PAYABLE TO SALLY'S SUPER SUPPLIES Thank you for your business!

Proof of Payment-Check is included and as seen the check has cleared the bank.





MOHS HSGP Implementation Exercise Equipment Breakdown for Reimbursement

Equipment Breakdown for Reimbursement

For each Quarterly Report/Reimbursement Report, where equipment is requested for reimbursement, please provide the following information.

Vendor & Invoice #	Equipment Descr	iption:	Check #	Amount:	
Example:					
Motorola INV4587952	5 Motorola MSWin	Radios	11532	\$10,000.00	
Peter's LPR #111	License Plater Reader		2322	\$19,000.00	
Sally #4523	Helmets		4523		
	Gas Monitors				
	Hitch Tow				
·	Glass Cutter			\$15,000.00	
	Pac	$1e^2$)		

MOHS HSGP Implementation Exercise- Inventory Form

		N	IOHS Equipme	nt Inven	tory For	rm			
Sub-grantee (Juris)	MOHS Equipment Inventory Form Sub-grantee (Jurisdiction/Agency Name): Anytown Police Department								
our gruntee purise	Grant Number: 23LE257-5								
Contact		quipment: Your Name							
		quipment: Your #			After Hours	Number:			
		Email: Your Emai	l			-			
Local Property Ide				Pro	perty Descrip	tion			
Number (Asse	t Tag)	and a lot :	.1.1		, , ,				
		20" Red Chainsaw-St	ini	% Grant					
Acquisition Date		Serial/VIN#	Unit Cost	Funded		Vendor (S	iource)	New Equ	ipment
12/7/23		44230178A	\$750.00	100%		Craigs Cha	ainsaws	✓ Yes	No
Capital Asset		Description	of Location of Equipment			Cou	inty Located In	USAR Tas	k Force
✓ Yes No	Anytown F	Police Department				A	ny County	☐ TF-1 ☐ T	F-2 TF-3
			Ager	ісу Туре					
State Agency	✓ Local Ju	risdiction Colleg	ge EMA	Fire		aw Enforceme	nt Non-Profit	☐ Se	arch/Rescue
		 		ry (Choose On	-				
Air Asset	_	Communications	Fire Suppression	1.		Enforcement Search/Rescue		'	cle Asset
Bomb Team		Cyber Security	Hazmat	<u> </u>	1edical Asset		Technical Rescue	Othe	r
				(Choose One)			<u> </u>		
ALPR (Stand Alone)			Generator, Tr				Tents / Cots		
ALPR (Tr	•			GPS / Tracking Devices Trailer, / RV, Co Interoperability Gateway (Coms.) Trailer, Comma			Trailer, / RV, Com		
	isual Training ood Water		<u>.</u>	ty Gateway (Co	oms.)		Trailer, Command		
	ood water vift Water		K-9	Mobile Repeaters Trailer, Cooking			/ Food Unit		
Camera.							Trailer, Enclosed		
	Thermal			,			Trench Rescue Ed	quipment	
Camera,								Vehicle, ATV - 4 Wheeler	
Camera, Video Cameras, Surveillance			<u>'</u>	1			Vehicle, High Wa		
Computer, Desktop			<u>'</u>	1			, ,	Vehicle, Prime Mover	
Computer, Laptop			Radio, Mobile			Vehicle, UTV - Sic	Vehicle, UTV - Side by Side - 2 seater		
Computer, Tablet				Radio, Portable		Vehicle, UTV - Side by Side - 4 seater			
Confined Space Cache			Rope Rescue				✓ Other		
Cyber Security Equipment			Satellite Data						
Dive Equipment			Satellite Phor	ie					
Drone/UAV			Security Equi	oment					
Fuel - Portable Tank			Shoring Equip	ment (USAR)					
Generator, Portable			Sonar						

Fill out Inventory Form for Chain Saw.

All Equipment needs to have an Individual Sheet and Information provided.

MOHS HSGP Implementation Exercise-Inventory Form



Pictures must be included with the Inventory Sheet. Picture of the item and Serial Number.

FY25 Homeland Security Grant Program

Upcoming MOHS Grant Opportunities and Freebies



Reallocation Funds

Reallocation funds may be available throughout the year for additional equipment and/agency needs. Funds are **VERY** limited.

