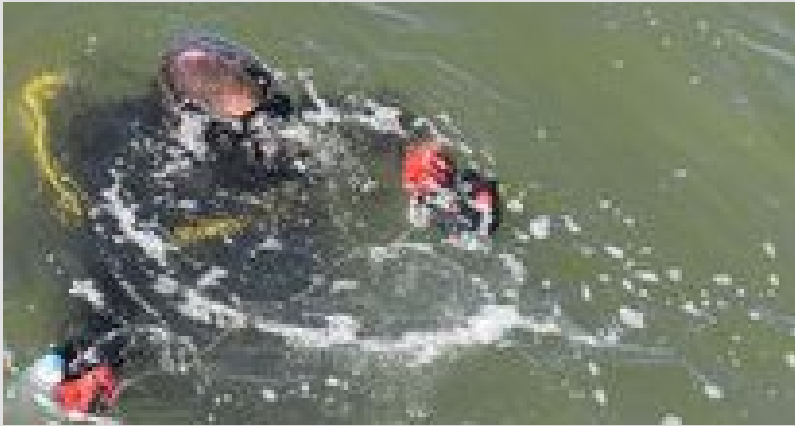




Mississippi Office of Homeland Security FY25 Homeland Security Grant Implementation

Welcome and Introductions

MOHS Grants/Finance Staff: Homeland Security Grants



- Teresa Wash: North East Districts
- Ty Barnes: South East & Coast Districts
- Kayla Stewart: Stonegarden, Bomb Squads and Task Forces
- Micah Carrington: North & South West Districts

Welcome and Introductions



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

- Kim Johnson: Non-Profit Grant Lead
- Keondra Wallace: Non-Profit Program Mgr.
- Fazenda Young: Non-Profit Program Mgr.

Welcome and Introductions

MOHS Grants/Finance Staff:

- State & Local Cybersecurity Grant- Beth Loflin
- Finance Program Manager-Karen Evans
- Finance Program Manager-Rachelle McKinley



Welcome and Introductions



MOHS Grants/Finance
Staff:
Grant Monitors

Bebea Boney
Steve Latham

Welcome and Introductions

MOHS Grants Trainers:

Larry Cagle-Community Emergency Response Teams
(CERT)

Rebecca Chaney-Targeted Violence and Terrorism
Prevention (TVTP)

Welcome and Introductions



MOHS Administration:

- Orlando Hoard, II-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 or somewhere else for years and thinks..... I GOT THIS?

Implementation Topics

Information about
the FY25 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



FY25 Homeland Security Grant Program

Information about the FY25 Federal HSGP Grant Program

Homeland Security Grant Program (HSGP)

MISSION AREAS



- The Fiscal Year (FY) 2025 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 2025 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
2. Protection of Soft Targets & Crowded places
3. Supporting Homeland Security Task Forces and Fusion Centers
4. Border Crisis Response and Enforcement
5. Election Security

Program National Priorities:

Removed from FY25 HSGP

- ❖ Enhancing Information and Intelligence Sharing
- ❖ Enhancing Community Preparedness
- ❖ Combating Domestic Violence Extremism



FEMA



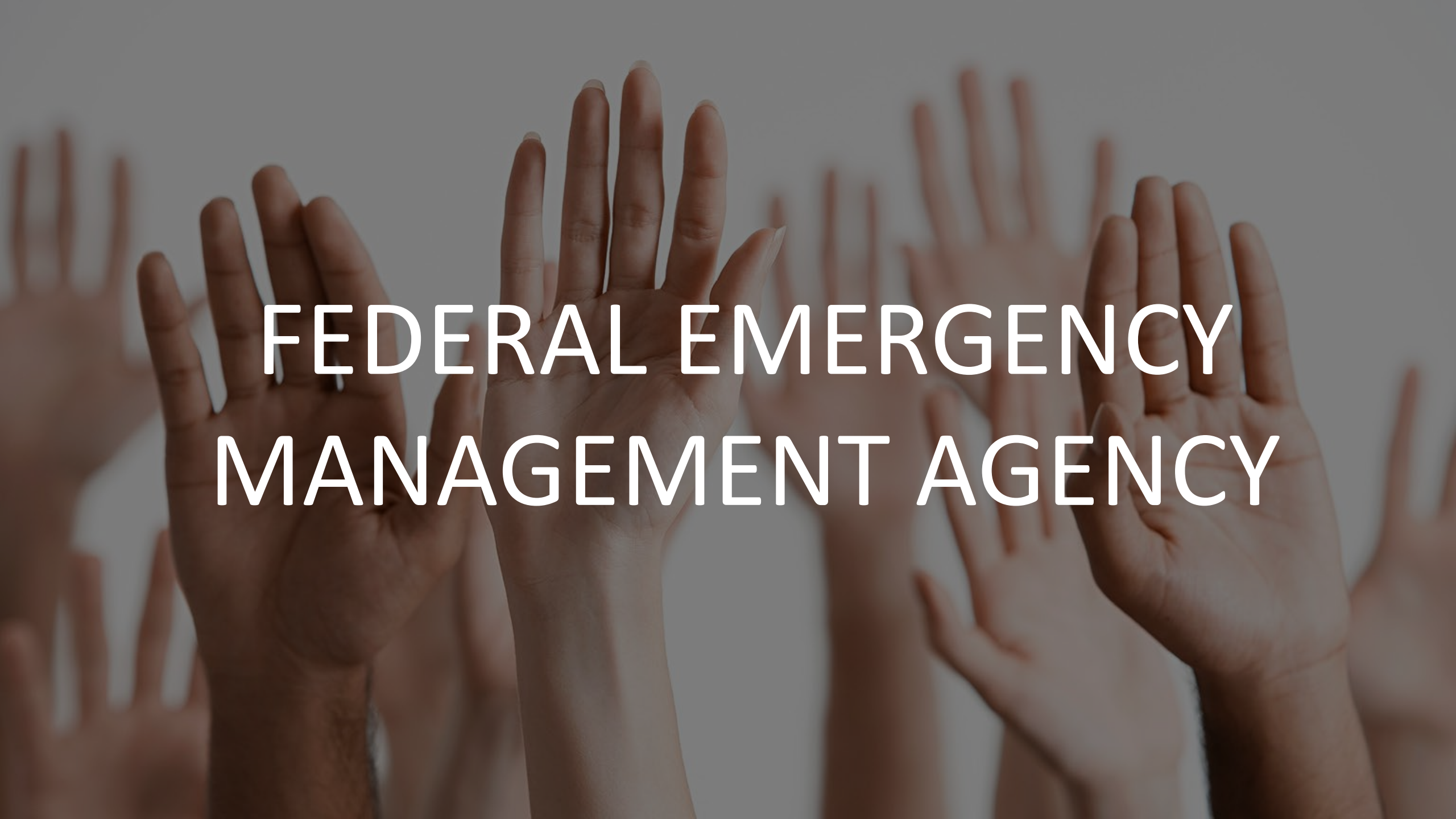


Question Time....

Raise Your Hand!



What Does FEMA Stand For?



FEDERAL EMERGENCY MANAGEMENT AGENCY



What is the focus of the Homeland Security Grant Program?



The background of the image shows a large number of hands raised in the air, creating a sense of a crowd or a public gathering. The hands are of various skin tones and are positioned at different heights, with some in the foreground and others in the background. The overall tone is light and airy, with a soft focus on the hands.

The focus of the Homeland
Security Grant Program is

TERRORISM

Take a Guess.....

Will need 3 Volunteers





Take a Guess.....

**How Many Grants are
being Awarded for FY25
HSGP?**



Take a Guess.....

102+ Awards for FY25



Federal Funding for FY25

For the Fiscal Year of the
2025 Homeland Security
Grant, Mississippi Office
of Homeland Security will
award a total of:

FY25 Homeland Security
Grant Program (HSGP)
and

Operation Stonegarden
Grant Awards

102+ Grants =
\$4,937,750.00

(4) Stonegarden Grants
= \$575,000.00
(not awarded yet)

FY25 Homeland Security Grant Program

SGA Guide-What is it?



Sub-Recipient Grant Administrator's Guide

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.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA)**. 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

Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards (Super Circular): 2CFR Part 200 and 1201: 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

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

National Incident Management System (FEMA)

Per FEMA, The [National Incident Management System \(NIMS\)](#) 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 [National Preparedness System](#). 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.

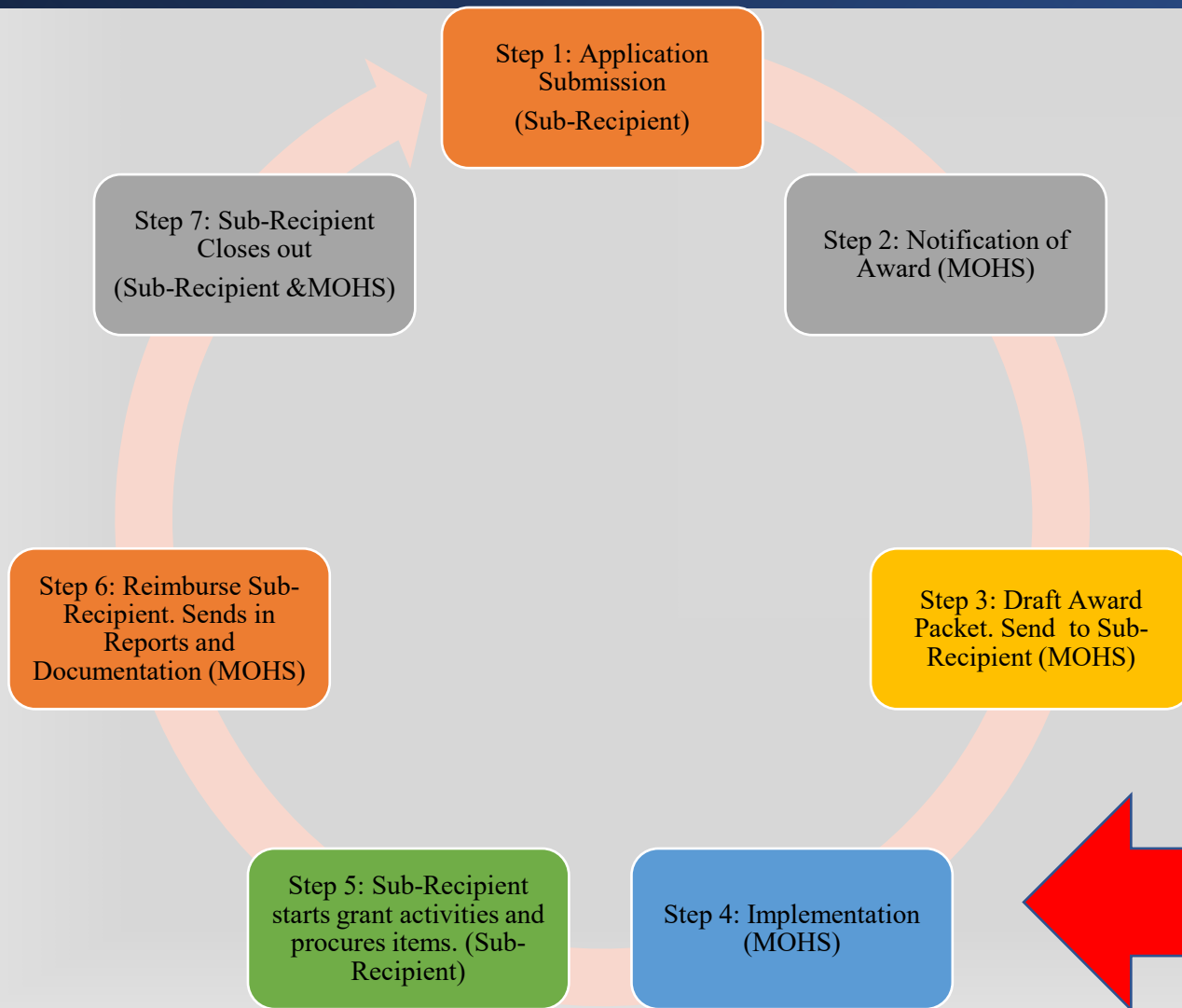
- [IS-700: National Incident Management System, An Introduction](#)

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



- Planning
- Programming
- Implementation
- Monitoring or Review
- Evaluation

Currently in Step 4

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

Page 32

2024 Planning Schedule (Updated Annually)

September	
September 1	New Grant Year Begins
September 15	4 th 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	1 st 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	2 nd Quarter Ends. Begin Preparation of 2 nd Quarter Financial and Progress Report
March	
March	Strategic Planning Meetings (All Staff)
March 15	2 nd 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 rd Quarter Ends. Begin Preparation of 3 rd 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

**Raise your Hand if
you are assigned as
the Sub-Recipient
Grant Administrator
(SGA)**



Sub-Recipient Grant Administrator's Guide-SGA Responsibilities

The SGA **MUST** 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 September 1st or after August 31st 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

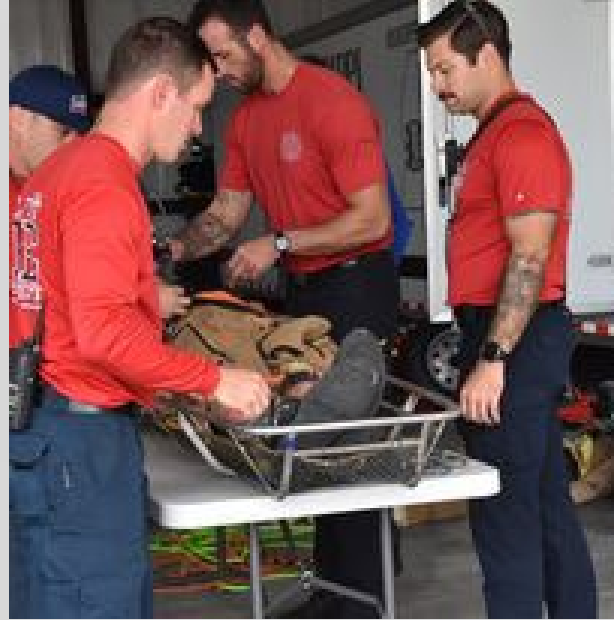


Submit a claim for reimbursement no later than the 15th day of the following month, after the quarter ends, in which expenses were incurred, using the form provided by MOHS as follows:

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.



