

# FY 2016 PORT SECURITY GRANT PROGRAM (PSGP) Sample MOU/MOA Template

**Memorandum of Understanding / Agreement**

**Between [provider of layered security] and [recipient of layered security]**

**Regarding [provider of layered security's] use of port security grant program funds**

**1. PARTIES.** The parties to this Agreement are the [Provider of Layered Security] and the [Recipient of security service].

**2. AUTHORITY.** This Agreement is authorized under the provisions of [applicable Area Maritime Security Committee authorities and/or other authorities].

**3. PURPOSE.** The purpose of this Agreement is to set forth terms by which [Provider of security service] shall expend Port Security Grant Program project funding in providing security service to [Recipient of security service]. Under requested PSGP grant, the [Provider of security service] must provide layered security to [Recipient of security service] consistent with the approach described in an approved grant application.

**4. RESPONSIBILITIES:** The security roles and responsibilities of each party are understood as follows:

(1). [Recipient of security service]

Roles and responsibilities in providing its own security at each MARSEC level

(2) [Provider of security service]

- An acknowledgement by the facility that the applicant is part of their facility security plan.
- The nature of the security that the applicant agrees to supply to the regulated facility (waterside surveillance, increased screening, etc.).
- Roles and responsibilities in providing security to [Recipient of security service] at each MARSEC level.

**5. POINTS OF CONTACT.** [Identify the POCs for all applicable organizations under the Agreement; including addresses and phone numbers (fax number, e-mail, or internet addresses can also be included).]

**6. OTHER PROVISIONS.** Nothing in this Agreement is intended to conflict with current laws or regulations of [applicable State] or [applicable local Government]. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

**7. EFFECTIVE DATE.** The terms of this agreement will become effective on (EFFECTIVE DATE).

**8. MODIFICATION.** This agreement may be modified upon the mutual written consent of the parties.

**9. TERMINATION.** The terms of this agreement, as modified with the consent of both parties, will remain in effect until the grant end dates for an approved grant. Either party upon [NUMBER] days written notice to the other party may terminate this agreement.

**APPROVED BY:**

\_\_\_\_\_  
Organization and Title  
(Date)

\_\_\_\_\_  
Signature  
(Date)

**MOU/MOA Submission and File Naming Convention**

MOUs/MOUs must be submitted with the grant application as a file attachment within <https://portal.fema.gov>. Applicants must use the following file naming convention when submitting their MOUs/MOAs as part of the FY 2016 PSGP Program:

COTP Zone Abbreviation\_Port Area\_Name of Applicant\_MOU  
(Example: Hous\_Galveston\_Harris County\_MOU)