If you are interested in Reallocation funds

- Fill out an Application
- Email to mohsgrant@dps.ms.gov
 - Let us know exactly what you need. Provide as much justification, as possible.





First Responder Trainings-

MOHS Operations and MOHS Search and Rescue







FIRST RESPONDER TRAININGS

BASIC OVERLAND SEARCH & RESCUE (OSAR)

Beginner class to get first responders familiar with mapping, using a compass, and navigating wilderness terrain or urban areas post disaster.

FUNDAMENTAL OF SEARCH & RESCUE (FUNSAR)

this course is the second (intermediate) level of the NASAR courses. This course provides knowledge concerning the general responsibilities, skills, abilities, and the equipment needed by persons who are assigned to field operations during a SAR mission.

ADVANCED SEARCH & RESCUE (ADSAR)

This is NASAR course designed to educate experienced field searcher in preparation for serving as a crew leader on a search. This course expands on the knowledge and skills taught in the intermediate level FUNSAR course.

MAN-TRACKING

The NASAR Tracking Fundamentals (TRACKING) course is a Step-by-Step course. Establishing a field searcher's clue and track awareness with the student being certified as a SARTECH TRACK AWARE resource upon completion. The course provides information regarding the general responsibilities, skills, abilities, and the equipment need by persons who wish to be assigned as a Tracker to field operations during search and rescue or law enforcement missions.

MANMADE DISASTER EMERGENCY CARE/WILDERNESS FIRST AID

MOHS Wilderness First Aid (WFA), Wilderness First Responder (WFR), and Wilderness EMT Upgrade (WEMTU) courses train you to understand and avoid wilderness hazards and do emergency care in the wilderness or anywhere, with whatever equipment you have. These classes prepare you for disaster situations when medical services and hospitals are overwhelmed or inaccessible.

MANAGING THE LOST PERSON INCIDENTS (MLPI)

This course is designed to teach the essential knowledge and skills necessary to perform as the initial response Incident Commander on a lost person incident with the primary focus on the **Search element** of SAR. The course prepares the participant for the management responsibilities and leadership skills required during SAR missions. The course explains the tasks and procedures needed to effectively manage SAR operations from the initial response through the expansion phases of the search to the final demobilization of all resources.

TRAINING
PROVIDED
BY
MOHS OPERATIONS
AND
MOHS SEARCH
AND RESCUE

Operations Training:

Trainers: Greg Davis/Laura Fosselman

Website:

https://www.homelandsecurity.ms.gov/mississippi-usar-task-force/usar-training





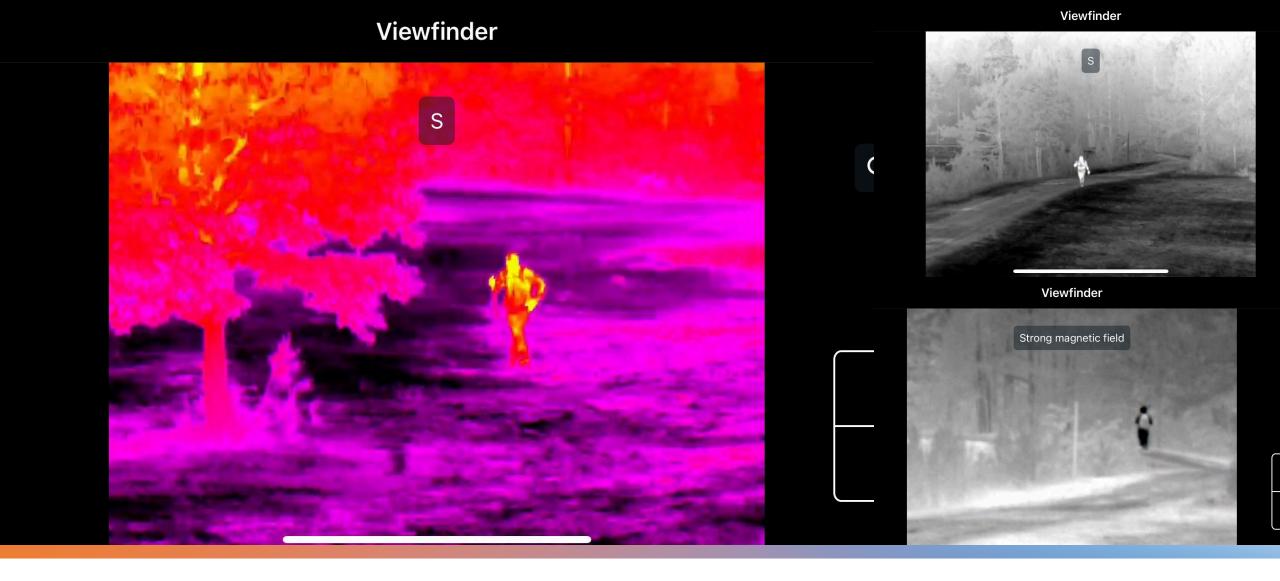


Pictures from our Structural Collapse Course.