FY25 Homeland Security Grant Program

Let's Talk Award Documents & Grant Requirements-Appendix A Page 51

Turn to
Appendix A
Page 51 in the
SGA Manual



Appendix A
Instructions to Complete
Award Agreement
Forms
Award Packets are Due to
MOHS:
October 15, 2025

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
 - Signed by Signatory Authorized Official
- Award Agreement Packet
 - Signature Page- Page 2
 - Assurance of Understanding Requirements for Sub-Recipients- Page 24
- Appendix to Agreement Packet
 - Grant Agreement Certifications- and Sub-Recipient Grant Administrator Certifications-Page 2
 - Financial Officer Certification and Authorized Signatory Official Certification-Page 3
 - Scope of Work- Page 4
 - Federal Funding Accountability and Transparency Act (FFATA)-Page 5
 - Mississippi Accountability System for Government Information and Collaboration (MAGIC) Financial Form-Page 6
 - FEMA Non-Disaster Reimbursement Request-Page 7

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

- Orientation Acknowledgement Form
- National Cybersecurity Review (NCSR) **(Pending FEMA Guidance)**
 - Opens October 1 and Closed February 28
- Environmental Historic Preservation Act Form Packet (If Applicable)
- License Plate Reader Memorandum of Understanding (If Applicable)
- State and Local Cybersecurity Consent and Memorandum of Understanding (If Interested)

Must be provided to the MOHS @ mohsgrants@dps.ms.gov by October 15, 2025

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

Page 52 in the SGA Guide

Award Letter



STATE OF MISSISSIPPI
TATE REEVES, GOVERNOR
DEPARTMENT OF PUBLIC SAFETY
SEAN J. TINDELL, COMMISSIONER

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: **9/1/2025**
Total Amount of Award: **\$100,000.00**

Date of Award: **8/31/2028**
Grant Number: **25LE257-5**

In accordance with the provisions of Federal Fiscal Year 20254 Homeland Security Grant Program, the Mississippi Office of Homeland Security (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-2025-SS-05001. 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, 2025**. 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 laws and 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

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

Signature of Authorized Signatory Official

Pete Banks-Executive Director

Signature of MOHS Executive Director/SAA

Award Packet

Page 55

MISSISSIPPI OFFICE OF HOMELAND SECURITY



FY25 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.

FY25 MISSISSIPPI OFFICE OF HOMELAND SECURITY GRANT AGREEMENT				
1. Sub-Recipient's Name: Anytown Police Department		2. Effective Date of Grant: September 1, 2025		
Mailing Address: 110 Main Street Anytown, MS 39541		3. Sub-Recipient Grant Number: 245E257-5		
Telephone Number: (662)874-1445		4. Grant Identifier (Funding Source & Year): EMW-2025-SS-05001		
E-Mail: grantwriter@anytown.gov		5. Period of Performance: Start and End Dates: September 1, 2025-August 31, 2028		
		6. Subgrant Payment Method: <u>X</u> Cost Reimbursement Method		
7. CFDA # - 97.607- Homeland Security Grant Program	8. UEI # - 5H41P26Y4MH9	9. Congressional District: 5		
10. FAIN #: 646000779	11. Initial Federal Award Date: September 1, 2024	12. Federal Awarding Agency: Homeland Security (800)368-6498		
13. Research and Development Grant: <u>Yes</u> <u>X</u> No	14. Indirect Cost Rate Charged: \$0.00			
15. The following grant funds are obligated:				
A. COST CATEGORY		B. SOURCE OF FUNDS	C. MATCH	D. RATIO%
(1) Contractual Services	\$0.00	(1) Federal \$100,000.00	\$0.00	100%
(2) Equipment	\$0.00	(2) State \$0.00	\$0.00	0%
(3) Commodities/Supplies	\$0.00	(3) Local \$0.00	\$0.00	0%
(4) Other	\$0.00	(4) Other \$0.00	\$0.00	0%
TOTAL	\$85,000	Total: \$100,000.00	\$0.00	100%
E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:				
Number of Grants:	FY21 2	FY22 2	FY23 1	
Total Award Funding of Grants	\$56,200.00	\$57,360.00	\$23,000	
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.				
14. Approval from Grantee: Pete Banks-Executive Director 9/1/2025		15. Approval from Sub-Recipient: 1. Signature of Authorized Official 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		

FY25 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 utilize risk assessments, data, and community knowledge to target and deploy resources that are community and state-wide threats and hazards.

FY25 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.
- Provide funds to jurisdictions for prevention and response efforts through the funding of services, equipment, training and supplies that will be deployed, as needed and requested to help in statewide homeland 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 1st quarter 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

BUDGET EXAMPLE

FY25 Mississippi Office of Homeland Security - Budget Detail Sheet

Budget Detail Sheet			
Agency Name:	Anytown Police Department		
Date Reviewed:	5/2/2025		
Funding Source:	FY25 Homeland Security Grant Program		
National Priority	Supporting Border Crisis Response and Enforcement/Law Enforcement		
Grant Number	25LE900		
Equipment List Approved:			
Description	Equipment Costs	Quantity of Equipment	Total
MSWin Portable Radios	\$3,000.00	5	\$ 15,000.00
	Total Equipment Costs		\$ 15,000.00
Approval Budget: This grant applications has been reviewed and approved by the MOHS Executive Review Committee			
Contractual Services Approved:		Commodities/Supplies Approved:	
Equipment List Approved:	\$ 15,000.00	Other Expenses Approved:	
Total Grant Award:		\$ 15,000.00	
EHP Needed:			
EHP not Required			
Director Comments:			
All Equipment and Commodities need to be ordered, purchased and reimbursed within the FY25 grant year. Extensions will be limited. If funds have not been expended by 3rd Quarter, funds can be re allocated to other projects. Items provided in these grant amounts were awarded by the Executive Committee and are not allowed to be modified or revised at time of award. Modifications during FY25 will be limited. Radios are required to be MSWin compatible.			

Budget Detail Sheet

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

- I. 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

Federal Terms and Conditions Page 38 in SGA Manual

MOHS Terms and Conditions

Page 50

Mississippi Office of Homeland Security FY25 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 the 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. The Signatory Authorized 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.
7. 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 FY25 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:

Very Important!!!



Grant Period	Quarter	Date Report is Due
September 1-November 30	1 st 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.

SUB-RECIPIENT:

ATTESTS:

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: **s. 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 Sub- Recipients. Page 57

Question Time...

Raise Your Hands!





Who can sign the Award Paperwork?

The background of the image shows several hands raised in the air, palms facing forward, against a light, neutral background. The hands are slightly out of focus, creating a sense of depth and collective action. The overall tone is professional and collaborative.

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.

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

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 59

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 61

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 62

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 <http://www.usaspending.gov/> per the Transparency Act requirement.

Section 1: Award Information:

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 if 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)
☒ 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)
☒ 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

Authorized Signatory Official (Signature)

Chris Watkins

Authorized Signatory Official (Printed Name)

9/15/2024

Date

Mayor

Title

Mississippi Accountability System for Government Information and Collaboration (MAGIC) (New) Page 63

Mississippi Accountability System for Government Information and Collaboration (MAGIC)

Financial Form (NEW FOR FY25)

To help the Mississippi Office of Homeland Security process advance or reimbursement funding smoothly and without delays, please submit the following information and documents. Once received, the grant funding will be prepared for disbursement based on the materials provided.

Document to Provide MOHS:

- W-9 Form:

MAGIC Agency Contact Information: This is a good time to make sure that this information is correct and updated. If information needs to be updated, please contact MAGIC for a Change form.

Agency Name:	Any Town Police Department
MAGIC Grant Identification Number:	3000145698
MAGIC Grantee Contact:	Angela Harvey
MAGIC Grantee Address:	101 Main Street Anytown, MS 35478
MAGIC Contact Email Address:	a.harvey@anytown.org
When processed, where will funding be sent? Ex. City/Town; Board of Supervisors, Police Dept. EMA Dept., School District	Town of Anytown, MS. Municipal Building.
Unique Entity Identification Number (UEI) :	4K9Ehh51V353
UEI Expiration <u>Date</u> :	<u>October 2026</u>

I certify that the above information is true and accurate.

Chris Watkins

Authorized Signatory Official (Signature)

Chris Watkins

Authorized Signatory Official (Printed Name)

8/1/2025

Date

Mayor

Title

FEMA Non-Disaster Reimbursement Request

(New)

Page 64

Mississippi Office of Homeland Security FEMA Non-Disaster Reimbursement Request (NEW FOR FY25)

Per FEMA guidance within the FEMA Notice of Funding Documents for Non-Disaster Grants, each reimbursement request to FEMA must ensure the following information for Sub-Recipient Funding Requests.

Agency Name: **Anytown Police Department**

Grant Award Amount: **\$100,000.00**

1. Is Funding Directly or Indirectly to Sub-Recipient?	
☒ Directly to the Sub-Recipient	☐ Indirectly to the Sub-Recipient
2. Please provide in the space below, the Mission Statement of the Agency.	
The Anytown Police Department is dedicated to improving the quality of life by creating a safe environment in partnership with the people we serve. We act with humility and grit to reduce fear and crime, while treating all with respect, compassion, and fairness.	
3. Does the Sub-Recipient's work or mission involve supporting aliens, regardless of whether FEMA funds support such activities?	
☐ Yes. Agency's work or mission <u>will</u> involve supporting aliens.	☒ No. Agency's work or mission <u>will not</u> involve supporting aliens.
4. Will any payment request to the Sub-Recipient include an activity involving support for aliens?	
☐ Yes. Agency's payment request <u>will</u> include activities that involve supporting aliens.	☒ No. Agency's payment request <u>will not</u> include activities that involve supporting aliens.
5. Does the Sub-Recipient have and follow any Diversity, Equity and Inclusion (DEI) practices?	
☐ Yes. Agency <u>has and follows</u> DEI practices.	☒ No. Agency <u>does not have nor follows</u> DEI practices.

I certify that the above information is true and accurate.

Chris Watkins

12/1/2025

Authorized Signatory Official (Signature)
Chris Watkins

Date
Mayor

Authorized Signatory Official (Printed Name)

Title

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 State and Local Cybersecurity Grant Program.
☐ IS NOT interested in participating in the State and Local Cybersecurity Grant Program
Grant Program (SLC GP) for Fiscal Year (FY) 2022-2026, as authorized by Section 2220A of the
Homeland Security Act of 2002, as amended (Pub. L. No. 107-296) (6 U.S.C. § 665g).

Organization Type: Law Enforcement

Point of Contact: Paul Smith

Contact Number: 662-874-1446

Contact E-mail: grantwriter@anytown.gov

Is your organization interested in services/solutions procured, managed, and deployed
by the state providing support to local government: ☒ YES ☐ NO

Signed, on 15 (day), September (month) 2024 (year), in

Anycounty County, Mississippi.

Chris Watkins

(Signature)

Chris Watkins

(Printed Name)

Authorized Signatory Official

(Title)

Mississippi State Cybersecurity Strategic Plan Interest Survey Form. Page 61



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

I, Chris Watkins (Printed Name), the duly appointed authorized agency on behalf of the Anytown Police Department ("Local Governmental Entity"), located at 110 Main Street Anytown, MS 39541 (address) hereby expressly consent to the State of Mississippi's State Administrative Agency (SAA), 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 2220A of the Homeland Security Act of 2022, as amended (Pub. L. No. 107-298) (8 U.S.C. §885g):

1. Retain \$654,731.00 in SLCGP for FY2022 at the State Level, as Management and Administration Costs, as well as SLCGP Operations Costs. Funds are in alignment and compliance with Federal allowances.
2. Utilize \$2,618,920.00 in SLCGP funds for FY2022 as follows:
 - a. 96.18% for Asset Management Systems and Cybersecurity Readiness Assessments for local and rural entities. Assessment will provide an overall assessment of Mississippi cybersecurity structure, gaps, vulnerabilities, and capabilities.
 - b. 3.81% for cybersecurity training for local and rural entities, to include 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 Federal allowances.
4. Utilize \$5,311,640.80 in SLCGP funds for FY2023 as follows:
 - a. Asset Management Systems and Cybersecurity Readiness Assessments 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 sessions, cybersecurity exercises and training software programs.
 - c. Local Sub-Recipient Awards to Local Jurisdictions.

This consent is given to be in the best interest of the Local Government Entity and is provided without duress or fear of reprisal. This consent is only effective for FY2022-2026 SLCGP federal funds.

Signed, on 15th (day), September (month) 2024 (year), in

Anycounty County, Mississippi.

Chris Watkins

(Signature)

Chris Watkins

(Printed Name)

Authorized Signatory Official

(Title)



Other Award Forms



**Mississippi Office of Homeland Security
FY25 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 FY25 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, 2025**

Name: **Paul Smith-Grant Writer**

Signature: **Paul Smith**

Agency Name: **Anytown Police Department**

Please return this form to the MOHS Grants Email Address at: mohsgrants@dps.ms.gov

Form can be returned during Implementation or with Award Packet

Other Grant Award Documents:

Orientation Acknowledgement Form

This will be handed out today!

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
MISSISSIPPI OFFICE OF HOMELAND SECURITY, A DIVISION OF THE
MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY
AND
_____(AGENCY)

This agreement (hereinafter "Agreement") is made and entered into this the ____ day of _____, 2025, 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
_____(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, _____ 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, _____ AGENCY agrees to make the information captured during routine use available to query by MOHS/MSAIC analysts upon demand.

_____ 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.

_____ 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.

_____ AGENCY shall advise its employees of the penalties relating to the illegal or misuse of such information. _____ 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.

DURATION OF AGREEMENT:

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

1 | Page

WHEREFORE, IN WITNESS THEREOF, THE ENTIRE AGREEMENT IS CONTAINED WITHIN THIS ORIGINAL CONTRACT WHICH, ON THIS DAY, IS SIGNED BY THE PARTIES, FURTHER EXECUTED AND DELIVERED AS EVIDENCED BY THEIR RESPECTIVE SIGNATURES THAT APPEAR BELOW.

WITNESS MY SIGNATURE on this, the ____ day of _____, 2025.

BY AGENCY: _____
Signatory Authorized Official

BY MDPS/MOHS: _____
Executive Director, Mississippi Office of Homeland Security

Other Grant Award Documents:

MOU Form: Only Complete if Awarded LPRs



Question Time...

Raise Your Hands!



When is the Grant
Award Paperwork
Due back to MOHS?



Let's Take a 10 Minute Break



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

Every Agency MUST Complete. Page 67

Currently Pending FEMA Guidance

What is the National Cyber Security Review or NCSR?

