



Oklahoma Office of Homeland Security

Prevent, Protect, Prepare

FY 2022

STATE AND LOCAL CYBERSECURITY GRANT PROGRAM Sub-Recipient Award Terms and Conditions

Instructions:

The Authorized Official must sign the following required documents and return to our office. Please keep a copy of ALL documents for your records.

1. **OKOHS Sub-recipient Award Document, Schedule “A”. (SIGNATURE REQUIRED)**
2. **OKOHS Memorandum, Schedule “B”. (SIGNATURE REQUIRED)**
3. **Sub-recipient Terms and Conditions, Schedule “1”. (SIGNATURE REQUIRED)**
4. **Authorization to Sign OKOHS Program Documents, Schedule “3”. (SIGNATURES REQUIRED)**
5. **Quarterly Status Report, Schedule “4”. (SIGNATURE NOT REQUIRED AT THIS TIME. This form is included for grant your convenience only. Report due within 15 days following each calendar quarter.)**
6. **Procurement Plan Worksheet (SIGNATURE NOT REQUIRED AT THIS TIME This form is included for your convenience only. Form must be submitted and approved prior to any purchase being made.)**
7. **Budget Detail Worksheet (SIGNATURE NOT REQUIRED AT THIS TIME This form is included for your convenience only.)**
8. **Request for Reimbursement Form (SIGNATURE NOT REQUIRED AT THIS TIME This form is included for your convenience only.)**
9. **Close-Out Form (SIGNATURE NOT REQUIRED AT THIS TIME This form is included for your convenience only.)**
10. **Appendix A. (SIGNATURE NOT REQUIRED AT THIS TIME. This is included for information purposes only)**

PLEASE NOTE:

OKOHS grants staff will only discuss open grants with the individuals who are signers on the award or signature authorization form. If your agency needs additional individuals to communicate with OKOHS grants staff, you will need to submit a new signature authorization form including that individual as authorized contact for your award. OKOHS grants staff will not communicate with vendors on your behalf.

OKOHS grants staff will only review, approve, and process documents submitted by signatories of the sub-recipient award or signature authorization form, if documents are submitted to OKOHS by individuals that do not have a signature on file they will be rejected as incomplete.

State and Local Cybersecurity Grant Program Terms and Conditions

Recipients of Oklahoma Office of Homeland Security (“OKOHS”)/Department of Homeland Security (“DHS”)/Federal Emergency Management Administration (“FEMA”)/Cybersecurity and Infrastructure Security Agency (CISA) grant funds (“Sub-recipient(s)”) are urged to carefully review and understand all terms and conditions of the award prior to award acceptance. Failure to comply with these terms and conditions may result in disallowance of costs and recovery of funds and/or suspension or termination of funds and/or award.

As a condition of receipt of this grant, the Sub-recipient understands and agrees:

1. **Acceptance of Post Award Changes (Article XLVII):** In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov if you have any questions.
2. **Acknowledgement of Federal Funding from DHS (Article VII):** Recipients must acknowledge their use of federal funding when issuing statements, press releases, request for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.
3. **Activities Conducted Abroad (Article VIII):** Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.
4. **Age Discrimination Act of 1975 (Article IX):** Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. Law No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance
5. **Allowable Costs:** The sub-recipient agrees that all allocations and use of funds under this grant will be in accordance with the Notice of Funding Opportunity (NOFO).

OKOHS requires that Costs charged to this project are subject to advance written approval by OKOHS.

OKOHS requires that only food and beverages **approved in writing** by OKOHS in advance will be permitted to be purchased with DHS/FEMA/CISA funds. As a rule, FEMA and OKOHS discourage the use of federal funding for food and beverages. While there may be limited exceptions made to this rule that apply solely to working lunches, a strict reasonableness standard must be maintained.

OKOHS requires that use of DHS/FEMA funding to pay for speaker fees **must be approved in writing** by OKOHS in advance any time the speaker is paid in excess of \$100 per hour for services.

6. **Americans with Disabilities Act of 1990 (Article X):** Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101- 12213), which prohibits recipients

from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

7. **Applicability of DHS Standard Terms and Conditions to Tribes (Article XLVI):** The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.
8. **Assurances, Administrative Requirements and Cost Principles, Representation and Certifications (Article V):**
 - I. DHS financial assistance 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 awarding agency.
 - II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.
 - III. By accepting this agreement, recipient, and their executives, as defined in 2 C.F.R. section 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.
9. **Audit Requirements:** The Sub-recipient agrees to comply with the requirements of the 2 C.F.R. Part 200 Section F. Entities that expend \$750,000 or more in Federal funds (from all sources) in a fiscal year require an organization-wide financial and compliance audit report. The audit must be performed in accordance with the Government Accountability Office Government Auditing Standards, Audits of States, Local Governments, and Non-Profit Organizations. Sub-recipients are required to submit to OKOHS (within 90 days of completion) a copy of any audit report received by Sub-recipient in connection with any audit performed by or as a requirement of any regulatory body (federal, state, or local) that is conducted with respect to activity taking place during the term of the OKOHS/DHS/FEMA/CISA Award. OKOHS will review the audit and determine if any findings exist which may impact the ability of the Sub-recipient to continue to receive funds pursuant to this grant or future funding opportunities.
10. **Best Practices for Collection and Use of Personally Identifiable Information (Article XI):** Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.
11. **Civil Rights Act of 1964 – Title VI (Article XII):** Recipients must comply with the requirements

of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F. R., Part 21 and 44 C.F.R. Part 7.