Pictures from our Water Rescue Course.



Pictures from our ADSAR Course. Advanced Search and Rescue

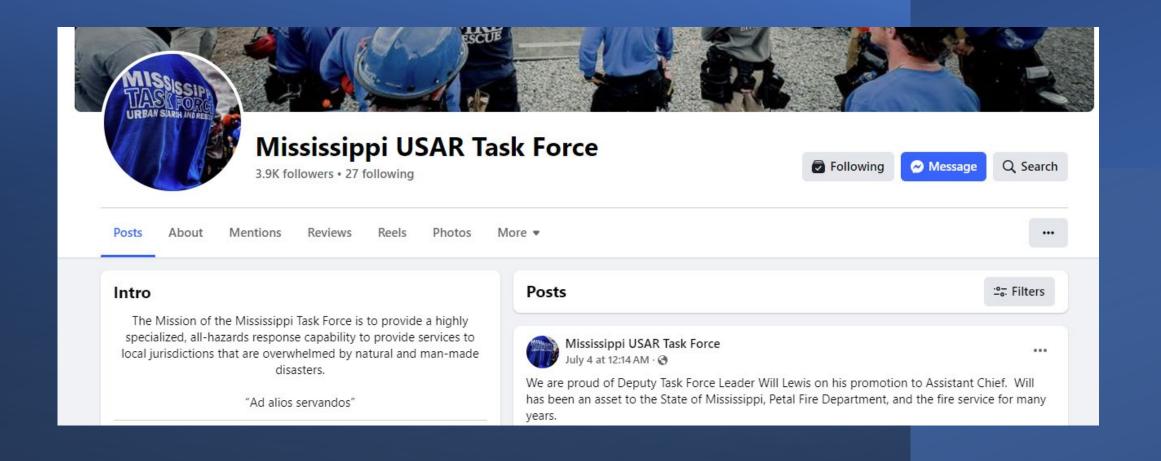
Pictures from our Trench Rescue Courses



Pictures from our Refresher Courses







Check out the Mississippi USAR Task Force Page:

Information on the updates, trainings and operational information.

FIRST RESPONDERS FOR SCHOOLS, BUSINESSES, NON-PROFITS TRAININGS





Grant Partnerships with MOHS Level 1 course is designed to prepare the law enforcement officer to isolate, distract, and neutralize an active shooter. This course covers shooting and moving, threshold evaluation, concepts, and principles of team movement, setting up for and room entry techniques, approach and breaching the crisis site, secondary responder tactics, improvised explosive devices, and post engagement priorities of work.

CRASE-CIVILIAN RESPONSE TO ACTIVE SHOOTER EVENTS

The CRASE Training seeks to educate individuals on how to increase their survivability. The Civilian Response to Active Shooter Events (CRASE) course, designed and built on the avoid, deny, defend strategy developed by ALERRT in 2004, provides strategies, guidance, and a proven plan for surviving an active shooter event.

ACTIVE ATTACK INTERGRATED RESPONSE COURSE (AAIR)

AAIR is a 16-hour performance level direct delivery course designed to improve integration between law enforcement, fire, tele-communicator, and emergency medical services (EMS) in active attack / shooter events. It provides law enforcement officers with key medical skills based on tactical emergency casualty care (TECC) guidelines, which can be used at the point of injury (POI) to increase survivability of victims.