- **Required** for all FY25 Homeland Security Grant Program Sub-Recipients. **Currently Pending FEMA Guidance!**
- 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 [REDACTED]	N/A	2021 Nationwide Cybersecurity Review (NCSR)	Completed	Nov 4, 2021 8:57 PM

☰ 2024 Visual NCSR Certificate

1 / 1

Certificate of Completion

THIS ACKNOWLEDGES THAT

Mississippi - [REDACTED]

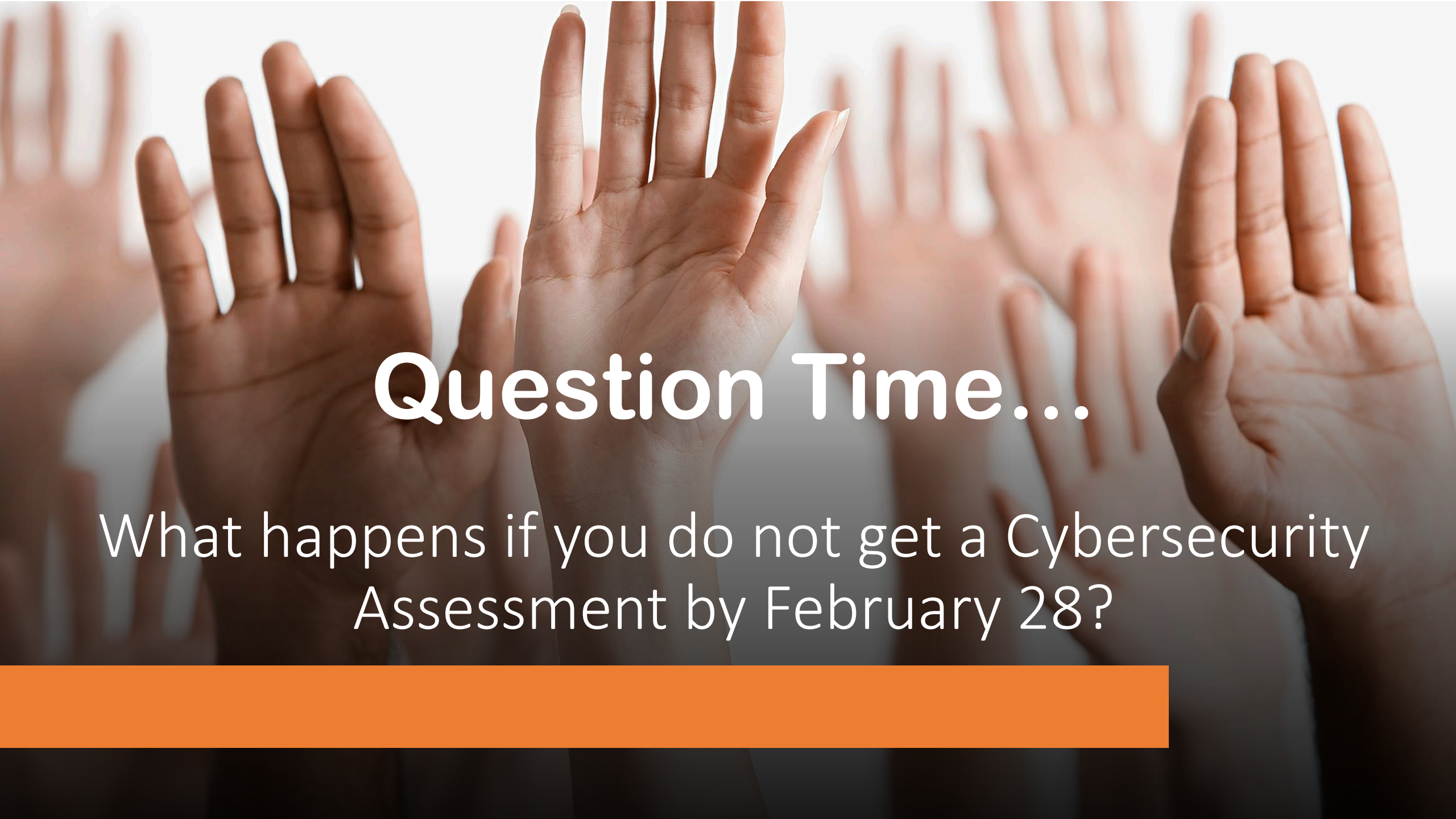
HAS SUCCESSFULLY COMPLETED THE

2024 Nationwide Cybersecurity Review (NCSR)

MS-ISAC®
Multi-State Information
Sharing & Analysis Center®







Question Time...

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





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



Let's Talk EHP or Environmental
Historic Preservation?



Environmental and Historic Preservation Screening Form (If Applicable) Page 74

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.
 - Inside and Exterior Pictures.
 - 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 Removed?
 - Removal Process?
 - Debris Staging?
 - 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?
 - 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 75

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.

Sub-Grantee POC: 2.

Mailing Address: 3.

E-Mail: 4.

Estimated cost of project: 5.

Project title: 6.

Project location (physical address or latitude-longitude): 7.

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

8.

1. Sub-Grantee: Please include name of agency, district or non-profit organization.
2. 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
7. Project Location: Provide the physical location of the project, please include, if possible, latitude and longitude location.
8. 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

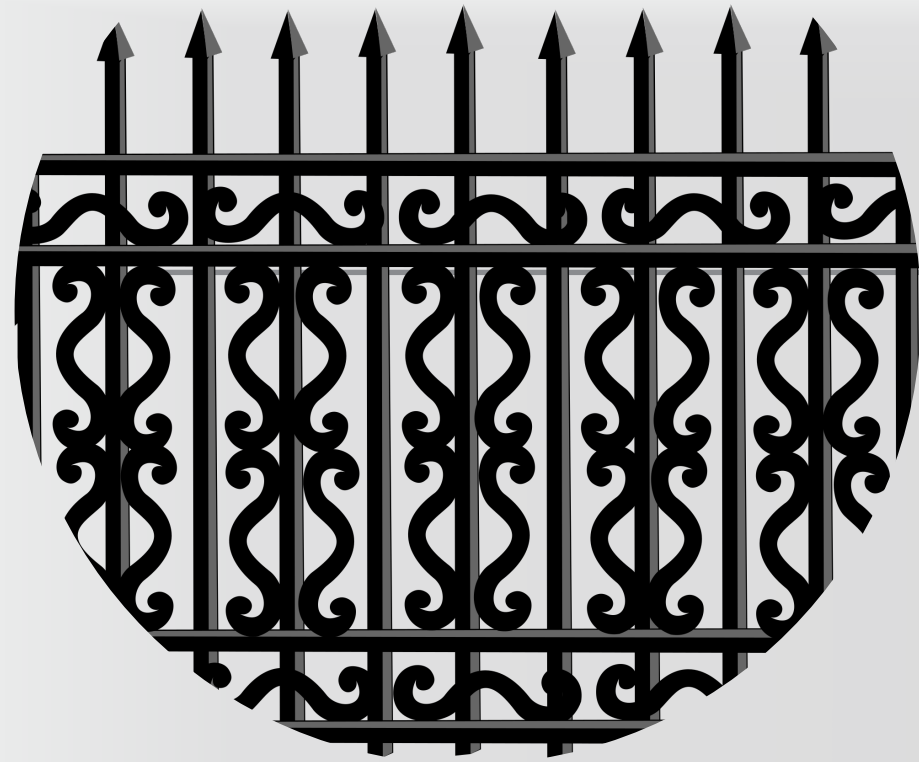
- Basic Structure Information (if applicable)
 - Build Year: ALL structure types
 - Type of foundation (slab on grade, basement, crawlspace, piers)
 - Any major modifications or additions made to the structure
 - Current and historic uses of the existing structures
 - Any previous ground disturbing activities
 - 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
- LPR's (fixed)
- Generators (fixed)



FEMA

Federal Emergency Management Agency

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





MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
MISSISSIPPI OFFICE OF HOMELAND SECURITY, A DIVISION OF THE
MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY
AND
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

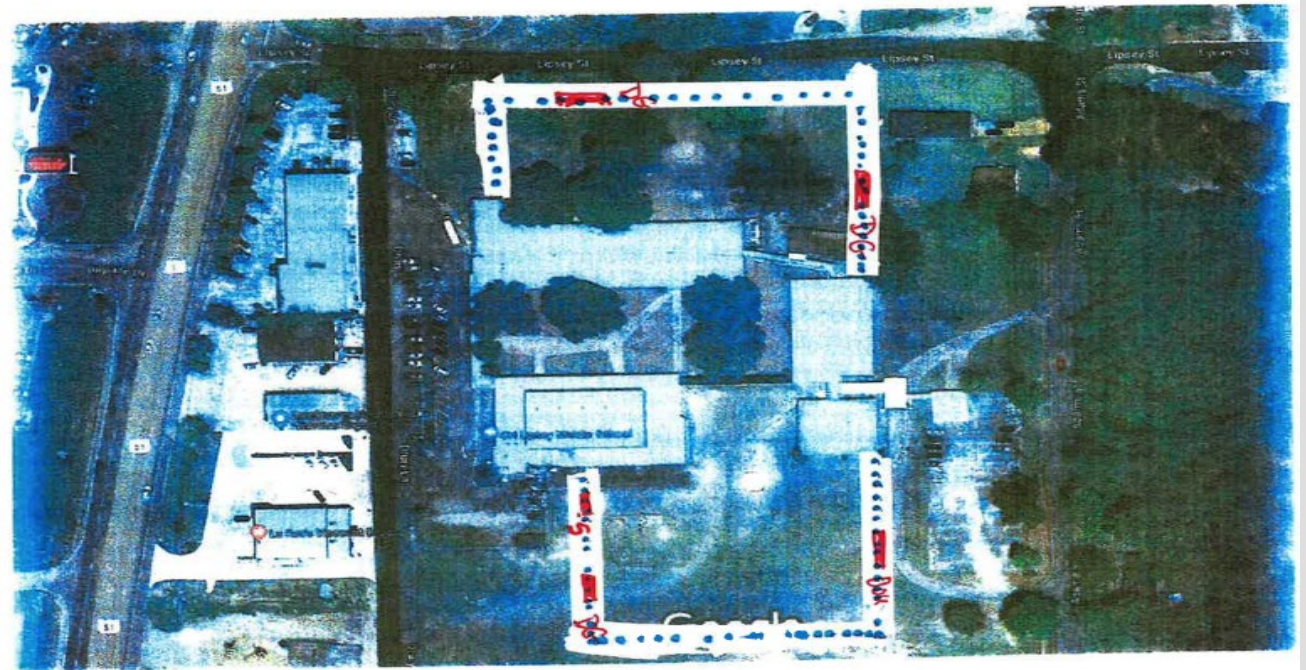


Environmental and Historic Preservation Screening Form



replace
worn
fencing

gle Maps



Imagery ©2022 CNES / Airbus, Maxar Technologies, Map data ©2022

Lipsy

- 1375 feet of chainlink fence with 4 swing gates and 1 walk gate

Environmental and Historic Preservation Screening Form (If Applicable)

EHP Checklist

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

Environmental Regulation or Statute		Yes	No
National 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?		
Endangered 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?		
Executive Order 11988 (Protection of Floodplains) and Executive Order 11990 (Protection of Wetlands)			
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.		
Coastal Zone Management Act			
5.A	Is the proposed project located in the State’s designated coastal zone?		
Farmland 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?		
Resource Conservation Recovery Act and Comprehensive Environmental Response, Compensation, and Liability Act			
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 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?		



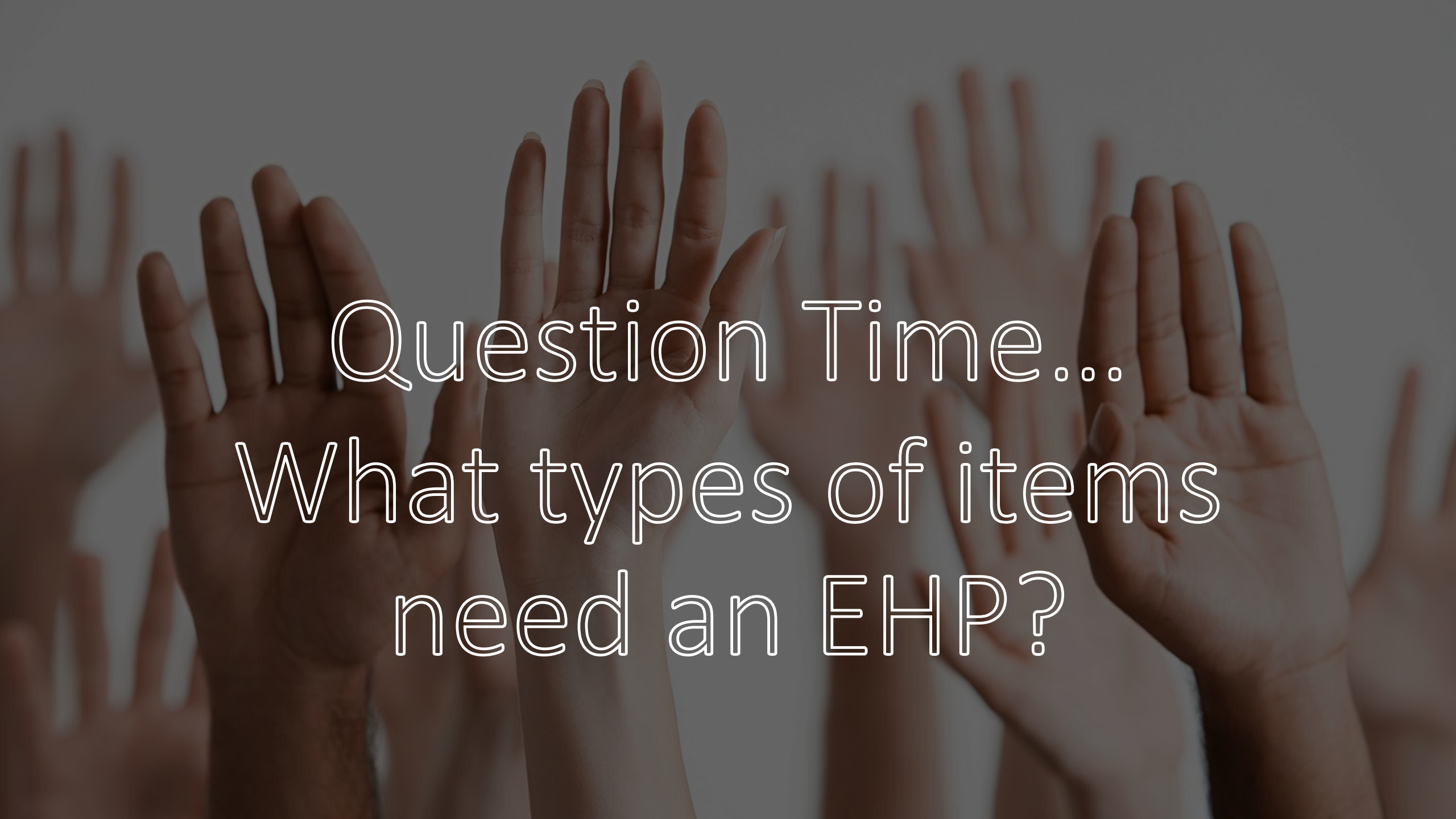
Question Time...

Raise Your Hands!

Question Time...

What Does EHP Stand For?





Question Time...

What types of items
need an EHP?

Question Time...



Does everyone need an EHP?



FY25 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 **MUST** 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/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#

Grant Reimbursement Request Process-MAGIC



PLEASE CALL THE MMRS CALL
CENTER AT (601) 359-1343,
OPTION 2 FOR ASSISTANCE IN
LOCATING YOUR VENDOR
INFORMATION.



MAGIC HELP DESK:
(601) 359-1346



MAGIC REGISTRATION
QUESTIONS: (601) 576-1160

Mississippi Accountability System for Government Information and Collaboration (MAGIC) (New) Page 63

Mississippi Accountability System for Government Information and Collaboration (MAGIC)

Financial Form (NEW FOR FY25)

To help the Mississippi Office of Homeland Security process advance or reimbursement funding smoothly and without delays, please submit the following information and documents. Once received, the grant funding will be prepared for disbursement based on the materials provided.

Document to Provide MOHS:

- W-9 Form:

MAGIC Agency Contact Information: This is a good time to make sure that this information is correct and updated. If information needs to be updated, please contact MAGIC for a Change form.

Agency Name:	Any Town Police Department
MAGIC Grant Identification Number:	3000145698
MAGIC Grantee Contact:	Angela Harvey
MAGIC Grantee Address:	101 Main Street Anytown, MS 35478
MAGIC Contact Email Address:	a.harvey@anytown.org
When processed, where will funding be sent? Ex. City/Town; Board of Supervisors, Police Dept. EMA Dept., School District	Town of Anytown, MS. Municipal Building.
Unique Entity Identification Number (UEI) :	4K9Ehh51V353
UEI Expiration <u>Date</u> :	October 2026

I certify that the above information is true and accurate.