12. **Civil Rights Act of 1968 (Article XIII):** Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 CFR Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (see 24 CFR Part 100, Subpart D.)
13. **Oklahoma Civilian Cyber Corps (OKC3):** That any OKC3 training funded with OKOHS/DHS/FEMA/CISA grant funds will be conducted by OKOHS approved trainers.
14. **Compliance Agreement:** The Sub-recipient agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by OKOHS. Failure to comply could result in a "Stop Payment" being placed on the grant.
15. **Commingling of Funds:** The Sub-recipient is prohibited from commingling funds on either a program-by-program or a project-by-project basis without prior written approval of OKOHS and DHS/FEMA/CISA. The accounting systems of all
Sub-recipients must ensure that agency funds are not commingled with funds from other awards or Federal agencies. Each award must be accounted for separately.
16. **Confidential Information:** Any reports, information, data, etc., given to, prepared or assembled by the Sub-recipient under this grant, which OKOHS requests to be kept confidential, shall not be made available to any individual or organization by the Sub-recipient without prior written approval of OKOHS.
17. **Conflict of Interest:** Sub-recipients should take every precaution to avoid the appearance of a conflict of interest. Violations of the conflict-of-interest standards may result in criminal, civil, or administrative penalties. In the use of agency project funds, officials, or employees of State or local units of government shall avoid any action that might result in, or create the appearance of:
 - Using his or her official position for private gain;
 - Giving preferential treatment to any person;
 - Losing complete independence or impartiality;
 - Making an official decision outside official channels; or
 - Affecting adversely the confidence of the public in the integrity of the government or the program. For example, where a Sub-recipient of federal funds makes sub-awards under any competitive process and an actual conflict or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest exists should recuse himself or herself not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.
18. **Copyright (Article XIV):** Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S Government sponsorship (including award

number) to any work first produced under federal financial assistance awards.

19. **Debarment and Suspension (Article XV):** Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R., Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
20. **DHS Standard Terms and Conditions Generally (Article IV):** The Fiscal Year (FY) 2022 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FYU 2022. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.

All legislation and digital resources are referenced with not digital links. The FY 2022 DHS Standard Terms and Conditions will be housed on dhs.gov at www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions.

21. **Disposition of Equipment Acquired Under the Federal Award (Article XLVIII):** For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.
22. **Drug-Free Workplace Regulations (Article XVI):** Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).
23. **Duplication of Benefits (Article XVII):** Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.
24. **Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX (Article XVIII):** Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.
25. **Energy Policy and Conservation Act (Article XIX):** Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

26. **Environmental Planning and Historic Preservation (EHP) Review (Article XLV):** DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/ FEMA grant funds, through its EHP review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. In order to initiate EHP review of your project(s), you must submit a detailed project description along with supporting documentation. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Sub-recipients should submit the FEMA EHP Screening Form to OKOHS for each project as soon as possible following receipt of their grant award. Any construction activities that have been initiated prior to the full environmental and historic preservation review could result in a non-compliance finding. Failure of the Sub-recipient to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding.

27. **Equipment:** Only equipment that is **approved in writing** by OKOHS will be permitted to be purchased with DHS/FEMA funds. As a rule, equipment purchased with OKOHS funding must be allowable for the respective grant program funds to be used in accordance with DHS's "Authorized Equipment List".

When practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funding from the Oklahoma Office of Homeland Security with funds provided by the U.S. Department of Homeland Security." Please contact OKOHS when equipment is received to request appropriate labels.

Personnel must be properly trained to use the equipment purchased under this grant program in accordance with all applicable federal, state, and local laws including, but not limited to regulations established by EPA, OSHA, and NFPA. By signing and submitting grant acceptance documents, the authorized official certifies employees have received or will receive required training prior to utilizing equipment purchased with OKOHS/FEMA funding.

To be responsible for replacing or repairing equipment that is lost, stolen, damaged, or destroyed as a result of Sub- recipient's willful or negligent action. The non-Federal entity provides the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity. Property losses should be reported to OKOHS immediately.

To maintain a state of readiness for equipment and personnel to respond to a terrorist incident.

28. **Exercises:** Any exercise conducted with OKOHS grant funds must comply with Homeland

Security Exercise and Evaluation Program (HSEEP) and Nation Incident Management System (NIMS) requirements. These requirements can be found at http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf. Exercise documentation, including but not limited to: objectives, after-action reports, and participants, must be coordinated with and submitted to the OKOHS Training and Exercise Coordinator.

29. **False Claims Act and Program Fraud Civil Remedies (Article XX):** Recipients must comply with the requirements of The False Claims Act, 31 U.S.C. Sections 3729-3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. Sections 3801-3812, which details the administrative remedies for false claims and statements made.)
30. **Federal Debt Status (Article XXI):** All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)
31. **Federal Leadership on Reducing Text Messaging while Driving (Article XXII):** Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.
32. **Financial Guidelines:** The Sub-recipient shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements.
33. **Fly America Act of 1974 (Article XXIII):** Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.
34. **Fusion Center:** The Sub-recipient agrees that any funds utilized to establish or enhance state and local fusion centers must support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines and achievement of a baseline level of capability as defined by the Fusion Capability Planning Tool.