Operations Training: Trainers: Greg Davis/Laura Fosselman

MOHS Website:

https://www.homelandsecurity.ms.gov/mississippi-citizen-corps/active-shooter-preparedness

One of the primary missions of MOHS is to provide active shooter training to both law enforcement officers within the state and to the citizens. To accomplish this, MOHS hosts a variety of classes including:

Advanced Law Enforcement Rapid Response Training (ALERRT) - Level 1

Active Attack Integrated Response (AAIR)

Exterior Response to Active Shooter Events (ERASE)

Civilian Response to Active Shooter Events (CRASE)

Church Security Training

CRASE for School Personnel



Operations Training:

Trainers: Greg Davis/Laura Fosselman

MOHS Website:

https://www.homelandsecurity.ms.gov/mississippi-citizen-corps/active-shooter-preparedness

CHURCH PLANNING AND SECURITY

MOHS launched a curriculum for the safety of Churches and Houses of Worship in November 2017. The classes' main objective is to assist with developing a Total Security Concept. Which include: "Why does your church need security?" "Have you assessed your church's existing security?" Basic physical assessment - Basic procedural assessment? "How does the Church Protection Act, MS Code 45-9-171 apply?" What other laws does your church need to be aware of? "How does your church develop a sound security program and training program.



FIRST RESPONDERS FOR SCHOOLS, BUSINESSES, CHURCHES, NON-PROFITS **TRAININGS**

TRAINING
PROVIDED
BY
MOHS OPERATIONS



COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

Community Emergency Response Teams or CERT is a U.S. Department of Homeland Security program that helps educate citizens about hazards and trains them in lifesaving skills so that they are better prepared to respond to emergency situations in their communities. Local government prepares for everyday emergencies. However, during a disaster, emergency services can be overwhelmed.

The Mississippi Office of Homeland Security works with local governments and agencies throughout the state to offer CERT training that is designed to help you protect yourself, your family, your neighbors and your neighborhood in an emergency situation or in the aftermath of a disaster.

The purpose of CERT training is to provide citizens with the basic skills required to handle virtually all their own needs and then be able to respond to their communities' needs in the aftermath of a disaster.

CERT is a positive and realistic approach to emergency and disaster situations where citizens may initially be on their own and their actions can make a difference. While people will respond to others in need, one goal of the CERT program is to help them do so effectively and efficiently without placing themselves in unnecessary danger.



Teen CERT training teaches youth (14 and up) about the potential disasters that could affect your area and how to safely and responsibly respond to them. Through Teen CERT you can serve your community and help take care of your school and home

The Campus Emergency Response Team (CERT) program educates staff & faculty about disaster preparedness for the hazards that may impact campus. CERT members are trained in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

Community Emergency Response Team State Coordinator:

Trainer: Larry Cagle

Three Programs:

- 1. Community Response
- 2. Teen CERT
- 3. Campus CERT

Website:

https://www.homelandsecurity.ms.gov/mis sissippi-community-preparedness/mscommunity-emergency-response-teamscert













The Community Emergency Response Team course consists of 20 hours of training, either one night per week for seven weeks or a 2 1/2 half day course. Emergency responders, including firefighters, emergency medical and law enforcement personnel, from your community, teach the classes.

<u>Website:</u> https://www.homelandsecurity.ms.gov/mississippi-community-preparedness/ms-community-emergency-response-teams-cert











Who can set up a CERT TEAM?

Local Churches, Local Community Groups, Fire Anyone. Departments, Police Department, Non-Profit Organizations.

Can I get Grant Funds to set up a Class?

There is funding available for class supplies, equipment and program needs.

Website: https://www.homelandsecurity.ms.gov/mississippicommunity-preparedness/ms-community-emergency-responseteams-cert







Campus CERT Teams or Teen CERT Teams

- The CERT Program is opening a small amount of funds for local school districts to participate in a Teen/Campus CERT Program.
- There is an Application that is due. Runs for a full school year.

I. SCHOOL APPLICATION INFORMATION				
ATE				
IAME OF SCHOOL				
1AILING ADDRESS		1		
OUNTY OF AGENCY				
EACHER CONTACT NAME				
ONTACT PHONE NUMBER				
ONTACT EMAIL ADDRESS				
IEI NUMBER				
IEI ACTIVATION DATE				
ONGRESSIONAL DISTRICT				
	COST CA	TEGORY		
QUIPMENT AMOUNT				
UPPLIES	'			
OTAL				

Campus CERT Teams or Teen CERT Teams

The CERT Program is opening a small amount of funds for local school districts to participate in a Teen/Campus CERT Program.

There is an Application that is due. Runs for a full school year.