Chris Watkins

Authorized Signatory Official (Signature)

Chris Watkins

Authorized Signatory Official (Printed Name)

8/1/2025

Date

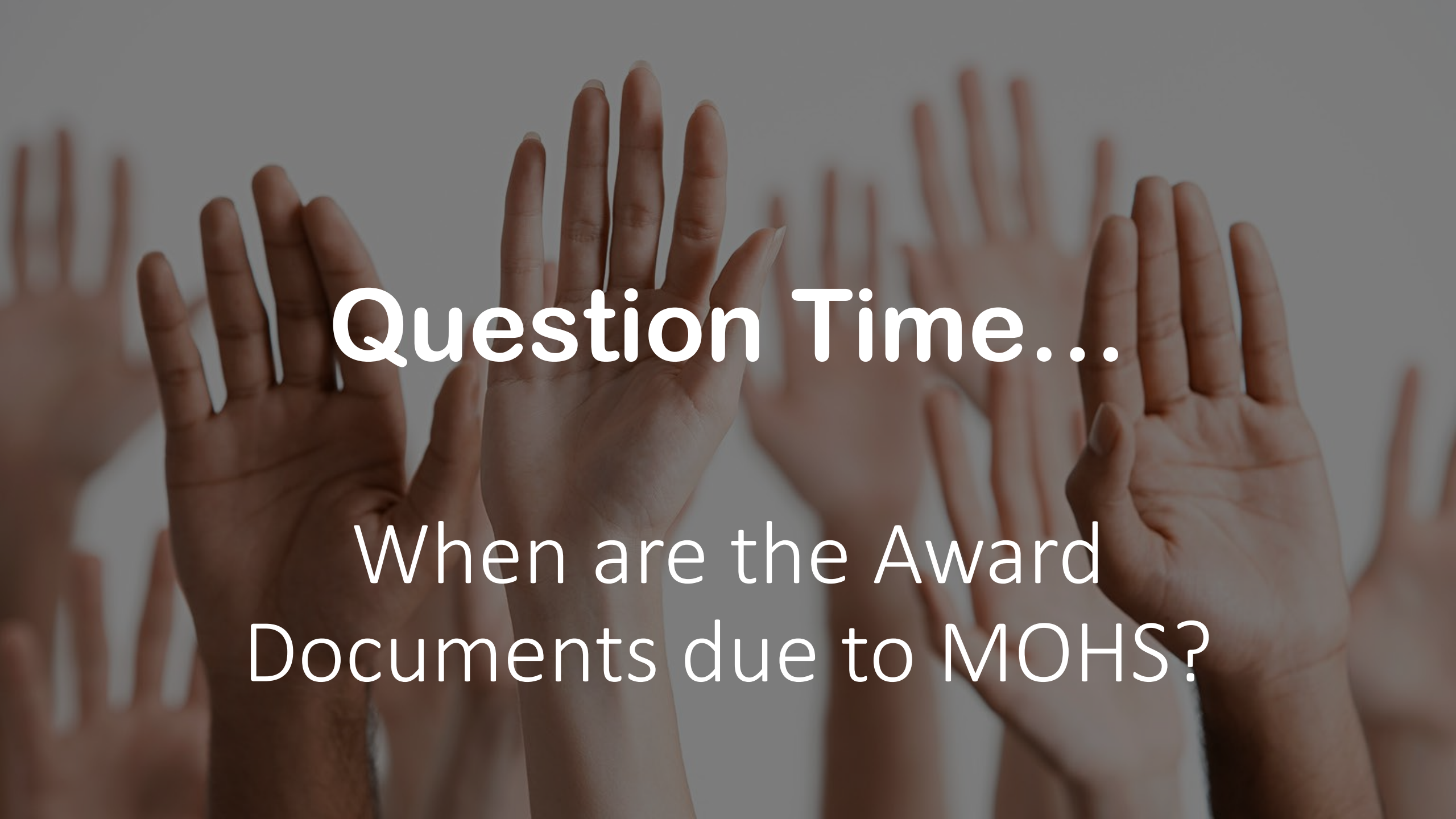
Mayor

Title

Question Time...

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





Question Time...

When are the Award
Documents due to MOHS?



- **Question Time...**

Where do you send the Award Packet and Documents?



Grant Forms and Grant Requirements



Grant Forms
and Grant
Requirements
Page 89



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 Treasury 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



Grant Reimbursement Request Process: Before You Begin



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 Reimbursement Request Process



Reimbursements can be Submitted at any time!



Send ALL Documentation at one time! (Do not send pieces)



Send ALL Reimbursements to mohsgrants@dps.ms.gov

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

Grant Reimbursement Request Process

Reimbursement: Documents Required

- ❖ All Invoices
- ❖ Cancelled Checks (front and Back) must show it cleared the bank / Or other Proof of Payment
- ❖ Quote(s): under \$5000 one quote and over \$5000 2 quotes needed...Unless it is state contract or Sole Source (very few are).

Grant Reimbursement Request Process

Reimbursement:

Documents Required Continued:

- ❖ **Equipment Inventory Form (Program Manager Workbook in a separate tab): any equipment over \$1000**
- ❖ **Photos of equipment: must include photos of the serial number as well as a picture of the equipment. For software, you can send the License or Certificate, email for proof of delivery or any back-up documentation**
- ❖ **Purchase orders (if your Agency requires them)**

Reimbursement Cheat Sheet

Page 91



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 **MUST** 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
 - 116 D. Breakdown for Reimbursement Form

Mississippi Office of Homeland Security

Quarterly Performance Progress Report

Type of Grant:	Homeland Security Grant Program (HSGP):				
Agency Quarter of Report (Please Check Grant Quarter of Report) 1st Quarter: Due Dec 15th 2nd Quarter Due: March 15th 3rd Quarter Due: June 15th 4th Quarter Due: Sept 15th	1st Quarter (September- November)	2nd Quarter (December- February)	3rd Quarter (March- May)	4th Quarter (June- August)	Supplemental Report
	☒				
Agency Name:	Anytown Police Dept.				
Grant Number #:	25LE257				
Report Prepared By:	Paul Smith				
Date of Report:	12/5/2025				

Quarterly Programmatic Report

1st Quarter

Please Mark If Milestones are Incomplete, In Process or Completed/Not Applicable

Award Paperwork:	Incomplete	In Process	Completed	Not Applicable
Award Paperwork: Send the full Grant Agreement with Appendix documents, signed by	☐	☐	☒	☐

Quarterly Reimbursement Claim and Progress Report

- Tab for Each Quarter
- Reimbursement Request Tab
- Supplemental Report
- Inventory Form
- Request for Change Form
- Closeout Form

Grant Reimbursement Request Form

Page 95

- Agency Quarter:** Will already be marked
- 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 (SGA)
- 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 (NOT the Due Date)
- Final Claim:** Place an (Y) for Yes or a (N) for No, in the grant field, only if this is the final submission

Mississippi Office of Homeland Security					
Quarterly Performance Progress Report					
Type of Grant:	Homeland Security Grant Program (HSGP):				
Agency Quarter of Report (Please Check Grant Quarter of Report) 1st Quarter: Due Dec 15th 2nd Quarter Due: March 15th 3rd Quarter Due: June 15th 4th Quarter Due: Sept 15th	1st Quarter (September- November)	2nd Quarter (December- February)	3rd Quarter (March- May)	4th Quarter (June- August)	Supplemental Report
	☒				
Agency Name:	Anytown Police Dept.				
Grant Number #:	25LE257				
Report Prepared By:	Paul Smith				
Date of Report:	12/5/2025				

Quarterly Reports and Supplemental Report Due Dates:

Very Important!!!



Grant Period	Quarter	Date Report is Due
September 1-November 30	1 st 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

Quarterly and Supplemental Reports:

Programmatic Progress Reports:

Award Paperwork Section

Award Paperwork:	Incomplete	In Process	Completed	Not Applicable
<u>Award Paperwork:</u> Send the full Grant Agreement with Appendix documents, signed by an authorized signatory, to MOHS.	☐	☐	☒	☐
<u>EHP:</u> (If Applicable) Submit the completed Environmental Historic Preservation Form to MOHS.	☐	☐	☐	☒
<u>NIMS:</u> Complete NIMS Training (IS-100, IS-200, IS-700, IS-800). Submit Copies of NIMS Certifications to MOHS.	☐	☐	☒	☐
<u>NCSR:</u> Complete the Nationwide Cybersecurity Review (NCSR) Assessment and submit documentation to MOHS.	☐	☐	☒	☐
<u>Audit:</u> (If Applicable) Provide the MOHS with a copy of the Agency's latest Single Audit.	☐	☐	☒	☐

Quarterly and Supplemental Reports:

Programmatic Progress Reports:

Procurement Section

Procurement:	Incomplete	In Process	Completed	Not Applicable
<u>Procurement:</u> Start Procurement Process of items in approved Budget Summary during 1st quarter for the grant year. If unable, please provide justification below.	☐	☐	☐	☐
<u>Procurement:</u> Solicit quotes and/or bids for equipment (two quotes required for items over \$5,000.00).	☐	☐	☐	☐
<u>Procurement:</u> Review proposals, quotes, bids and select vendors.	☐	☐	☐	☐
<u>Contractual Services:</u> (If Applicable). Provide copy of contracts to MOHS.	☐	☐	☐	☐
<u>Equipment:</u> (If Applicable). Receive approved equipment or grant funded items.	☐	☐	☐	☐
<u>Equipment:</u> Prepare and submit Equipment/Inventory Sheet, along with photographs of items.	☐	☐	☐	☐

Quarterly and Supplemental Reports:

Programmatic Progress Reports:

Advance or Reimbursement Section

Advance or Reimbursement:	Incomplete	In Process	Completed	Not Applicable
<u>Advance</u> : If Advance is needed, submit Request form, along with Quotes for Advance Funding.	☐	☐	☐	☐
<u>Advance</u> : If Advance was requested and awarded items have been received. Provide Invoice and Proof of Payment to clear Advance.	☐	☐	☐	☐
<u>Funding</u> : Prepare Reimbursement paperwork of awarded items have been received or procured. Provide Quotes, Invoices and Proof of Payment.	☐	☐	☐	☐

Quarterly and Supplemental Reports:

Programmatic Progress Reports:

Training Section

Training:	Incomplete	In Process	Completed	Not Applicable
<u>Training:</u> Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.	☐	☐	☐	☐
<u>Training:</u> (If Applicable): If Agency does not have trainings, please contact the MOHS to be set up for HSGP funded training.	☐	☐	☐	☐

Quarterly and Supplemental Reports:

Programmatic Progress Reports:

Program Assessment Section

Program Assessment	Incomplete	In Process	Completed	Not Applicable
<u>Assessment:</u> Assess and review program's threats, hazards, core capabilities and needs.	☐	☐	☐	☐
<u>Other Grant Activities or Updates:</u>				
	☐	☐	☐	☐
	☐	☐	☐	☐



You can Add Your Own Activities or Updates in the Other Section!

Quarterly and Supplemental Reports:

Programmatic Progress Reports:

Question Section

Please Answer
Each Question!

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

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?

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

Please indicate any changes in jurisdiction or assignment for individuals authorized to participate in this project. This may include, but is not limited to, updates involving the Program Manager, Financial Officer, or other key personnel responsible for grant activities.

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

Quarterly and Supplemental Reports:

Programmatic Progress Reports:

Question Section

Please Answer
Each Question!

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?

Please List any Changes or Modifications to the Grant, if any. Were these changes Approved by MOHS Grants Director?

Please indicate any changes in jurisdiction or assignment for individuals authorized to participate in this project. This may include, but is not limited to, updates involving the Program Manager, Financial Officer, or other key personnel responsible for grant activities.

Please list any changes to any SGA, Finance Person, or Authorized Signatory Official

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

List that you attended this MOHS Grant Orientation and Implementation Meeting

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

Did you have any delays that need to be addressed? Or any issues during this period?

Page 3

Quarterly and Supplemental Reports:

Programmatic Progress Reports:

Question Section

Please Answer
Each Question!

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

Please List any SUCCESS Stories that you have with ANY MOHS Grant purchased Equipemnt or Items. WE LOVE TO HEAR THEM!

Describe in detail, the Progress of the Program during this Grant Quarter.

What was accomplished during tis Period?

Anticipated Closeout Date of this Grant.

8/31/2026

Describe Activities Left to Complete.

List what you have left to complete.

What can the MOHS do for you and your Agency to help make your program a success?

Please Give Us Suggestions!!

Quarterly and Supplemental Reports:

Programmatic Progress Reports:

Signature Section

Sub-Recipient Certification: I hereby certify that the information provided above is in compliance with the terms of the grant. I understand that this information is being submitted to support performance reporting for 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 ability.

Authorized Signatory Official/ Authorized Sub- Recipient Grant Administrator (SGA):		Date:	
--	--	--------------	--

⇒ Please review all information provided for the report. Once all information is validated and back-up documentation attached, the SGA will sign the Report. The Authorized Signatory Official (Mayor/Board President or Commissioner) can also sign if needed.

Note: Please send ALL Reports to mohsgrants@dps.ms.gov and copy your Program Manager

Grant Reimbursement Request

Request for Payment Tab

NEW!

Mississippi Office of Homeland Security				
Request for Payment (Advance/Reimbursement)				
Type of Grant:	Mississippi Office of Homeland Security (HSGP)			
Agency Name:	Anytown Police Dept.			
Grant Number #:	25LE257	Date of Request:	12/5/2025	
Report Prepared By:	Paul Smith			
Is this the Final Claim? (Y/N)	Yes	☐	No	☒
Type of Funding Requested	Advance	☐	Reimbursement	☒
Advance Financial Documentation Required: Please provide back-up documentation for all advance requests to include, but not limited to: quotes and/or bids.				
Reimbursement Financial Documentation Required: Please provide back-up documentation for all request reimbursements to include, but not limited to: timesheets, quotes and or bids, invoices, purchase orders, cancelled checks, 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.				

Grant Reimbursement Request

Budget Breakdown Section

Budget/Cost Breakdown for Advance or Reimbursement					
	Grant Award Amount	Funds Spent Through Last Claim	Grant Amount Requested	Total Grant Funds Expended:	Total Grant Funds Remaining:
	Amounts Same Each Claim	Previous Claim Totals, If Available	Request of Claim	Total Funds Requested	Balance of Grant
Personnel: Salary/Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$85,000.00	\$0.00	\$25,000.00	\$25,000.00	\$60,000.00
Commodities/Supplies:	\$15,000.00	\$0.00	\$5,000.00	\$5,000.00	\$10,000.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reimbursement:	\$100,000.00	\$0.00	\$30,000.00	\$30,000.00	\$70,000.00

Grant Reimbursement Request

Breakdown for Reimbursement

Breakdown for Reimbursement				
Please provide the following information for each invoice you are requesting reimbursement. Vendor Name, Invoice #, quantity, check #, and amount of the invoice.				
Vendor Name:	Invoice #:	Description of Item(s):	Check #:	Amount:
Example:				
Motorola	INV4587952	5 Motorola MSWin Radios	11532	\$10,000.00
Motorola	123585	Radios	5555	\$ 10,000.00
Jackson Comm	154856	Radios	5555	\$ 15,000.00
Jackson Comm	258258604	Accessories	888	\$ 5,000.00
Total Reimbursement Request:				\$30,000.00

Grant Reimbursement Request Process

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 ability.