The Sub-recipient agrees that Homeland Security Information Network (HSIN) must serve as the primary vehicle by which information /intelligence is shared with DHS/FEMA as part of the fusion process across the Federal, State, local, regional, tribal and private sectors. All statewide information sharing and analysis centers utilizing HSGP funds must establish connectivity with the DHS/FEMA Homeland Security Operations Center (HSOC) via the HSIN to comply with FEMA policy legislation as outlined in the Program Guidance.

35. **General Acknowledgements and Assurances (Article IV):** All recipients, sub-recipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.
 - I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.

- II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.
- III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
- V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publications/dhs-civil-rights-evaluation-tool>.

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

- 36. **Hotel and Motel Fire Safety Act of 1990 (Article XXIV):** Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a.
- 37. **Indirect Cost Rate (Article L):** 2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.
- 38. **Interest and Other Program Income:** The applicant agrees to be accountable for all interest or other income earned by the Sub-recipient with respect to sub-recipient funds or as a result of conduct of the project (sale of publications, registration fees, service charges, etc.) All program income generated by this grant during the project must be reported to OKOHS quarterly and must be put back into the project or be used to reduce the Grantor participation in the program. The use or planned use of all program income must have prior written approval from OKOHS.
- 39. **Interoperable Equipment:** That interoperability of equipment and establishment of multi-regional mutual aid is strongly encouraged and, in some cases, may be mandated by OKOHS.

***Interoperable Communications (IOC) equipment must comply with OKOHS state minimum standards (see**

40. **Inventory:** During the term of this grant and for three years following the final financial report of the OKOHS/DHS/FEMA grant which may be extended beyond the date set in the attached Sub-Recipient Award document the Sub-recipient is responsible for proper reporting, for maintenance of an inventory tracking system and for assuring the location of all equipment purchased through this grant. A physical inventory of the property must be taken, the results reconciled with the property records at least once every two years and submitted to OKOHS. Inventory records must be maintained which include:
- Award number;
 - Description of the property;
 - Serial number or other identification number;
 - Source of the property (brand/manufacturer);
 - Vendor of the property;
 - Identification of title holder;
 - Acquisition date;
 - Cost of the property;
 - Percentage of Federal participation in the cost of the property;
 - Location of the property;
 - Use and condition of the property; and
 - Disposition data, including the date of disposal and sale price.
41. **John S. McCain National Defense Authorization Act of Fiscal Year 2019 (Article XXV):** Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. sections 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute - as it applies to DHS recipients, subrecipients, and their contractors and subcontractors - prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.
42. **Limited English Proficiency (Civil Rights Act of 1964 - Title VI) (Article XXVI):** Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. Section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.
43. **Lobbying Prohibitions (Article XXVII):** Recipients must comply with 31 U.S.C. Section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.
44. **Monitoring:** The Sub-recipient agrees to comply with monitoring requirements of OKOHS including, but not limited to, a willingness to provide reasonable access to relevant records, equipment, and maintenance of an up-to-date equipment inventory.
45. **National Environmental Policy Act (Article XXVIII):** Recipients must comply with the

requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

46. **National Incident Management System (NIMS) Implementation:** To comply with any National Incident Management Systems (NIMS) compliance requirements as set forth by OKOHS or the NIMS Integration Center including, but not limited to, ongoing NIMS compliance by the Sub-recipient jurisdiction during the term of the grant.
47. **Nondiscrimination in Matters Pertaining to Faith-Based Organizations (Article XXIX):** It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.
48. **Non-Supplanting Requirement (Article XXX):** Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.
49. **Notice of Funding Opportunity Requirements (Article XXXI):** All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.
50. **Obligation of Grant Funds:** That all grant funds must be obligated and expended within the project period set forth on the Sub-recipient award document (Schedule B) unless OKOHS provides a written exception or extension to the Sub-recipient. Any funds not properly obligated and expended by the Sub-recipient during the project period will lapse and revert to OKOHS for potential reallocation to other allowable uses in accordance with DHS/FEMA guidelines.
51. **Patents and Intellectual Property Rights (Article XXXII):** Recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.
52. **Political Activity:** That it will not use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Oklahoma Office of Homeland Security (OKOHS) and the Department of Homeland Security (DHS)/ the Federal Emergency Management Administration (FEMA).
53. **Prior Approval for Modification of Approved Budget (Article XLIX):** Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308.

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

54. **Procurement:** When procuring property and services under a Federal award, state recipients must follow the same policies and procedures it uses for procurements from its non-Federal funds and ensure that every purchase order or other contract includes any clauses required by section 200.326. Local recipients will follow 200.318 through 200.327 General procurement standards contract provisions unless the local recipients' procurement procedures are more stringent than the federal procurement standards.

That all procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner that will provide maximum open and free competition.

The recipient is taking all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible 2CFR 200.321.

A Procurement Plan Worksheet must be submitted with each reimbursement for all equipment items.