I. SCHOOL APPLICATION INFORMATION					
DATE					
NAME OF SCHOOL					
MAILING ADDRESS					
COUNTY OF AGENCY					
TEACHER CONTACT NAME					
CONTACT PHONE NUMBER					
CONTACT EMAIL ADDRESS					
UEI NUMBER					
UEI ACTIVATION DATE					
CONGRESSIONAL DISTRICT					
	COST CA	TEGORY			
EQUIPMENT AMOUNT					
SUPPLIES					
TOTAL					

GRANT TIMELINE					
DATE	ITEM				
August 30, 2024	COMPLETED APPLICATION DUE				
September 15, 2024	GRANT REVIEW				
September 30, 2024	GRANT APPROVAL				
October 1, 2024	GRANT IMPLEMENATION				
November 15. 2024	PRE COURSE CERT SURVEYS COMPLETED				
December 31, 2024	GRANT MONEY SPENT AND REQUEST FOR REIMBRUSEMENT SUBMITTED				
May 15, 2024	POST COURSE SURVEYS, CLASS ROSTERS, AND CLOSEOUT PAPERWORK SUBMITTED.				

Targeted Violence and Prevention (TVTP):

The TVTP grant is to prevent acts of targeted violence and terrorism by working with the whole of society to establish and expand local prevention frameworks. Through technical, financial, and educational assistance, MOHS will support local efforts that prevent individuals from radicalizing to violence and intervene with individuals who may be radicalizing, or have radicalized, to violence.

MOHS is taking a community approach to the development of a new program that will focus on targeted violence with training, education and exercises for the WHOLE Community.

<u>Targeted Violence and Prevention State</u> <u>Coordinator:</u>

Trainer: Rebecca Chaney

MOHS Website:

https://www.homelandsecurity.ms.gov/targ eted-violence-and-terrorism-prevention-tvtp

FEMA Website:

https://www.dhs.gov/publicationslibrary/preventing-terrorism-and-targetedviolence

Targeted Violence Threat Prevention Program Goals

- (1) The TVTP Program will work with Law Enforcement, Corrections and Mental Health Professional to provide education and partnering during threat investigations.
- (2) Work with Governmental Agencies, Businesses, Places of Worship, Schools and civic groups to better understand targeted violence and to steps that civilians can take to better understand targeted violence, prevent targeted violence and protect against targeted violence
- (3) The Community approach, training everyone on what to look for, how to survive and how to prevent attacks, Protect each other, what the proper response should be and how to recover, to get back to normal.

2. Domestic Violence 3. Symbolic Violence 4. Sexual Violence

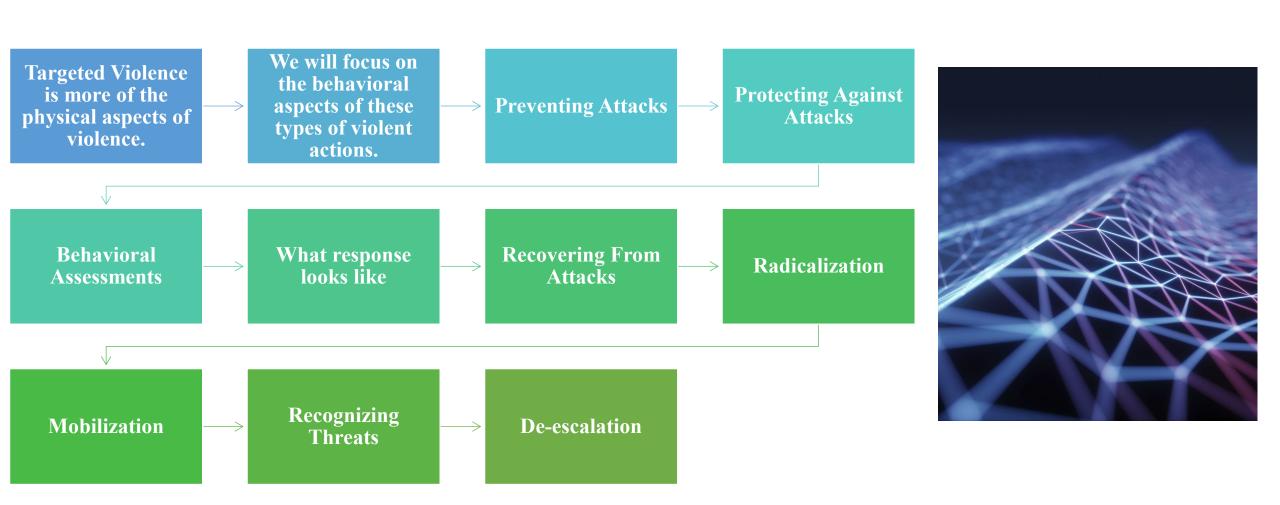
Types of Violence

There are numerous types of violence:

- 1. Workplace Violence

- 5. Psychological Violence
- 6. Gang violence
- 7. Physical Violence (Related To)

TVTP Focus will be on!