Authorized Signatory Official/ Authorized Sub-Recipient Grant Administrator (SGA):		Date:	
---	--	--------------	--

Please review all information provided for the report. Once all information is reviewed and back-up documentation attached, submit to mohsgrants email and copy your Program Manager!

Grant Reimbursement Request Process: Submission of Requests

Remember: 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.

Let's Take A DEEPER DIVE INTO THE REIMBURSEMENT

The image shows the words "DEEP DIVE" in a bold, black, serif font. The letters are arranged in two rows: "DEEP" on top and "DIVE" on the bottom. Each letter has a series of horizontal wavy lines extending from its right side, giving the impression of water or a deep dive. The entire graphic is set against a white background within a rectangular frame.

DEEP
DIVE

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 sub-contracts 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.

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



Any Contractual Service:

- Subscriptions
- Warranty
- Licenses

- LPRs: 1 Year
- Communication
- Radios

ONLY

Travel

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.

Travel: 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

Travel Voucher: 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.

Form 13.20.10 Revised 07/2017		TRAVEL VOUCHER				Check One:																															
State of Mississippi: 1		(Agency or Institution)				Employee ☐																															
Employee SSN: _____						Contract Worker ☐																															
Name: 2		PIN/WIN: _____				Board Member ☐																															
Address: 3		PID#: _____				Trip Optimizer Attached Yes ☐ No ☐																															
I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from 4 to 4 . The itemized statement follows.						Reason Why Trip Optimizer is not Attached 																															
5	Check Box(es):	In-State	Out-of-State	Out-of-Country	PTE Request	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Per Diem in Lieu of Subsistence</td> <td style="text-align: right;">7</td> </tr> <tr> <td>Taxable Meals</td> <td></td> </tr> <tr> <td>Non-Taxable Meals</td> <td></td> </tr> <tr> <td>Lodging</td> <td></td> </tr> <tr> <td>Registration</td> <td style="text-align: right;">#REF!</td> </tr> <tr> <td>Travel in Private Vehicle</td> <td></td> </tr> <tr> <td>Travel in Rented Vehicle</td> <td style="text-align: right;">#REF!</td> </tr> <tr> <td>Travel in Public Carrier</td> <td>Do Not Fill Out</td> </tr> <tr> <td>Other:</td> <td></td> </tr> <tr> <td>Sub Total</td> <td style="text-align: right;">#REF!</td> </tr> <tr> <td>Less: Travel Advance</td> <td style="text-align: right;">#REF!</td> </tr> <tr> <td>Less: PTE Lodging</td> <td style="text-align: right;">#VALUE!</td> </tr> <tr> <td>Less: PTE Public Carrier</td> <td style="text-align: right;">#VALUE!</td> </tr> <tr> <td>Less: PTE Registration</td> <td style="text-align: right;">#VALUE!</td> </tr> <tr> <td>Net Payment (Overpayment)</td> <td style="text-align: right;">#REF!</td> </tr> </table>		Per Diem in Lieu of Subsistence	7	Taxable Meals		Non-Taxable Meals		Lodging		Registration	#REF!	Travel in Private Vehicle		Travel in Rented Vehicle	#REF!	Travel in Public Carrier	Do Not Fill Out	Other:		Sub Total	#REF!	Less: Travel Advance	#REF!	Less: PTE Lodging	#VALUE!	Less: PTE Public Carrier	#VALUE!	Less: PTE Registration	#VALUE!	Net Payment (Overpayment)	#REF!
	Per Diem in Lieu of Subsistence	7																																			
	Taxable Meals																																				
	Non-Taxable Meals																																				
	Lodging																																				
	Registration	#REF!																																			
	Travel in Private Vehicle																																				
	Travel in Rented Vehicle	#REF!																																			
	Travel in Public Carrier	Do Not Fill Out																																			
	Other:																																				
	Sub Total	#REF!																																			
	Less: Travel Advance	#REF!																																			
	Less: PTE Lodging	#VALUE!																																			
	Less: PTE Public Carrier	#VALUE!																																			
	Less: PTE Registration	#VALUE!																																			
Net Payment (Overpayment)	#REF!																																				
Prior to Trip Expenses (PTE) Request:																																					
Lodging	Do Not Fill Out																																				
Public Carrier	Do Not Fill Out																																				
Registration	Do Not Fill Out																																				
Payment Information (Traveler complete, if known)																																					
Trip #	Do Not Fill Out																																				
Travel Voucher #	Do Not Fill Out																																				
SAAS Ag #	Do Not Fill Out																																				
SPAHRS Ag #	Do Not Fill Out																																				
Fund #	Do Not Fill Out																																				
Activity / Location	Do Not Fill Out																																				
Org / Sub Org	Do Not Fill Out																																				
Rpt Category	Do Not Fill Out																																				
Project / Sub Proj	6																																				
Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for my part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.																																					
Traveler: _____	8				Title: 8	Date: 8																															
Approved by: _____	9				Title: 9	Date: 9																															
Verified by: _____	10				Title: 10	Date: 10																															

145

Grant

Reimbursement

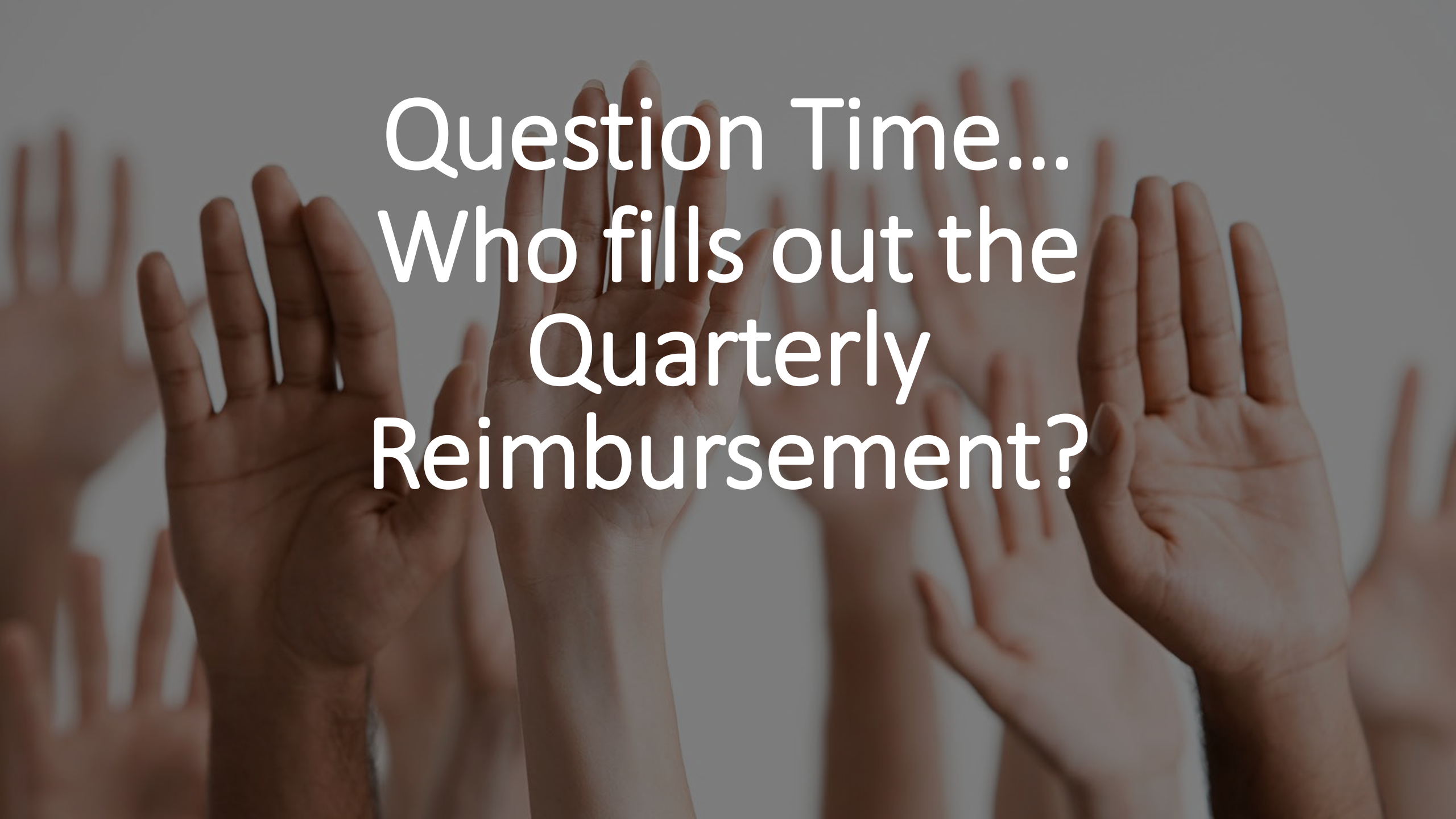
Request Process:

Travel/Training

Form 13.20.10												
Itemized Statement of Travel Expense		SPAHS Ag #: Do Not Fill Out		Name: 1						PID#: Do not fill out		
Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses Item Amount		
Non-Taxable												
2	3	4	5	6	6	6	7	8	9	10	11	
Total												
Taxable												
Total												
		Mileage Reimbursement Rate		(\$.535 if no state vehicle available; \$.17 if state vehicle is available)								
		Total Mileage Dollar Amount-Non Taxable										



Raise your Hand.....



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



Question Time...

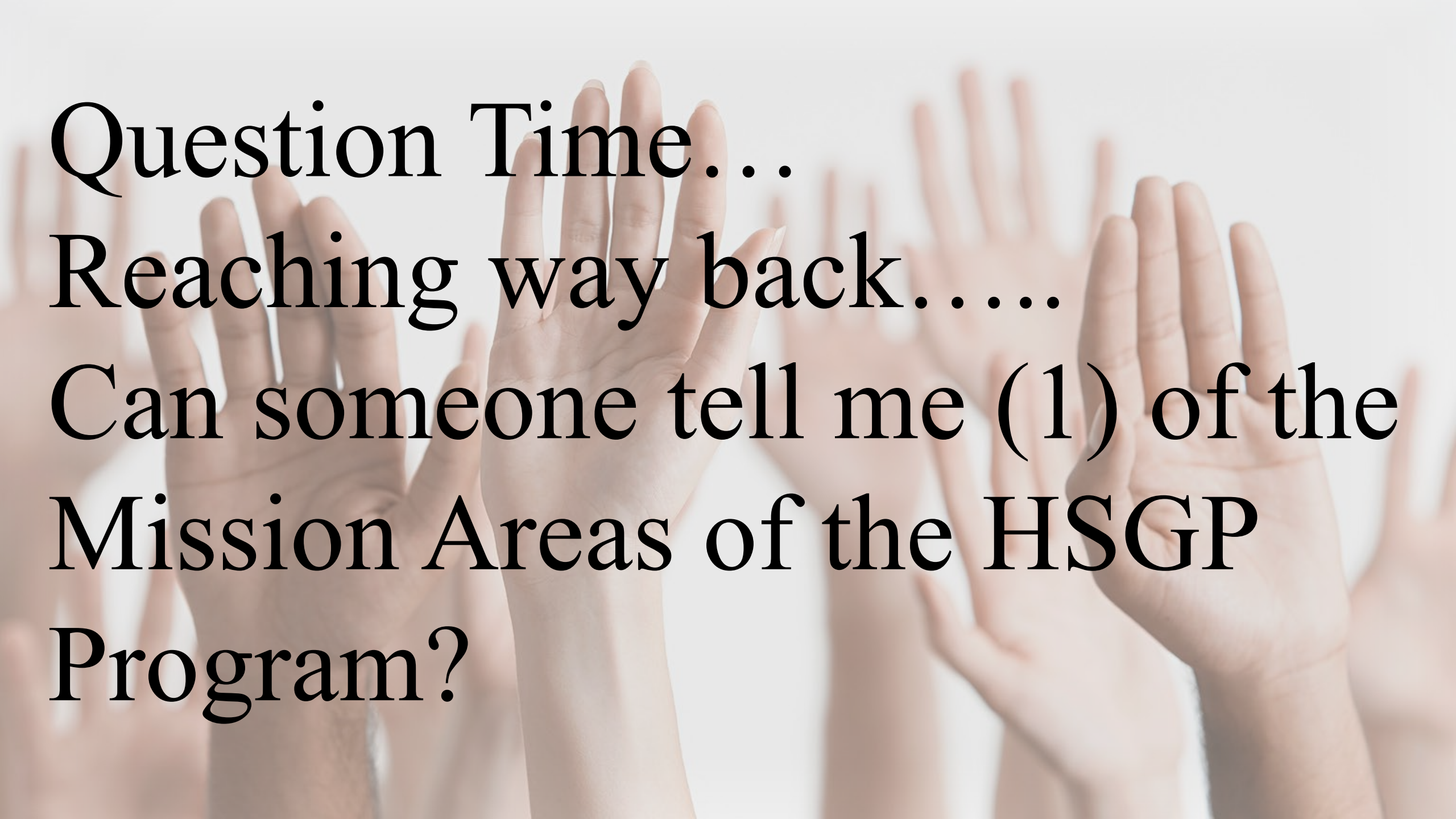
What months are
considered your 3rd
Quarter Report?





Question Time...

What is the due date of the 3rd
Quarter Reports?



Question Time...

Reaching way back.....

Can someone tell me (1) of the
Mission Areas of the HSGP
Program?



Let's Take a 10 Minute Break

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 should 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 **(8/31/2026)**, please **request an extension**.

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:

Useful Life Schedule: 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

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.

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.