55. **Procurement of Recovered Materials (Article XXXIII):** 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. section 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.
56. **Program Guidance:** To comply with all applicable laws, regulations, and the applicable Notice of Funding Opportunity. All allocations and uses of funds under this grant will be in accordance with the State and Local Cybersecurity Grant Program Guidelines and Application Kit, or where applicable the Notice of Funding Opportunity, collectively referred to as the Program Guidance. All Sub-recipients are assumed to have read, understood, and accepted the Program Guidance. The following link will provide access to the respective Grant Year's Program Guidance and Application Kits: <https://www.fema.gov/grants/preparedness/state-local-cybersecurity-grant-program>

That the use of all funds under this grant must support the goals and objectives included in the State Homeland Security Strategy and/or the Urban Area Homeland Security Strategy.

Allocations and use of grant funds must also support the Investments identified in an Investment Justification, which may have been submitted as part of OKOHS's application for federal funding. To utilize grant funds for the furthering of the OKOHS State Strategy and the National Preparedness Guidelines. To comply with grant closeout procedures established by OKOHS.

57. **Project Implementation:** The Sub-recipient agrees to implement and complete this project within the project period of the grant or be subject to forfeiture of grant funds.

That this project will be administered by the local or state governmental entity having authority and responsibility for its completion and that such entity will ensure institutional, managerial, and financial capability for proper planning, management, and completion of approved projects.

58. **Property Control/Disposition:** Effective control and accountability must be maintained for all personal property. Sub- recipients must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Sub- recipients should exercise caution in the use, maintenance, protection, and preservation of such property.

Title – Title to grant-funded equipment will continue to be held by the recipient or sub-recipient who purchase the equipment. The regulation establishes, however, that this title is a conditional title, meaning that the title is conditioned on the recipient or sub-recipient complying with the use, management and disposition requirements for the equipment in the 2 C.F.R § 200.313, and all other 2 C.F.R Part 200 requirements related to the property management that are applicable to equipment.

Encumbering Equipment – Additionally, recipients and sub-recipients may encumber grant-funded equipment without prior approval from FEMA or the pass-through entity. Recipients with specific questions about encumbering equipment should refer to their program NOFO or contact their program Analyst.

59. **Protected Critical Infrastructure Information (PCII):** That Protected Critical Infrastructure Information (PCII) will be treated in a manner consistent with the Critical Infrastructure Information Act of 2002 (Public Law 107-296) (CII Act), which created a new framework, that enables State and local jurisdictions and members of the private sector to voluntarily submit sensitive information regarding critical infrastructure to DHS/FEMA. The Act also provides statutory protection for voluntarily shared CII from public disclosure and civil litigation. If validated as PCII, these documents can only be shared with authorized users who agree to safeguard the information. PCII accreditation is a formal recognition that the covered government entity has the capacity and capability to receive and store PCII. DHS requires all State Administering Agencies (SAAs) to complete the PCII accreditation process. Accreditation activities include signing a memorandum of agreement (MOA) with DHS, appointing a PCII Officer, and implementing a self-inspection program.
60. **Publications:** That all publications created with funding under this grant shall prominently contain the following statement: "This Document was prepared under a grant from the Federal Emergency Management Administration (FEMA) Grant Programs Directorate (GPD), U.S. Department of Homeland Security (DHS). Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD or DHS."
61. **Recording and Documentation of Receipts and Expenditures:** Sub-recipient's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain

information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures, and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.

62. **Rehabilitation Act of 1973 (Article XXXIV):** Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

63. **Reports:** To provide the required quarterly status reports and other information and documentation that may be requested by OKOHS.

To cooperate with any assessments, national evaluation efforts, or information or data collection requests related to any activities within this project.

To provide DHS/FEMA/CISA and OKOHS reasonable assistance with assessments conducted to (a) determine the existing level of preparedness within the Sub-recipient's jurisdiction; (b) determine the homeland security related needs of the jurisdiction, and (c) measure progress in achieving state and federal preparedness goals.

64. **Reporting of Matters Related to Recipient Integrity and Performance (Article XXXV):**

General Reporting Requirements

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

65. **Reporting Sub-awards and Executive Compensation (Article XXXVI):**

Reporting of first tier subawards:

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

66. **Required Use of American Iron, Steel, Manufactured Products, and Construction Materials (Article XXXVII):** Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act Sections 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

Recipients and subrecipients of federal financial assistance programs for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for

infrastructure unless:

- (1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) all manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (3) all construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements.

(a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:

- (1) applying the domestic content procurement preference would be inconsistent with the public interest;
- (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the OMB Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described. For awards by the Federal Emergency Management Agency (FEMA), existing waivers are available, and the waiver process is described at "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov. For awards by other DHS components, please contact the applicable DHS FAO.

To see whether a particular DHS federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please either contact the applicable DHS FAO, or for FEMA awards, please see Programs and Definitions: Build America, Buy America Act | FEMA.gov.

67. **Retention of Records:** Any records relevant to the grant must be retained for at least three years following the final financial report date, which may be extended beyond the scheduled termination date, of the OKOHS/DHS/FEMA grant (OKOHS will provide the notice on the OKOHS web site under the grants section regarding the start date of this three-year period). In accordance with the requirements set forth in the [2 C.F.R. Part 200](#), all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years from the date of submission of the final expenditure report. In cases where litigation, a claim, or an audit is initiated prior to expiration of the three-year period, records must be retained until completion of the action and resolution of issues or the end of the three-year period, whichever is later. Retention is required for purposes of Federal examination and audit. Records may be retained in an electronic format.
68. **SAFECOM (Article XXXVIII):** Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
69. **Sanctions:** If a Sub-recipient materially fails to comply with the terms and conditions of an award, OKOHS or DHS/FEMA may take one or more of the following actions, as appropriate in the circumstances:
- Temporarily withhold cash payments pending correction of the deficiency by the Sub-recipient.
 - Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
 - Wholly or partly suspend or terminate the current award.
 - Withhold future awards for the project or program.
 - Pursue any other legal remedy that may be available.
 - Require reassignment of any tangible or intangible items purchased with OKOHS grant funding to another local jurisdiction.