Actions that the TVTP Team is working on.

Training for the people.

What to do as a person

What to do as a place.



Threat working group for trouble students/Employees.

Threat working group for the property

Develop a good strategy, plans and procedures



HSGP Grant Funds

FY25



All Information on MOHS Website: Grants>Grant Forms

https://www.homelandsecurity.ms.gov/grants/grantforms

- Notice of Funding Releases: February 2025
- Application Releases: March 2025
- Grant Writing: March 2025
- Application Deadline: April 2025
- Notification of Award: July 2025
- Grant Orientation: August 2024
- Grant Period: September 1, 2024-August 31, 2025*

Non-Profit Grant Funds

FY25



All Information on MOHS Website: Grants>Grant Forms

https://www.homelandsecurity.ms.gov/grants/grantforms

- Notice of Funding Releases: February 2025
- Application Releases: March 2025
- Grant Writing: March 2025
- Application Deadline: April 2025
- Notification of Award: July 2025
- Grant Orientation: August 2025
- Grant Period: September 1, 2025-August 31, 2026*



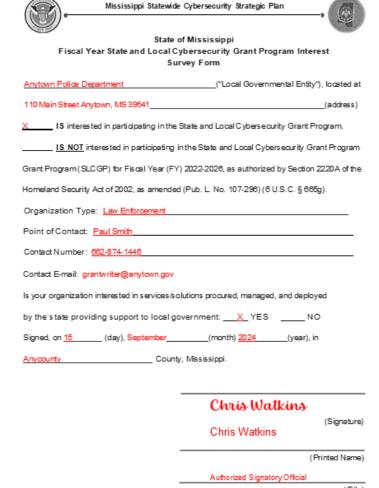
State and Local Cybersecurity Grant Program:

- Funds will be spent on a statewide Cybersecurity Assessment to identify gaps, vulnerabilities and capabilities
- Assessments will be used to provide future funds to local agencies
- A Survey will be provided, you must respond to the survey for the next step. A MOU will be provided, if you have sent in the Survey
- The MOU must be signed and returned to receive a survey
- Without the Survey and the MOU, per FEMA, we will not be able to provide services with funds



State and Local Cybersecurity Grant

Program:





the Anytown Police Department

Mississippi Statewide Cybersecurity Strategic Plan



(Printed Name), the duly appointed authorized agency on behalf of

("Local Governmental Entity")

State of Mississippi

Fiscal Year State and Local Cybersecurity Grant Program Interest Survey Form

located at 110 Main Street Anytown, MS 39541	(address)
hereby expressly consent to the State of Mississippi's State Administrative Agency (SAA	A), namely the Mississippi Office
of Homeland Security (MOHS), undertaking the following acts in accordance with the	State and Local Cybersecurity
Grant Program (SLCGP) for Fiscal Year (FY) 2022-2026, as authorized by Section 2220	A of the Homeland Security Act
of 2022, as amended (Pub. L. No. 107-298) (6 U.S.C. §665g):	
 Retain \$654,731.00 in SLCGP for FY2022 at the State Level, as Management at 	nd Administration Costs, as well
as SLCGP Operations Costs. Funds are in alignment and compliance with Fede	ral allowances.
Utilize \$2.618.920.00 in SLCGP funds for FY2022 as follows:	
 96.18% for Asset Management Systems and Cybersecurity Readiness 	Assessments for local and rural
entities. Assessment will provide an overall assessment of Mississipp	i cybersecurity structure, gaps,
vulnerabilities, and capabilities.	
b. 3.81% for cybersecurity training for local and rural entities, to include t	training sessions, cybersecurity
exercises and training software programs.	
3. Retain \$1.327.910.20 in SLCGP for FY2023 at the State Level, as Management	and Administration Costs, as
well as SLCGP Operations Costs. Funds are in alignment and compliance with f	Federal allowances.
 Utilize \$5.311.640.80 in SLCGP funds for FY2023 as follows: 	
a. Asset Management Systems and Cybersecurity Readiness Assessme	ents for local and rural entities.
Assessment will provide an overall assessment of Mississippi	cybersecurity structure, gaps,
vulnerabilities, and capabilities.	
b. Cybersecurity training for local and rural entities, to include training se	ssions, cybersecurity exercises
and training software programs.	
 Local Sub-Recipient Awards to Local Jurisdictions. 	
This consent is given to be in the best interest of the Local Government Entity and is preprisal. This consent is only effective for FY2022-2026 SLCGP federal funds.	ovided without duress or fear of
Signed, on 15th (day), September (month) 2024 (year), in	
Anycounty County, Mississippi.	
	Chris Walkins (Signature)
	Chris Watkins
	(Printed Name)
	Authorized Signatory Official (Title)
	61 P a g



State and Local Cybersecurity Grant Program:

Starting in FY22-FY25, the MOHS will receive more than \$16 million dollars for the FEMA-State and Local Cybersecurity Program (SLCGP).

Funds received with this grant are **ONLY** available to those that are "opted" into the SLCGP Grant program.





State and Local Cybersecurity Grant Program:

What do you get for Opting into the SCLGP Program?

- Cybersecurity Assessment
 - Assesses your Gaps, Vulnerabilities and Capabilities of your System.
- Cybersecurity Training
 - Training for your agency/department on cybersecurity
- Potential Grant Funds for Cybersecurity Planning, Programming and Equipment.





MOHS Grants Staff Contacts:



Mississippi Office of Homeland Security Grants Department Contact Information

All Reports, Reimbursements and Grant Requirements should be emailed to the MOHS Grants Department email address:

mohsgrants@dps.ms.gov (601) 987-1278

Beth Loflin-Finance and Grants Director

Email Address: <u>beth.loflin@dps.ms.gov</u>

Kayla Stewart (Grants Program Management Lead)

Email Address: <u>ksstewart@dps.ms.gov</u>

Phone Number: (601) 987-1217

Orlando Hoard (Admin Specialist)

Email Address: ohoard@dps.ms.gov

Phone Number: (601) 987-1278

Program Managers:

Teresa Wash (Grants Program Management - North HSGP Grants)

- Email Address: twash@dps.ms.gov
- Phone Number (601) 987-1519

Ty Barnes (Grants Program Management - South HSGP Grants)

Email Address: tbarnes@dps.ms.gov

Phone Number: (601) 987-1505

Kimberly Johnson (Grants Program Management - Non-Profit)

Email Address: <u>kjohnson@dps.ms.gov</u>

Phone Number: (601) 987-1518

Micah Carrington (Grants Program Management - Cyber/HSGP)

- Email Address: <u>mcarrington@dps.ms.gov</u>
- Phone Number: 601-987-1231

MOHS Grants Staff Contacts:



Financial Review:

Karen Evans: General Funds/Procurement
 Email Address: <u>kevans@dps.ms.gov</u>
 Phone Number: (601) 987-1213

Rachelle McKinley:

Email Address: <u>rmckinley@dps.ms.gov</u>
 Phone Number: (601) 987-1226

Program Monitors:

Bebea Boney

Email Address: <u>bboney@dps.ms.gov</u>

Steve Latham

Email Address: <u>slatham@dps.ms.gov</u>

Program Trainers:

Larry Cagle -

Community Emergency Response Trainer/State Coordinator

Email Address: lcagle@dps.ms.gov

Rebecca Chaney -

Targeted Violence and Prevention Trainer

Email Address: <u>rchaney@dps.ms.gov</u>

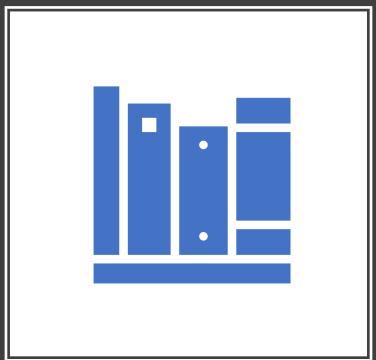
Laura Fosselman -

Law Enforcement Trainer (Active Shooter/Craze/Church Security)

Email Address: <u>lfossleman@dps.ms.gov</u>







Questions