Equipment:

In your SGA Guide, there is a NEW AEL List/Description and Useful Life List

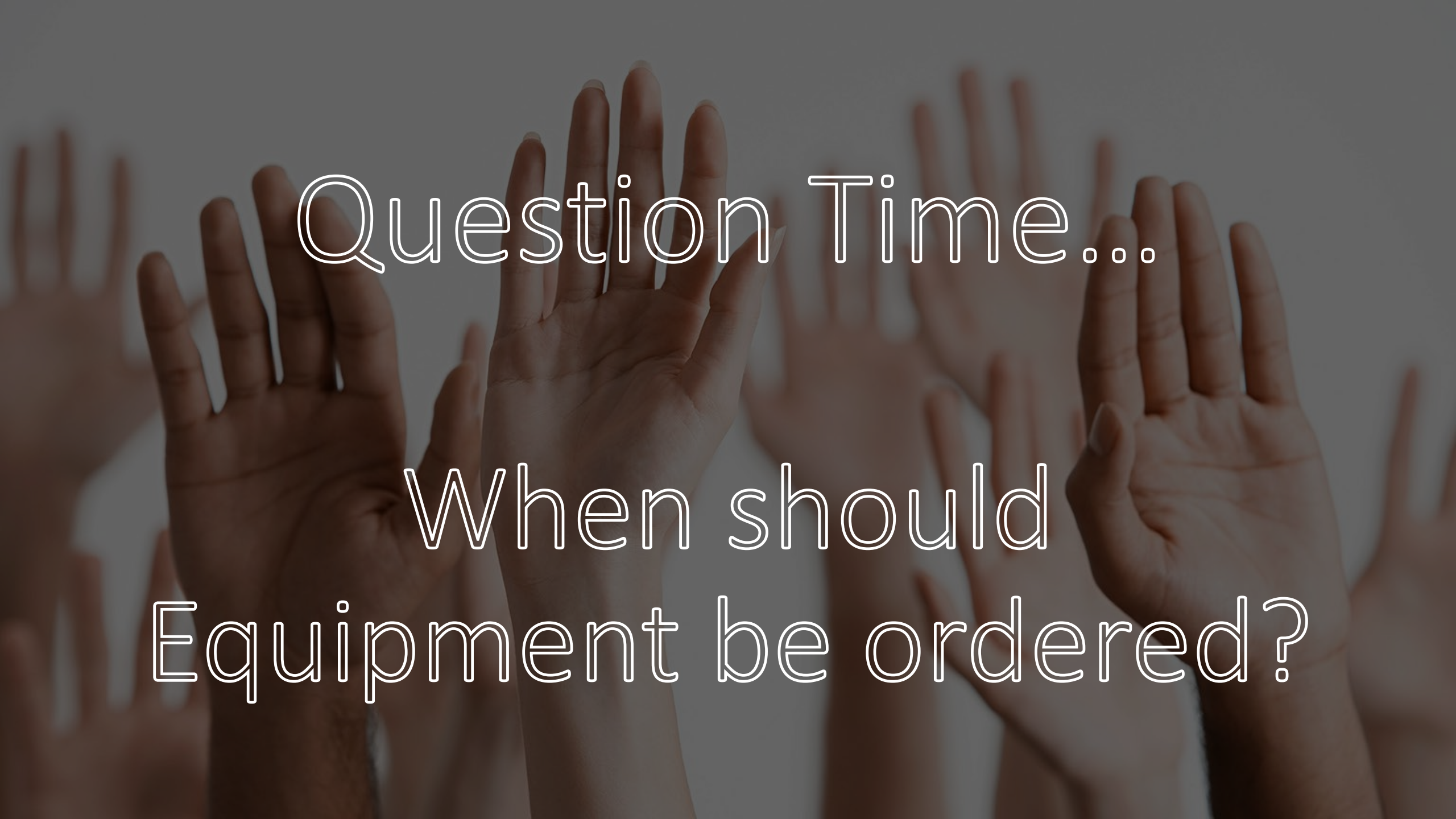
See Example

Generators		Generators, varying types and sizes, including gasoline, diesel, propane, natural gas, alternator, gas turbine powered devices, etc. Fixed Generators require an EHP. Portable Generators do not require an EHP.	25-30 Years
Radio Chargers	10PE-01-PCHG	Chargers for recharging portable and handheld communications equipment such as cellular phones, satellite phones, smart phones, and handheld radio and walkie-talkies.	5 Years
Vehicles/Transportation Items			
Description of Items	AEL Number:	AEL Description	Years of Useful Life
Prime Mover (Truck/SUV)	12TR-00-MOVR	A vehicle used to tow equipment trailers, such as a semi-trailer tractor. It would be used with items such as trailers. Not a patrol vehicle. Not a general use vehicle.	8 Years
Trailer	12TR-00-TEQP	Trailers for transport of equipment to an incident or training site. Not a general use item	15 Years
Mobile Command	12VE-00-CMDV	Special-purpose vehicles for the purpose of mobile, on-site platforms for command, control and communications during terrorist attacks and other emergencies.	10 Years
Specialized Mission Vehicle	12VE-00-MISS	Specialized vehicles and vehicle conversion kits are designed to support specific mission area requirements. Examples include patrol and deployment vehicles, tactical intervention vehicles, hazmat units, communications units, bomb response units, mobile morgue units, and special transport units such as all-terrain vehicles (ATVs), 2-wheeled personal transport for fully suited bomb technicians, and robot trailers designed to accommodate special mission equipment and accessories.	8-10 Years
ATV/UTV	19GN000-UTVH	UTVs used for emergency response, search and rescue, disaster logistics, and tactical mobility	20 Years
Vessel Barriers	14SW-02-VBAR	Deployable, modular systems for restricting the movement of vessels.	20 Years
Boats, Inflatable	17WC-00-BOAT	Surface boats or vessels with appropriate specialized equipment, designed to perform prevention and response missions within port areas, waterways, dams, reservoirs, rivers, lakes, etc. Boats require FEMA Approval and will take time for processing.	5-10 Years
Boats, Small Craft	17WC-00-BOAT	Surface boats or vessels with appropriate specialized equipment, designed to perform prevention and response missions within port areas, waterways, dams, reservoirs, rivers, lakes, etc.	20+ Years
Physical Security/Access Control			
Description of Items	AEL Number:	AEL Description	Years of Useful Life
Alarm System/Sensor	14SW-01-ALRM	Systems and standalone sensors are designed to detect access violations or intrusions using sensors such as door/window switches, motion sensors, acoustic sensors, seismic, and thermal sensors. May also include temperature sensors for critical areas.	10 Years
Doors and Gates	14SW-01-DOOR	Reinforced doors and gates with increased resistance to external impact for increased physical security.	Doors-30-45 Years; Gates-15-25 Years
Fixed Area Lighting	14SW-01-LITE	Fixed high-intensity lighting systems for improved visibility in areas such as building perimeters and surveillance zones.	



**Raise
your
Hands!!**





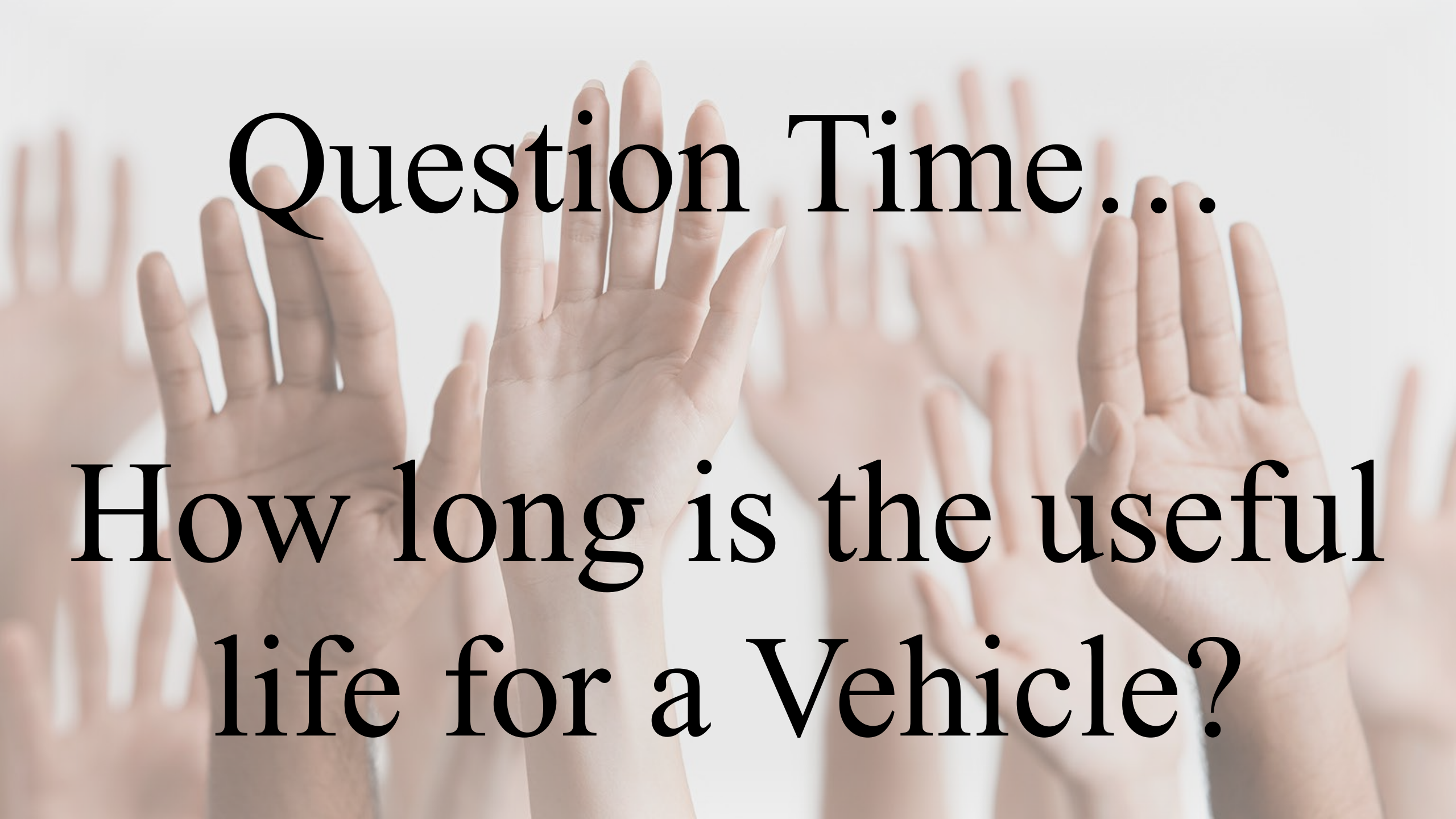
Question Time...

When should
Equipment be ordered?



Question Time...

Is a \$199.99 Chainsaw
Equipment?



Question Time...

How long is the useful
life for a Vehicle?

The background of the slide features a large number of hands raised in the air, creating a sense of a crowd or a group participating in a discussion. The hands are of various skin tones and are positioned at different heights, with some in sharp focus and others blurred in the background. The overall tone is light and airy, with a soft, out-of-focus effect.

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

Grant Reimbursement Request Process: Equipment Form Pages 95 in SGA Manual/Appendix B

MOHS Equipment Inventory Form						
Sub-grantee (Jurisdiction/Agency Name): 1						
Grant Number: 2						
Contact Name for Equipment: 3						
Contact Phone Number for Equipment: 4				After Hours Number: 5		
Email: 6						
Local Property Identification Number		Property Description				
7		8				
Acquisition Date	Serial/VIN #	Unit Cost	% Grant Funded	Vendor (Source)		New Equipment
9	10	11	100%	13		☒ Yes ☐ No
Capital Asset	Description of Location of Equipment			County Located In	USAR Task Force	
☐ Yes ☒ No	16			17	☐ TF-1 ☐ TF-2 ☐ TF-3	
Agency Type						
☐ State Agency ☐ Local Jurisdiction ☐ College ☐ EMA ☐ Fire ☐ Law Enforcement ☐ Non-Profit ☐ Search/Rescue						
Asset Category (Choose One)						
☐ Air Asset ☐ Communications ☐ Fire Suppression ☐ Law Enforcement ☐ Search/Rescue ☐ Vehicle Asset						
☐ Bomb Team ☐ Cyber Security ☐ Hazmat ☐ Medical Asset ☐ Technical Rescue ☐ Other						
Asset Type (Choose One)						
☐ ALPR (Stand Alone) ☐ ALPR (Trailer) ☐ Audio/Visual Training ☐ Boat - Flood Water ☐ Boat - Swift Water ☐ Camera, Other ☐ Camera, Thermal ☐ Camera, Video ☐ Cameras, Surveillance ☐ Computer, Desktop ☐ Computer, Laptop ☐ Computer, Tablet ☐ Confined Space Cache ☐ Cyber Security Equipment ☐ Dive Equipment ☐ Drone/UAV ☐ Fuel - Portable Tank ☐ Generator, Portable						
☐ Generator, Trailer Mounted ☐ GPS / Tracking Devices ☐ Interoperability Gateway (Coms.) ☐ K-9 ☐ Mobile Repeaters ☐ Monitor, EMS ☐ Monitor, Hazmat ☐ PD Ballistic Equipment ☐ PD Tactical Equipment ☒ Personal Protective Equipment ☐ Radio, Mobile ☐ Radio, Portable ☐ Rope Rescue Cache ☐ Satellite Data ☐ Satellite Phone ☐ Security Equipment ☐ Shoring Equipment (USAR) ☐ Sonar						
☐ Tents / Cots ☐ Trailer, / RV, Communications ☐ Trailer, Command ☐ Trailer, Cooking / Food Unit ☐ Trailer, Enclosed ☐ Trailer, Flat Bed ☐ Trench Rescue Equipment ☐ Vehicle, ATV - 4 Wheeler ☐ Vehicle, High Water ☐ Vehicle, Prime Mover ☐ Vehicle, UTV - Side by Side - 2 seater ☐ Vehicle, UTV - Side by Side - 4 seater ☐ Other_____						



**MOHS will need picture
of all equipment
purchased with grant
funds. Please include
Serial and VIN Numbers,
if applicable.**



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. Total Estimated Cost	2. Requesting Jurisdiction	3. Grant Number
4. Project Description	5. Date Required	6. Requesting Jurisdiction Address
	7. Sub-Recipient Grant Administrator's Name	Phone
8. Mandatory Pre-Approval Items		
A. ☐ Copy of Proposed Invitation to Bid or Request for Proposal document		
B. ☐ Copy of Proposed Advertisement or Public Notice		
C. ☐ Copy of Award Selection Criteria		
D. ☐ If Noncompetitive, attach Request for Noncompetitive Procurement		
E. ☐ List of Bids Received		
9. Other: Provide any additional information which needs to be considered when evaluating approval of this procurement.		
10. Jurisdiction Signatory Authority or Authorized Representative Name and Title (typed or printed)		I certify to the best of my knowledge and belief, that all the information on this request, including any attachment, is true and accurate
		Signature _____ Date _____
Mississippi Office of Homeland Security		
11. ☐ Approved ☐ Disapproved		☐ Returned for Further Justification (See back) Date _____

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 offeror 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.

1. All sole source procurement requires the prior written approval of the Mississippi Office of Homeland Security-State Administrative Agency (SAA).
2. Submit the Sole Source Procurement form with the sub-grantee Signatory Official signature prior to purchase and follow the requirements according to dollar amounts as outlined in the Mississippi Homeland Security Grant Program Procurement Procedures.
3. Send the form to the following address to the Mississippi Office of Homeland Security at mohsgrants@dps.ms.gov.
4. 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 following information:

- 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 which the sole source procurement is being sought.
- Explanation of need to contract noncompetitively to include the expertise of the contractor, management, responsiveness, knowledge of program, and experience of contractor personnel.
- Time constraints such as when contractual coverage is required and why, impact on the program if dates are not met, time it would take another contractor to reach the same level of competence (equate to 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
Executive Director

_____ Date

Sub-Recipient Grant Administrator's Guide- EHP Submission

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

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.

Sub-Grantee POC: 2.

Mailing Address: 3.

E-Mail: 4.

Estimated cost of project: 5.

Project title: 6.

Project location (physical address or latitude-longitude): 7.

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

8.

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, **MUST** 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.

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 **not allowable** for Homeland Security funding. See FEMA Homeland Security Grant Preparedness Manual.