Prior to taking action, OKOHS will provide the Sub-recipient reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

70. **Summary Description of Award (Article I):** The purpose of the Fiscal Year 2022 State and Local Cybersecurity Grant Program (SLCGP) is to assist state, local, and territorial (SLT) governments with managing and reducing systemic cyber risk. Through funding from the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law, the SLCGP enables DHS to make targeted cybersecurity investments in SLT government agencies, thus improving the security of critical infrastructure and improving the resilience of the services SLT governments provide their community. This SLCGP award provides funding in the amount of: \$3,293,827 for the state of Oklahoma. Of this amount, up to \$164,691 can be retained by the State Administrative Agency (SAA) for management and administrative expenses, and a total of \$365,981 is the required cost share.

The terms of the approved Investment Justification(s) and Budget Detail Worksheet(s) submitted by the recipient are incorporated into the terms of this Federal award, subject to the additional description and limitations stated in this Agreement Article and the limitations stated in subsequent reviews by FEMA and CISA of the award budget. Post-award documents uploaded into ND Grants for this award are also incorporated into the terms and conditions of this award, subject to any limitations stated in subsequent approvals by FEMA and CISA of changes to the

award. Investments not listed in this Agreement Article are not approved for funding under this award.

71. **Terrorist Financing (Article XXXIX):** Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

72. **Termination of a Federal Award by OKOHS:** Award termination will include written notice emailed to the sub-recipient. Termination of the award will follow the guidelines of 2 C.F.R. 200.340. Termination can occur for the following reasons.

I. Cause/Noncompliance

- The pass-through entity may terminate the subaward, in whole or in part, at any time before the end of the period of performance if the sub-recipient fails to comply with the terms and conditions of the federal award.

II. Mutual consent

- The subaward may be terminated, in whole or in part, with the consent of the sub-recipient, in which case the two parties must agree upon the termination conditions, including effective date.

III. Program priority changes

- The pass-through entity may terminate this subaward pursuant to the terms and conditions of the award, including if the underlying Federal award no longer effectuates the program goals or agency priorities.

IV. At the request of the sub-recipient

- The sub-recipient must provide written notification to OKOHS of the reason for termination, effective date, and in the case of partial termination, the portion to be terminated.

73. **Trafficking Victims Protection Act of 2000 (TVPA) (Article XL):**

Trafficking in Persons:

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. Section 7104. The award term is located at 2 C.F.R. Section 175.15, the full text of which is incorporated here by reference.

74. **Training:** All requested or relevant training records of Sub-recipients must be submitted to the OKOHS Training and Exercise Coordinator.

75. **Unauthorized Expenditures:** Examples of **unauthorized expenditures** include but are not limited to:

- Hiring of Public Safety Personnel
- General use equipment including but not limited to items jurisdictions would normally be expected to have.
- Items not pre-approved by OKOHS
- Exercise related costs for non-expendable equipment items (e.g., electronic messaging signs) and/or vehicle/emergency response apparatus costs (other than the cost of fuel/gasoline, which is allowable)

76. **Universal Identifier and System of Award Management (Article XLI):** Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

77. **USA Patriot Act of 2001 (Article XLII):** Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.
78. **Use of DHS Seal, Logo and Flags (Article XLIII):** Recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
79. **Whistleblower Protection Act (Article XLIV):** Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.
80. **Written Approval of Changes:** Sub-recipient must notify OKOHS in writing of any events or changes requiring adjustment in the grant award. Examples include but are not limited to changes of address, project manager, project site, budget categories or scope.

Authorized Official:

Name, *please type or print*

Signature

Date

Cybersecurity Services for SLCGP Subrecipients

The following are services that SLCGP subrecipients are encouraged to participate. These services are free to SLT entities.

Cyber Hygiene Services

Web Application Scanning is an “internet scanning-as-a-service.” This service assesses the “health” of your publicly accessible web applications by checking for known vulnerabilities and weak configurations. Additionally, CISA can recommend ways to enhance security in accordance with industry and government best practices and standards.

Vulnerability Scanning evaluates external network presence by executing continuous scans of public, static IPs for accessible services and vulnerabilities. This service provides weekly vulnerability reports and ad-hoc alerts.

To register for these services, email vulnerability_info@cisa.dhs.gov with the subject line “Requesting Cyber Hygiene Services – SLCGP” to get started. Indicate in the body of your email that you are requesting this service as part of the SLCGP.

For more information, visit CISA’s Cyber Hygiene Information Page.

