

ROHIT RAI
DIRECTOR



TIM TIPTON
DPS COMMISSIONER
HOMELAND SECURITY ADVISOR

STATE OF OKLAHOMA
OFFICE OF HOMELAND SECURITY

TO: Larry Hiekkila, Mayor
City of Norman

FROM: Tim Tipton, DPS Commissioner/Homeland Security Advisor

DATE: November 6, 2024

RE: Oklahoma Office of Homeland Security 2023 State and Local Cybersecurity Grant Program; # 1599.105

Your agency has been selected to receive a proposed award in the amount of \$95,000.00, pursuant to the OKOHS FY 2023 State and Local Cybersecurity Grant Program. Among other initiatives, the 2023 Program provides this funding for a cybersecurity hire. The 2023 Program requires a 20% cost share of the total proposed award, which can take the form of cash or in-kind. However, this cost share has been waived for the 2023 award.

The 2023 Program is a federally funded grant using money provided to the State of Oklahoma as a part of the FY 2023 (FEMA/DHS/CISA) State and Local Cybersecurity Grant Program. Like previous FEMA/DHS/CISA/OKOHS grant programs, the 2023 Program is a reimbursement grant. The process requires the following actions:

- (1) Acceptance of the terms and conditions of the 2023 Program including but not limited to those noted on the attached Schedule "1".
- (2) Submission of a Budget Detail Worksheet (BDW) to OKOHS with a list of estimated costs of specific allowable items.
- (3) Receipt of an approval letter from OKOHS with a schedule of approved items. You must have this **OKOHS APPROVAL LETTER IN HAND PRIOR TO EXPENDING FUNDS**.
- (4) Upon receiving the OKOHS Approval Letter, you may purchase approved items in an amount not to exceed the amount of the Proposed Award.
- (5) Upon receipt of the purchased items, you will need to submit a Reimbursement Request Form, copies of the associated invoices and purchase orders to OKOHS. Sub-Recipient Forms are available in the Grants section at www.homelandsecurity.ok.gov.
- (6) After your payment to the vendor has been processed, you will need to submit a copy of the canceled check and an inventory form to OKOHS.

Reimbursement checks are generally mailed to sub-recipients by OKOHS within 30 days of receipt of the signed Reimbursement Request Form and associated documents. If this process will cause a significant hardship, please contact OKOHS for further guidance.

If your organization is willing to accept the Proposed Award subject to all the terms and conditions of the 2023 Program, please so indicate by:

- (1) affixing the signature of the appropriate chief executive officer (i.e., the chair of the county commissioners, the mayor, the agency director, or the city manager) in the space provided below; and
- (2) returning a fully executed copy of this letter and each document listed on *Schedule "1"* and included with this award packet with original signatures to OKOHS **ON OR BEFORE November 29, 2024** by email at hsgrants@okohts.ok.gov or mail at PO Box 53004, Oklahoma City, Oklahoma 73152.

Should you have questions or need additional assistance contact Christina Daron at 405-425-7591 or by email at christina.daron@okokohts.ok.gov or Hannah Kopisch at 405-219-0573 or by e-mail at Hannah.kopisch@okokohts.ok.gov.

Thank you for your willingness to participate in this important initiative. We appreciate your efforts to protect our citizens and we look forward to working with you.

Agreed and accepted this ___ day of _____ 2024:

Government/Agency Name: _____

Signature: _____

Printed Name: _____

Title: _____

Attachments: Standard Award Packet Terms and Conditions