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

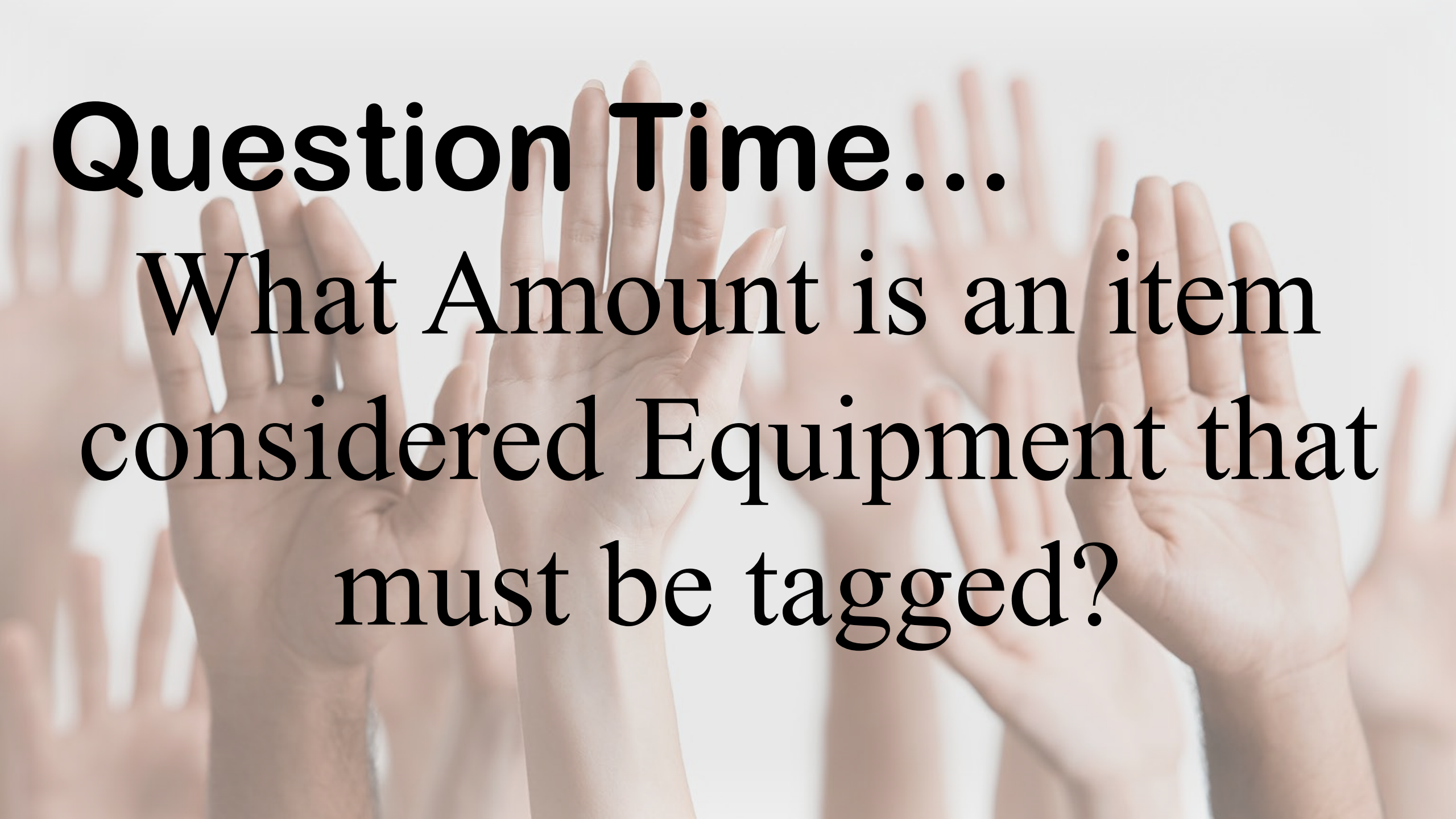
FEMA Approval: Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any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

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

Unallowable

Supplanting: 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.



Question Time...

What Amount is an item
considered Equipment that
must be tagged?

Question Time...

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



Grant Modifications

FY25

Grant
Modifications
will be extremely
limited!



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) _____ has 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: _____

Title: _____

Date: _____



Modifications- Budget Modification of Grant Request for Change

Type of Request: 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 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.

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.



MUST BE RECEIVED BY:

190

Modifications- Request Form



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.

Modifications- Request Form

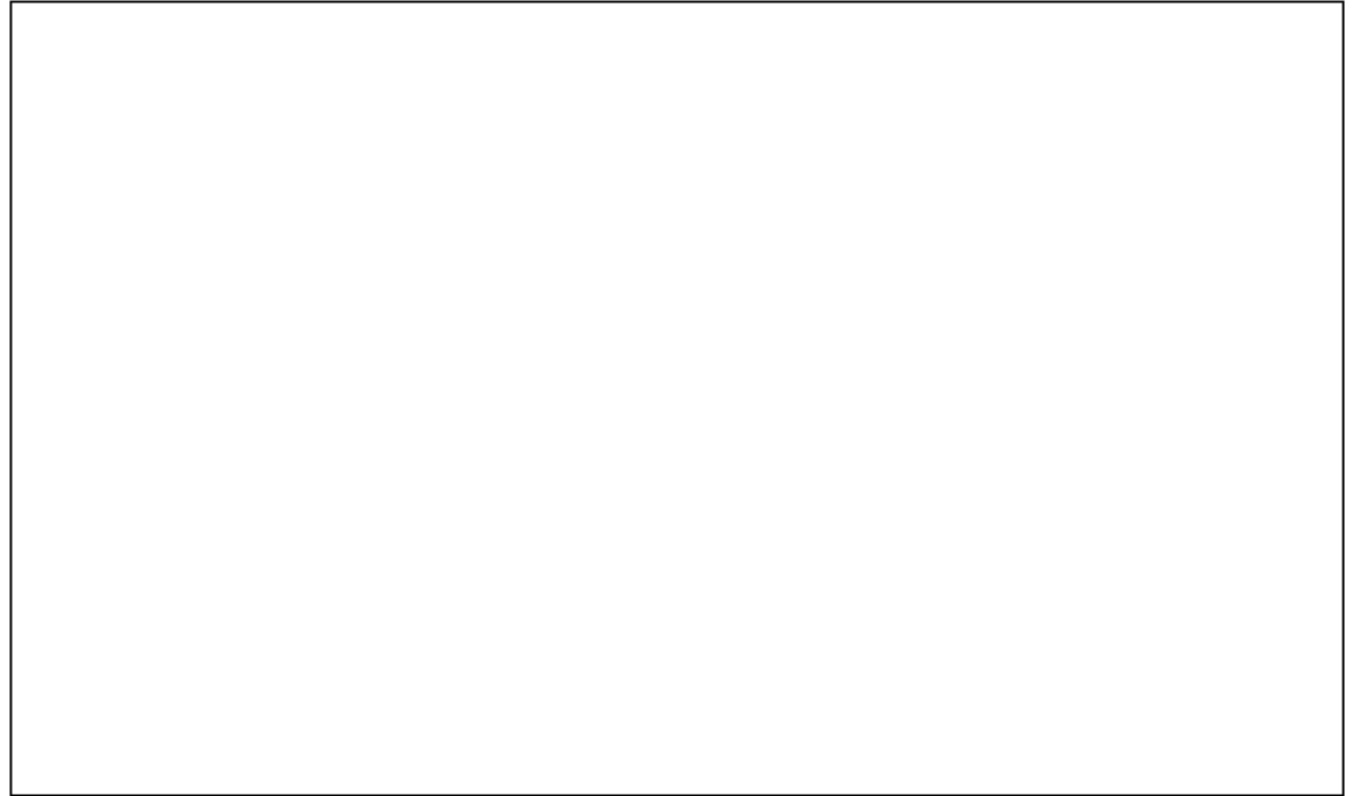
Program Information: Please provide the following information regarding the request:

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
4. Sub-Recipient Grant Administrator Name: Please include the name of the person that is assigned as the SGA
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.
7. Amount of Requested Advance/Minor Change: Please include the amount of the advance amount requested.
8. Date of the Extension for Grant to be Extended: Please include the date requested for the extended date.

Modifications- Request Form

Please provide a detailed justification for the requested advance/extension or minor change:

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed justification for the requested advance, extension, or minor change.

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.

Modifications- Modification of Grant

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.

Modifications- Modification of Grant

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.

Modifications- Modification of Grant

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 **90 days prior to the end of the grant or by May 31.**

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.

Modifications- Modification of Grant

Modification Processing: 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.

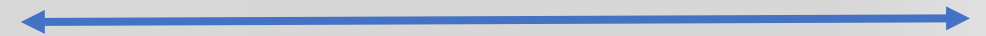
NOTE: MOHS Sub-Recipients are allowed (2) two budget modifications during the grant year. Budget Modifications will not be accepted until the 2nd quarter, unless approved by the MOHS Grants Director.

BUDGET EXAMPLE

FY25 Mississippi Office of Homeland Security - Budget Detail Sheet

Budget Detail Sheet			
Agency Name:	Anytown Police Department		
Date Reviewed:	5/2/2025		
Funding Source:	FY25 Homeland Security Grant Program		
National Priority	Supporting Border Crisis Response and Enforcement/Law Enforcement		
Grant Number	25LE900		
Equipment List Approved:			
Description	Equipment Costs	Quantity of Equipment	Total
MSWin Portable Radios	\$3,000.00	5	\$ 15,000.00
	Total Equipment Costs		\$ 15,000.00
Approval Budget: This grant applications has been reviewed and approved by the MOHS Executive Review Committee			
Contractual Services Approved:		Commodities/Supplies Approved:	
Equipment List Approved:	\$ 15,000.00	Other Expenses Approved:	
Total Grant Award:		\$ 15,000.00	
EHP Needed:	EHP not Required		
Director Comments:			
All Equipment and Commodities need to be ordered, purchased and reimbursed within the FY25 grant year. Extensions will be limited. If funds have not been expended by 3rd Quarter, funds can be re allocated to other projects. Items provided in these grant amounts were awarded by the Executive Committee and are not allowed to be modified or revised at time of award. Modifications during FY25 will be limited. Radios are required to be MSWin compatible.			

Modifications- Modification of Grant Request for Change



You will Receive a Revised Budget
Detail Sheet that shows the
Original Budget and the Approved
New Budget.



Question Time...

When are Grant
Extensions Due By?



Let's go to Lunch

FY25 Homeland Security Grant Program

Monitoring Visits





"Steve takes evidence gathering"



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

Benefits of Monitoring

- ✓ Develops and builds relationships
- ✓ Proactively educates sub-recipient
- ✓ Identifies any problems or questions
- ✓ Prevents fund waste, fraud, or misuse
- ✓ Improves communication processes
- ✓ Gives opportunities for improvements
- ✓ Ensures equipment inventory is in good working
- ✓ condition and maintenance records are current



Project Monitoring Policy: 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: Benefits of Monitoring

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.

On-Site Monitoring will include:

- Entry Meeting to answer questions and provide an overview of the monitoring process
- Review of Program Files
- General Financial Documents
- Grant Specific Financial Documents
- Program Related Source Documents
- Inspection of Equipment
- Exit Meeting to report any findings and explanation of additional information needed

Monitoring Visits:

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

Grant financial, programmatic, and administrative records shall be maintained for a period of three years following the date of the closure of the grant award, or audit if required. Property and equipment records shall be maintained for a period of **three (3) years** following the final disposition replacement or transfer of property and equipment.

Reference 2CFR 200.333



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...

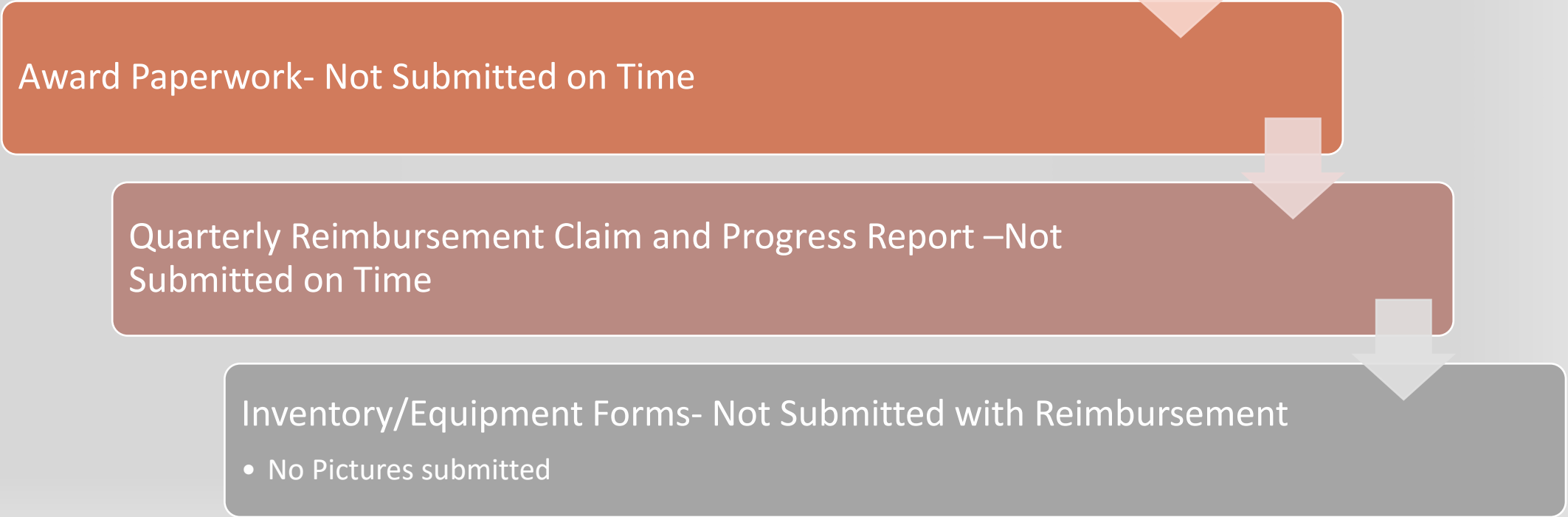
What is (1) thing that
will be reviewed
during Monitoring?

Grant Compliance and Non- Compliance



Non-Compliance

MOHS considers non-compliance for the following concerns:



```
graph TD; A[MOHS considers non-compliance for the following concerns:] --> B[Award Paperwork- Not Submitted on Time]; B --> C[Quarterly Reimbursement Claim and Progress Report –Not Submitted on Time]; C --> D[Inventory/Equipment Forms- Not Submitted with Reimbursement]; D --> E[• No Pictures submitted];
```

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

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

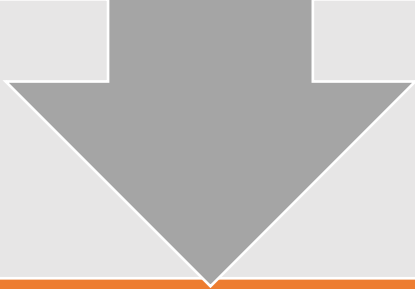
Non-Compliance

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

**Non-Compliance with
Quarterly
Reimbursement/Reports:**



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

Non-Compliance

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 sub-recipient 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 **must respond within five (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?