Memberships and Resources

The EI-ISAC, is a collaborative partnership between the Center for Internet Security (CIS), CISA, and the Election Infrastructure Subsector Government Coordinating Council. The EIISAC is funded through DHS grants and offers state and local election officials a suite of elections-focused cyber defense tools, including threat intelligence products, incident response and forensics, threat and vulnerability monitoring, cybersecurity awareness, and training products. To register, please visit <https://learn.cisecurity.org/ei-isac-registration>. For more information, visit <https://www.cisa.gov/election-security>

The following list of CISA resources are recommended products, services, and tools provided at no cost to SLT governments, as well as public sector critical infrastructure organizations:

- [CYBER RESOURCE HUB](#)
- [Ransomware Guide \(Sept. 2020\)](#)
- [Cyber Resilience Review](#)
- [External Dependencies Management Assessment](#)
- [EDM Downloadable Resources](#)
- [Cyber Infrastructure Survey](#)
- [Validated Architecture Design Review](#)
- [Free Public and Private Sector Cybersecurity Tools and Services](#)
- [Cross-Sector Cybersecurity Performance Goals](#)
- [Web Application Scanning](#)
- [Risk and Vulnerability Assessment - Penetration Testing](#)
- [Cyber Resilience Essentials Assessment](#)
- [CISA’s Cybersecurity Marketplace](#)

In addition to these resources, CISA's [Interoperable Communications Technical Assistance Program](#) (ICTAP) provides direct support to SLT emergency responders and government officials across all 56 states and territories through training, tools, and onsite assistance to advance public safety interoperable communications capabilities. These services are provided at no cost and scalable to the community's needs. Within the catalog, the 9-1-1/Public Safety Answering Point/Land Mobile Radio Cyber Assessment technical assistance offering provides organizations with a review of their cyber posture in accordance with nationally recognized best practices guidelines. CISA employs the NIST Special Publication 800-53, Rev 5, "Security and Privacy Controls for Information Systems and Organizations" as a framework. Requests for ICTAP assistance are coordinated through the [Statewide Interoperability Coordinator](#) from each state and territory.



SIGNATURE AUTHORIZATION

Required to sign all OKOHS subgrant documents

PROJECT CONTACT/SECONDARY AUTHORIZED OFFICIAL INFORMATION

PRINT Name		
Title		
Agency		
Mailing Address		State Zip
Phone #	Fax #	Email

Primary Contact Signature

Date

OPTIONAL Secondary Contact

Authorized to sign subgrant documents? ☐ Yes ☐ No
(If "yes," please sign below)

PRINT Name	Title / Agency
Email	Phone #

Secondary Contact Signature

Date

AGENCY/JURISDICTION CHIEF EXECUTIVE OFFICER – PRIMARY AUTHORIZED OFFICIAL INFORMATION

City or County Official (Mayor, City Manager, County Commissioner)

I hereby authorize the individual(s) identified above to act on my behalf in coordination with the Oklahoma Office of Homeland Security (OKOHS) and to sign all documentation related to this subgrant.

PRINT Chief Executive Officer Name	OKOHS Award #	
Title	Phone #	
Jurisdiction (City, County, etc.)	Email	
Mailing Address	State	Zip

Chief Executive Officer Signature

Date

Form Revised as of: September 10, 2007

*If any of the above information changes please submit a new **SIGNATURE AUTHORIZATION FORM** to OKOHS immediately.*



Oklahoma Office of

Homeland Security

Prevent, Protect, Prepare

P.O. Box 53365

Oklahoma City, OK 73152

(405) 425-7296 Office (405) 425-7295 Fax

<https://oklahoma.gov/homeland-security.html>

QUARTERLY STATUS REPORT

OKOHS Award

Dollar Amount of this Award

\$ _____ (A)

Total Dollar Amount of this Award spent or encumbered (binding contract to purchase in effect) as of the end of the current quarter:

\$ _____

Dollar Amount you have Requested from OKOHS as of end of current quarter:

\$ _____ (B)

Dollar Amount Not yet requested as of end of current quarter:

\$ _____ (A-B)

Dollar Amount Being Released to OKOHS

\$ _____

INSTRUCTIONS:

- Email this completed form to OKOHS within 15 days of the end of each calendar **quarter**.
- Submit separate quarterly status reports for **each** OKOHS award.
- Submit a **canceled check** or **credit card receipt** for each item purchased.
- Submit a **"Final Report"** and **"Inventory"** after your entire award has been reimbursed by OKOHS.
- If more space is needed, please attach additional pages.
- **ONLY FILL OUT THE AUTHORIZED OFFICIAL/PRIMARY CONTACT INFORMATION IF THIS HAS CHANGED SINCE THE LAST QUARTERLY STATUS REPORT**

Entity Name:

Complete Address (**only if changed from last report**)

Final Report YES ____ NO ____

Quarter Ended:

Grant Purpose (i.e., equipment, response trailer, critical infrastructure)

Canceled check or credit card receipt sent YES ____ NO ____

Inventory sent with Final Report YES ____ NO ____

➤ Describe grant activity during the past quarter:

➤ Describe grant progress from receipt of this award through the end of the current quarter (for example, if your funds will be used to harden critical infrastructure sites, how many sites will be hardened, how many have been hardened and what percentage of each project is complete as of the end of the current quarter):

➤ List any issues that currently prevent the expenditure of any portion of this OKOHS grant award:

➤ Have any items purchased with this OKOHS grant award been lost, destroyed, or otherwise disposed of? Yes ☐ No ☐ ☐ If yes, please explain below and attach a completed Equipment Disposition Form (available on the OKOHS website):

➤ Other comments, if any:



Oklahoma Office of
Homeland Security
Prevent, Protect, Prepare

P.O. Box 11415
Oklahoma City, OK 73136
(405) 425-7296 Office (405) 425-7295 Fax
www.homelandsecurity.ok.gov

QUARTERLY STATUS REPORT

Environmental Historic Preservation:

- Will any equipment be installed? YES ☐ NO ☐
- If No: Skip to signature section.
- If Yes: Have you received an EHP form from OKOHS to complete? YES ☐ NO ☐
- Have you taken pictures of where all the equipment will be installed (interior and exterior)? YES ☐ NO ☐
- Have you submitted the pictures and EHP form back to OKOHS? YES ☐ NO ☐
- Have you received approval from OKOHS/FEMA to proceed with the installation of the equipment requested in the EHP? YES ☐ NO ☐
- Describe any delays in submitting the EHP form and pictures:

Quarterly Status Report signed by:

Type/Print Signor Name & Title:

Date:

Email:

Phone Number:

Signor Certifies:

- Legal authorization to submit quarterly status reports on behalf of the named government entity.
- Compliance with all laws, regulations, statutes, assurances, certifications, and other requirements contained in the sub-grant application and guidance documents.
- All submitted data is true and correct to the best of signatory's knowledge.

Complete the below section if any change in administration has taken place, if completed also submit a new Signature Authorization form to OKOHS.

<u>Authorizing Official (ie. the Mayor/City Manager/County Commissioner)</u>		<u>Primary Contact (Authorized Official(s))</u>	
Name/Title:		Name/Title:	
Telephone:	Fax:	Telephone:	Fax:
Email:		Email:	



Signature _____

Subgrantee Name: _____

Award #: _____ **Grant Year:** _____

Award Amount: _____ **Report #** _____

Notes:	1. Please use a separate BDW for each open grant 2. The initial report for a given open grant should be Report #1. Subsequent reports should be numbered consecutively and should include a copy of each prior report as an attachment. 3. Type refers to Training "T" , Equipment "E" or Exercises "X" / Category refers to Personal Protection Equipment "PPE", Interoperable Communication Equipment "ICE", etc. 4. Discipline includes Fire Service "FS", Law Enforcement "LE" or Emergency Management Services "EMS", etc. 5. The AEL # can be found on the FEMA.gov website located at: https://www.fema.gov/grants/tools/authorized-equipment-list. The AEL is broken down by expense category. 6. Any Communications Equipment purchase must meet Minimum State Standards (MSS) established by OKOHS pursuant to Title 74 Section 51.1a of the Oklahoma Statutes
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Statewide Interoperable Communications Planning Coordinator Approval:		
OKOHS USE ONLY	Reviewed By: Approved By:	Estimated Grant Expenditures This Report:



Oklahoma Office of
Homeland Security
Prevent, Protect, Prepare

PROCUREMENT PLAN WORKSHEET

Entity Information:

OKOHS Grant Year: _____ Award Number: _____

Project Point of Contact (PPOC): _____

PPOC Agency: _____

PPOC Telephone Number: _____ PPOC Email: _____

Purchasing Agent/Procurement Officer Point of Contact (PA/PO):

PA/PO Agency: _____

PA/PO Telephone Number: _____ PA/PO Email: _____

State offices **must** follow procurements by states at 2 C.F.R. 200.317 and all state procurement policies. Non-State entities and Non-Profits **must** follow general procurement standards at 2 C.F.R. 200.318-200.327.

As a reminder ALL Infrastructure Project must also follow FEMA Policy: Buy America Preference in FEMA Financial Assistance Programs for Infrastructure. Link below:
https://www.fema.gov/sites/default/files/documents/fema_gpd_buy-america-preference-policy_012026.pdf

Per CFR 200.324 (c): The sub-recipient must not use the “cost plus a percentage of cost” and “percentage of construction costs” methods of contracting.

Please indicate which one of options listed below that you will use to select the vendor.

OPTION ONE: EXISTING GOVERNMENT CONTRACT:

Add a copy of how the Existing Government Contract was bid.

- ☐ **Local Government Contract.**
Contract # _____
Contracting Officer _____ Phone No. _____
(Attach a copy of the contract, highlighting the items requested)
- ☐ **State Government Contract.**
Contract # _____
(Attach a copy of the contract, highlighting the items requested)

☐ **Federal Government Contract.**
Contract # _____
Type of Contract/Contract Name: _____
(Attach a copy of the contract, highlighting the items requested)

OPTION TWO: MICRO PURCHASE

2 CFR 200.320 (a)(1) (i, ii, iii, iv)

Federal Procurement Standard Threshold \$15,000.00 unless an exception is approved in advance. Purchase (explanation):

OPTION TWO: STATE AGENCY PCARD PURCHASE

State Procurement Standard Threshold \$25,000.00 or less. Purchase (explanation):

OPTION THREE: SIMPLIFIED ACQUISITIONS: Purchases greater than \$15,000.00 but less than \$350,000.00

You must receive between three (3) and five (5) quotes or proposals. NSGP sub-recipients please use this section unless you qualify for the micro-purchase option.

Purchase (explanation):

OPTION FOUR: FORMAL PROCUREMENT REQUEST FOR PROPOSAL/BID

A. What agency will be conducting the RFP/Bid Process? _____

B. What are the steps for the agency to place a project out for bid? _____

C. What is the timeline to bid on this project, once approved? _____

D. Were bid specifications developed? _____

(Attached a copy of RFP/Bid package and or quotes).