FY25 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:

9/1/2025 - 8/31/2026

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:

```
graph LR; A[Grant Closeout is due to MOHS (45) forty-five days after the end of the Grant Award Year (2026).] --> B[Grant Closeout should include the following:]; B --> A;
```

Grant Closeout is due to MOHS (45) forty-five days after the end of the Grant Award Year (2026).

Grant Closeout should include the following:

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

Closeout and End of Grant: Extension

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 #:	

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

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

MOHS Staff will fill this section of the Closeout form.



FY25 Homeland Security Grant Program

Put your Thinking Cap On!



REIMBURSEMENT



In Depth Reimbursement Discussions and Questions!

MOHS HSGP Implementation Discussion

What is the difference
between an Advance &
Reimbursement?

MOHS HSGP Reimbursement Discussion

What to do 1st?

Gather up all the Required Documents!
And then look at your Reimbursement
Cheat Sheet! Do you have EVERYTHING?

MOHS HSGP Reimbursement Discussion

Look at Each Category on your Budget Detail Sheet!

Ask these questions:

- 1) Are the items that are being requested on the Approved Budget Detail Sheet?
- 2) Did the Agency go over the awarded dollar amount on Any item?
- 3) Double check each item!

⇒ **MOHS CAN ONLY REIMBURSE UP TO THE AWARDED APPROVED AMOUNTS!!**

MOHS HSGP Reimbursement Discussion

Contractual Services Approved:			
Type of Service	Amount of Service	Quantity of Service	Total
Professional Services for LPR	\$12,500.00	1	\$ 12,500.00
	Total Contractual Services		\$ 12,500.00
Equipment List Approved:			
Description	Equipment Costs	Quantity of Equipment	Total
License Plate Reader (Fixed)	\$3,000.00	10	\$ 30,000.00
Security, Video Assessment Systems	\$1,000.00	8	\$ 8,000.00
Computer Server	\$8,600.00	1	\$ 8,600.00
	Total Equipment Costs		\$ 46,600.00
Approval Budget: This grant applications has been reviewed and approved by the MOHS Executive Review Committee			
Contractual Services Approved:	\$ 12,500.00		Commodities/Supplies Approved:
Equipment List Approved:	\$ 46,600.00		Other Expenses Approved:
Total Grant Award:			\$ 59,100.00

Review Budget Detail Sheet for Allowable Items and Budget.

Did you go over budget on any items?

MOHS HSGP Reimbursement Discussion

Do you have 2 Quotes for each
invoice over \$5,000?

Ask these questions:

- ☐ Is the Invoice under \$5,000? If so,
- ☐ Quote must be from the Vendor you purchased from
- ☐ Is the Invoice over \$5,000? If so, 2 quotes are needed and 1 must be from the Vendor purchased from.
- ☐ Did the Agency go over the awarded dollar amount on Any item?
- ☐ Double check each item!

MOHS HSGP Reimbursement Discussion

Ask these questions:

- ☐ Is the Invoice under \$5,000? If so,
- ☐ Quote must be from the Vendor you purchased from
- ☐ Is the Invoice over \$5,000? If so,
- ☐ 2 Quotes are needed and 1 must be from the Vendor purchased from
 - ☐ Unless State Contract or Sole Source
- ☐ Are there any Subscription, License, or Warranty fees 1-3 years?
 - ☐ MOHS can only reimburse for 1 year
 - ☐ If so, you may need a new Invoice and/or Quote to reflect the 1-year amt
- ☐ Double check each item!

⇒ **MOHS CAN ONLY REIMBURSE UP TO THE AWARDED APPROVED AMOUNTS!!**

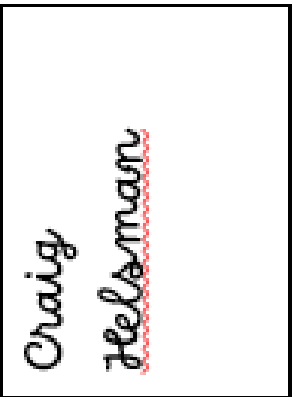
MOHS HSGP Reimbursement Discussion

*Proof of Payment-Check must be included. Does the check show it has cleared the bank?

If not, please contact your financial institution.

If your Agency uses EFT, that is fine. MOHS will need a copy of the EFT check and/or other documentation to show proof.

Anytown Police Dept. 110 Main Street Anytown, MS 39541		2322 Date: 10/1/2024
Pay to the Order of: Craig Saw Blades		\$750.00
<u>Seven Hundred Fifty Dollars and 00/100</u>		<u>Dollars</u>
	<u>Piggy Bank</u>	
For: Chainsaw		ALEX THOMPSON
232348	4545878787547	

		565142121212 Piggy Bank 55546144447888
Endorse Here:		

MOHS HSGP Reimbursement Discussion

Proof of Payment
Continued

MOHS HSGP Reimbursement Discussion



*If purchased with a Credit Card, MOHS will need a copy of the Statement that shows the purchased items listed and the amounts. You may black out items that are not grant related but MOHS must be able to see the Card Name and address and all grant related items.

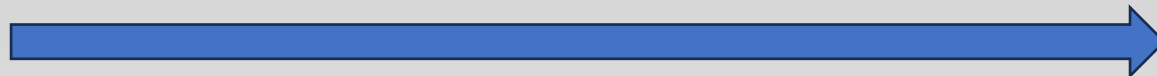
*General Ledgers are acceptable, but MOHS must be able to see the Agency Name. This should be submitted to Program Manager to have our Financial Reviewers approve before submitting a Reimbursement Claim.

*Other Proof of Payment? Please contact your Program Manager with any questions.

MOHS HSGP Reimbursement Discussion

Next Steps:

- Fill out the Equipment inventory Sheet that is in your Program Manager Workbook
- Take pictures of each item...and separate photos of the serial #'s
- Only 2-3 Photos per page...Serial #'s MUST be Readable
- If Closing Out the Grant, Complete the Close Out Form and have the Authorized Signatory Official Sign it.
- Then you are ready to complete the Reimbursement Request Form



MOHS HSGP Reimbursement Discussion

What's your Last Step?

Complete the Request for Reimbursement Tab in your Program Manager Workbook & then submit to MOHS to mohsgrants email!

MOHS HSGP Reimbursement Exercise

Does this Match
your Budget Detail
Sheet?

Cost Breakdown for Advance or Reimbursement					
	Grant Award Amount	Funds Spent Through Last Claim	Grant Amount Requested	Total Grant Funds Expended:	Total Grant Funds Remaining:
	Amounts Same Each Claim	Previous Claim Totals, If Available	Request of Claim	Total Funds Requested	Balance of Grant
Personnel: Salary/Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Travel:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment:	\$85,000.00	\$0.00	\$25,000.00	\$25,000.00	\$60,000.00
Commodities/Supplies:	\$15,000.00	\$0.00	\$5,000.00	\$5,000.00	\$10,000.00
Other Grant Expenses:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reimbursement:	\$100,000.00	\$0.00	\$30,000.00	\$30,000.00	\$70,000.00

- A. **Grant Amount:** Amount Listed from the Grant Award Amounts for each category.
- B. **Funds Spend Through Last Claim:** Funds spent in the previous quarter. *1st Quarter should be listed as \$0.00.
- C. **Grant Amount Requested:** Amount requested for current quarter.
- D. **Total Grant Funds Requested:** Amount requested for the current claim.
- E. **Total Grant Funds Remaining:** Balance of funds remaining in the grant.

Areas that are highlighted have formulas built into the worksheet; the grant will automatically populate the amounts for the Sub-Recipient.

FY25 Homeland Security Grant Program



Upcoming MOHS Grant
Opportunities and Freebies

Reallocation Funds

- Reallocation funds **may be** available through out the year for additional equipment and/or 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.





FREE Training Opportunities:



Operations Training:
Trainers: 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/mississippi-community-preparedness/ms-community-emergency-response-teams-cert>





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.



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





Who can set up a CERT TEAM?

Anyone. Local Churches, Local Community Groups, Fire 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/mississippi-community-preparedness/ms-community-emergency-response-teams-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					
DATE					
NAME OF SCHOOL					
MAILING ADDRESS					
COUNTY OF AGENCY					
TEACHER CONTACT NAME					
CONTACT PHONE NUMBER					
CONTACT EMAIL ADDRESS					
IEI NUMBER					
IEI ACTIVATION DATE					
CONGRESSIONAL DISTRICT					
COST CATEGORY					
EQUIPMENT AMOUNT					
SUPPLIES					
TOTAL					

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 CATEGORY									
EQUIPMENT AMOUNT									
SUPPLIES									
TOTAL									

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



Upcoming Grant Opportunities

HSGP Grant Funds

FY26

All Information on MOHS Website: Grants > Grant Forms

<https://www.homelandsecurity.ms.gov/grants/grant-forms>

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



Non-Profit Grant Funds

FY26

All Information on MOHS Website: Grants > Grant
Forms

<https://www.homelandsecurity.ms.gov/grants/grant-forms>

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



Cyber Security Grant Funds

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. An 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



Cyber Security Grant Funds

State and Local Cybersecurity Grant Program:

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 State and Local Cybersecurity Grant Program.
☐ IS NOT interested in participating in the State and Local Cybersecurity Grant Program

Grant Program (SLCGP) for Fiscal Year (FY) 2022-2026, as authorized by Section 2220A of the Homeland Security Act of 2002, as amended (Pub. L. No. 107-296) (6 U.S.C. § 685g).

Organization Type: Law Enforcement

Point of Contact: Paul Smith

Contact Number: 662-874-1448

Contact E-mail: grantwriter@anytown.gov

Is your organization interested in services/solutions procured, managed, and deployed by the state providing support to local government: ☒ YES ☐ NO

Signed, on 15 (day), September (month) 2024 (year), in
Anycounty County, Mississippi.

Chris Watkins
Chris Watkins (Signature)
Chris Watkins (Printed Name)
Authorized Signatory Official (Title)

Mississippi Statewide Cybersecurity Strategic Plan

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

I, Chris Watkins (Printed Name), the duly appointed authorized agency on behalf of the Anytown Police Department ("Local Governmental Entity"), located at 110 Main Street Anytown, MS 39541 (address) hereby expressly consent to the State of Mississippi's State Administrative Agency (SAA), 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 2220A of the Homeland Security Act of 2022, as amended (Pub. L. No. 107-296) (6 U.S.C. § 685g):

1. Retain \$654,731.00 in SLCGP for FY2022 at the State Level, as Management and Administration Costs, as well as SLCGP Operations Costs. Funds are in alignment and compliance with Federal allowances.
2. Utilize \$2,618,920.00 in SLCGP funds for FY2022 as follows:
 - a. 96.18% for Asset Management Systems and Cybersecurity Readiness Assessments for local and rural entities. Assessment will provide an overall assessment of Mississippi cybersecurity structure, gaps, vulnerabilities, and capabilities.
 - b. 3.81% for cybersecurity training for local and rural entities, to include 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 Federal allowances.
4. Utilize \$5,311,640.80 in SLCGP funds for FY2023 as follows:
 - a. Asset Management Systems and Cybersecurity Readiness Assessments 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 sessions, cybersecurity exercises and training software programs.
 - c. Local Sub-Recipient Awards to Local Jurisdictions.

This consent is given to be in the best interest of the Local Government Entity and is provided without duress or fear of reprisal. This consent is only effective for FY2022-2026 SLCGP federal funds.

Signed, on 15th (day), September (month) 2024 (year), in
Anycounty County, Mississippi.

Chris Watkins
Chris Watkins (Signature)
Chris Watkins (Printed Name)
Authorized Signatory Official (Title)



Cyber Security Grant Funds

State and Local Cybersecurity Grant Program:

Starting in FY22-FY26, 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.



Cyber Security Grant Funds

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



Cyber Security Grant Funds SLCGP



State and Local Cybersecurity Grant Program SLCGP:

Batch #3 was just released 9/3/25 for SCLGP Program?

Informational Webinar Coming Up:

Informational Webinar: The MOHS will be offering (3) Informational Webinars on the following dates, to provide information about the program and answer any question on program participation, etc.

RSVP at: mohsgrants@dps.ms.gov, by **Friday, September 12, 2025.**

Please include your name and email address, so that we can provide log-in instructions for the webinar.

- **Session 1: September 16, 2025. 1:00 p.m.-2:00 p.m.**
- **Session 2: September 30, 2025. 9:00 a.m.-10:00 a.m.**
- **Session 3: October 14, 2025. 9:00 a.m.-10:00 a.m.**

MOHS Grants Staff Contacts:



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

Beth Loflin: Finance and Grants Director Email Address: beth.loflin@dps.ms.gov Phone Number: (601) 987-1278	Kayla Stewart: Grants Program Management Lead Email Address: ksstewart@dps.ms.gov Phone Number: (601) 987-1217
Orlando Hoard: Admin Specialist Email Address: ohoard@dps.ms.gov Phone Number: (601) 987-1278	
Program Managers	
Teresa Wash: HSGP Program Management Email Address: twash@dps.ms.gov Phone Number: (601) 987-1519	Ty Barnes: HSGP Program Management Email Address: tbarnes@dps.ms.gov Phone Number: (601) 987-1505
Micah Carrington: HSGP Program Management Email Address: mcarrington@dps.ms.gov Phone Number: 601-987-1231	Kimberly Johnson: Non-Profit Lead Email Address: kjohnson@dps.ms.gov Phone Number: (601) 987-1518
Keondra Wallace : Non-Profit Program Management Email Address: kwallace@dps.ms.gov Phone Number: (601) 987-1225	Fazenda Young: Non-Profit Program Management Email Address: fyoung@dps.ms.gov Phone Number: (601) 987-4278

MOHS Grants Staff Contacts:



Financial Review:	
Karen Evans: General Funds/ Procurement/ Contracts Email Address: kevans@dps.ms.gov Phone Number: (601) 987-1213	Rachelle McKinley: Grant Funds Email Address: rmckinlev@dps.ms.gov Phone Number: (601) 987-1226
Program Monitors:	
Bebea Boney: Program Monitor Email Address: bboney@dps.ms.gov Telephone: (601) 987-1544	Steve Latham: Program Monitor Email Address: slatham@dps.ms.gov Telephone: (601) 987-1590
Program Trainers:	
Larry Cagle: CERT State Coordinator/ Community Emergency Response Trainer CERT & Teen CERT Trainer Email Address: lcagle@dps.ms.gov Telephone: (601) 987-1382	Rebecca Chaney: Community Coordinator /Targeted Violence and Prevention Trainer & Community Violence Prevention Trainer Email Address: rchaney@dps.ms.gov Telephone: (769) 312-5501
Laura Fosselman: Law Enforcement Training Coordinator/ Law Enforcement Trainer (Active Shooter/Craze/Church Security) Email Address: lfossleman@dps.ms.gov Telephone: (601)927-7783	



Questions...

The background of the image is a large, faded watermark of the official seal of the Mississippi Office of Homeland Security. The seal is circular, featuring a central shield with a red map of Mississippi on a dark blue background. The words "MISSISSIPPI OFFICE OF" are written in a circular path around the top left, and "HOMELAND SECURITY" around the top right. Two red stars are positioned at the bottom left and bottom right of the seal.

Grant Documents will be emailed to
your Point of Contact within the next
few days.