SELECTION DETAILS:

Was there a scoring process for selecting the vendor?

If so, was the selected vendor the vendor with the highest score?

If not, why were they selected over a vendor with a highest score?

If scoring criteria wasn't created, how did you select your chosen vendor?

OPTION FIVE: SOLE SOURCE/BRAND PROCUREMENT:

A. Who at the local government has authority to determine "sole source" (i.e. city council, county commission, etc.)?

B. What steps are required to determine "sole source" by your local government?

(Attached a copy of the sole source paperwork.)

DELIVERY INFORMATION:

What is the exact address to which all equipment, supplies, etc. will be delivered?

Name of Department at delivery address: _____

Street Address: _____

City, State, Zip Code: _____

Name of contact person located at that address: _____

VENDOR INFORMATION:

Vendor Name: _____

Vendor Contact: _____ Phone No. _____

Vendor Address: _____

Vendor Quote Number (attach copy of quote): _____

SAM.GOV VERIFICATION:

Did the sub-recipient check sam.gov to verify the selected vendor is not suspended or debarred from doing business with the federal government? ☐ Yes ☐ No

You must provide proof of verification of the selected vendor by screenshot or print out from sam.gov showing the vendor is not suspended or debarred.

This area for OKOHS staff only – do not write in this area.

Who reviewed this PPW? _____

Did you review all attached documents? _____

Did the sub-recipient provide proof of sam.gov verification? If verification is not provided the PPW must not be approved. _____

Is this PPW approved? _____

If this PPW is not approved, why? _____

When was an approval letter sent to the sub-recipient? _____

Signature of OKOHS Representative

I attest that all items or services for which reimbursement is requested have been received or completed during this reporting period. The information contained in this document and any attachments is true and correct to the best of my knowledge and belief.

REIMBURSEMENT REQUEST

Subgrantee Name: _____

Award #: _____

Grant Year: _____

Award Amount: _____

Type	Category	Item	Date Purchased	Unit Cost	Qty	Total Cost	Total Cost Charged to grant	Recipient Entity and Location	Discipline	Training Complete (Y/N)
									Choo	
									Choo	
									Choo	
									Choos	
									Choo	
									Choo	
									Choo	
									Choose	
									Choo	
									Choo	
									Choo	
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									Choose	

Total Current Reimbursement Request (this Grant Year/Award)

Total Previous Reimbursement Requests (enter zero if this request replaces all prior requests)

Total Cumulative Reimbursement Requests for this award

Please Submit a separate Reimbursement Request for each open grant. Copies of invoices to support each of the above expenditures MUST be attached

A copy of your canceled check(s) or credit card payment(s) MUST be attached for each item purchased.

Type refers to Training "T", Equipment "E" or Exercises "X" / Category refers to Personal Protection Equipment "PPE", Interoperable Communication Equipment "ICE", etc.

Discipline includes Fire Service "FS", Law Enforcement "LE", Emergency Management Services "EMS", Tribal, Emergency Management "EM", etc.

Subgrantee Questions/Comments

FOR OKOHS USE ONLY - SUBGRANTEES DO NOT USE THIS AREA



State and Local Cybersecurity Grant Close-Out Report

INSTRUCTIONS:

- Email this completed form to OKOHS at hsgrants@okohs.ok.gov within **30** days of the final reimbursement submission.
- Submit separate close-out reports for **each** OKOHS award.

Entity Name:

Award Number:

State Cyber Plan Objective Number:

Project Number:

Grant Purpose:

- Describe the cybersecurity initiatives undertaken during the period of performance, detailing the specific technical measures implemented and their effectiveness in mitigating cyber threats:

- If possible, provide a comprehensive overview of the cyber threats encountered and successfully mitigated throughout the grant period. Detail the nature of these threats and the impact they may have had on your systems or operations:

- If possible, elaborate on the assessments conducted to evaluate the security posture of your systems and infrastructure during and after the implementation of your product. Specify the number and types of assessments performed (e.g., penetration testing, vulnerability scanning) and outline the key findings and remediation actions taken as a result:

State and Local Cybersecurity Grant Close-Out Report

- If possible, detail the training initiatives undertaken to enhance the cybersecurity awareness and proficiency of personnel. Specify the number of individuals trained and categorize the training programs conducted (e.g., security awareness training, incident response drills) along with their impact on organizational resilience:

- If equipment acquisitions were made under the grant, provide insights into how these assets are integrated within your cybersecurity infrastructure to bolster defense mechanisms. Describe the specific technologies deployed and the role they play in deterring cyber threats:

Close-out Report signed by:

Type/Print Signor Name & Title:

Date:

Email:

Phone Number:

Signor Certifies:

- Legal authorization to submit quarterly status reports on behalf of the named government entity.
- Compliance with all laws, regulations, statutes, assurances, certifications, and other requirements contained in the sub-grant application and guidance documents.
- All submitted data is true and correct to the best of signatory's knowledge.

Complete the below section if any change in administration has taken place.

Authorizing Official (ie. the Mayor/City Manager/County Commissioner)

Name/Title:

Primary Contact (Authorized Official(s))

Name/Title:

Telephone:

Fax:

Telephone:

Fax:

Email:

Email: