FY2021 Federal Nonprofit Security Grant Program (NSGP)
FY2021 Federal NSGP Grantee Orientation

Agenda

I. Overview
II. Permissible Costs
III. Contracting Requirements
IV. Electronic Signature Process
V. Environmental Planning and Historic Preservation (EHP) Requirement
VI. NSGP Investment Modifications – Changes in Scope or Objective
VII. Electronic Payment - Statewide Financial System
VIII. Fiscal Reimbursement
IX. Quarterly Progress Reporting
X. Key Points
XI. Future Webinar Agenda
XII. Questions
Overview

The FY2021 Nonprofit Security Grant Program (NSGP) provides funding support for physical security enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist attack. The NSGP also seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts.
Permissible Costs

- Equipment
- Training
- Exercises
- Management & Administration (M&A)
- Planning
- Contracted Security
Permissible Costs Continued:

Equipment

Allowable costs are focused on target hardening activities and physical security enhancements. Funding can only be used for the acquisition and installation of security equipment on real property/existing facilities (including buildings and improvements) owned or leased and occupied by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist attack. This equipment is limited to select items in the following categories of items on the Authorized Equipment List (AEL):

- Physical Security Enhancement Equipment (example: alarm systems, impact resistant doors, blast/shatter resistant windows...)
- Inspection and Screening Systems (example: screening systems for packaging and personnel)
- Portable Radios
- Handheld or Mobile Public Address System
Nonprofit organizations may use NSGP funds for the following training-related costs:

- Employed or volunteer security staff to attend security-related training within the United States.
- Employed or volunteer staff to attend security-related training within the United States with the intent of training other employees or members/congregants upon completing the training (i.e., “train-the-trainer” type courses).
- Nonprofit organization’s employees, or members/congregants to receive on-site security training.

Allowable training-related costs under the NSGP are limited to attendance fees for training and related expenses, such as materials, supplies, and/or equipment.

Allowable training topics are limited to the protection of critical infrastructure key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness including programs such as Community Emergency Response Team (CERT) training, Active Shooter training, and emergency first aid training. Training conducted using NSGP funds must address a specific threat and/or vulnerability, as identified in the nonprofit’s Investment Justification.
If you have security/terrorism training in your contract you must get the training curriculum approved by DHSES *before* you conduct the training session. DHSES approves the curriculum, not the vendor. Make sure you follow all procurement procedures for training as you would for equipment installation. Contact your Grants Representative to request training approval.
Permissible Costs Continued

Exercises

Nonprofit organizations may use NSGP funds for the following security related exercise costs:

- Costs related to planning, meeting space and other meeting costs.
- Facilitation costs.
- Materials and supplies and documentation.

Exercises afford organizations the opportunity to validate plans and procedures, evaluate capabilities and assess progress toward meeting capability targets in a controlled, low risk setting.
Permissible Costs Continued

Management and Administration (M&A)

• M&A activities are those costs defined as directly relating to the management and administration of NSGP funds, such as financial management and monitoring. Up to 5% of the award may be used for management and administration costs associated with the award.

• M&A expenses must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

• M&A costs are not operational costs, they are the necessary costs incurred in direct support of the grant or as a consequence of the grant and should be allocated across the entire lifecycle of the grant.

M&A costs include the following categories of activities:
• Hiring of full-time or part-time staff or contractors/consultants responsible for activities relating to the management and administration of NSGP funds.
• Meeting-related expenses directly related to M&A of NSGP funds.

Examples of M&A activities include:
• Preparing and submitting required programmatic and financial reports.
• Establishing and/or maintaining equipment inventory.
• Documenting operational and equipment expenditures for financial accounting purposes.
• Responding to official informational requests from state and federal oversight authorities.
Permissible Costs Continued

Planning

• Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities.

• Planning must be related to the protection of the facility and the people within the facility and should include consideration of access and functional needs considerations as well as those with limited English proficiency.

Examples of planning activities allowable under this program include:

• Development and enhancement of security plans and protocols.
• Development or further strengthening of security assessments.
• Emergency contingency plans.
• Evacuation/Shelter-in-place plans.
• Other project planning activities with prior approval from DHS/FEMA.
Permissible Costs Continued

Contracted Security

• Hiring of contracted security personnel is allowed under this program. The sub-recipient must be able to sustain this capability in future years without NSGP funding. A sustainment plan will be required as part of the closeout package or with any request to reprogram funds.

• Costs described should include the hourly/daily rate, number of personnel, anticipated number of hours/days the personnel will work over the course of the period of performance.

• Subrecipients may not use NSGP funding to hire full or part-time employees that will be placed on a nonprofit’s payroll.

• NSGP funds may not be used to purchase equipment for contracted security personnel.
Contracting Requirements

• A copy of the organizations’ NYS Disability Insurance Certificates must be submitted. Acceptable proof of coverage to be submitted includes:
  • Form DB-120.1 - Certificate of Disability Benefits Insurance; or
  • Form DB-155 - Certificate of Disability Benefits Self-Insurance; or
  • CE-200 – Certificate of Attestation of Exemption from New York State Workers’ Compensation and/or Disability Benefits Coverage.

• A copy of the organizations’ NYS Workers Compensation Certificate must be submitted. Acceptable proof of coverage to be submitted includes:
  • Form C-105.2 – Certificate of Workers’ Compensation Insurance issued by private insurance carriers, or Form U-26.3 issued by the State Insurance Fund; or
  • Form SI-12 – Certificate of Workers’ Compensation Self-Insurance; or Form GSI-105.2 Certificate of Participation in Workers’ Compensation Group Self-Insurance; or
  • CE-200 – Certificate of Attestation of Exemption from NYS Workers’ Compensation and/or Disability Benefits Coverage.
Contracting Requirements Continued

• An updated Vendor Responsibility Questionnaire must be submitted. The questionnaire should be updated with any issues that have occurred since your last submission and must have a recent certification. The questionnaire must be updated online in the VendRep system maintained by the NYS Office of the State Comptroller.

• The link to sign in or enroll in the portal is provided here: https://onlineservices.osc.state.ny.us/Enrollment/login?0.
NYS DHSES will use the E-Grants System to generate and manage the contracting process.

You must at all times, adhere to the appendices as outlined in the contract.

All contract procurement policies must be followed, or reimbursements may be rejected.

You cannot begin your projects until you have an approved FEMA Environmental Planning and Historic Preservation (EHP) and an executed contract with NYS DHSES.

All contracts are reimbursement based.

Your contract with New York State will have the following contract dates:

September 1\textsuperscript{st}, 2021 to August 31\textsuperscript{st}, 2024

Only costs incurred within that timeframe will be eligible for reimbursement.

Any changes to the scope of the work or budgeted items require prior approval from DHSES and/or FEMA.
FY2021 Federal NSGP Grantee Orientation

Electronic Signature Process

Subject: The NYS Division of Homeland Security and Emergency Services (DHSES) E-Grants Notification for Project HSXX-1000-D00, contract number: C111111.
Grantee: NFP Test

The NYS Division of Homeland Security and Emergency Services (DHSES) has approved your application for funding for Project HSXX-1000-D00.

Please access the DHSES E-Grants system to review the contract terms and complete your electronic acceptance of the grant. Due to the compressed timeframe for the grant, we are requiring you to accept the contract within two weeks. To view the project via the link below and, after login, click on the Acceptance and Conditions tabs to electronically certify the contract Appendices and Special Conditions. All appendices and conditions must be certified before the contract can be electronically signed. Once you’ve certified all appendices and special conditions, the button to e-sign the contract will appear at the bottom of the acceptance tab.


If you have any questions, please contact DHSES E-Grants Help at (866) 837-9133 or at grant.info@dhses.ny.gov

Signatory contact will click on the link in the email to access their contract in E-Grants.

When the contract is ready to be E-Signed, the Primary and Signatory contact listed in E-Grants will receive an email stating the contract is ready for signature. Contracts need to be E-signed within two weeks of receipt.
There are seven special conditions that you need to certify.

Click on the *Condition Item* in blue.
The screen will refresh with the Special Condition. After you have read and acknowledged the Special Condition, click on the *Certify Condition* button.
Once you certify the condition you will be taken back to the Conditions Tab showing the signatory name and date certified. Continue certifying the remaining Special Conditions.
Listed under the Acceptance tab are the Appendices to your Contract.

Click on each Appendix, read and certify each of them.
Once you have certified all the Appendices and Special Conditions an *E-Sign* button will appear on the bottom of the Acceptance tab.

**Click on the *E-Sign* button.**
After you have read and acknowledged the Statement, check the box indicating you are agreeing with the E-Signature statement and click the E-Sign button.
Contract shows that it was electronically signed.

Click on Draft Contract which will create a copy of the contract that can be printed and/or saved to your computer as a html (web archive).
Subject: DHSES E-Grants Notification for Project HSXX-1000-D00, contract number: C111111. Grantee: NFP Test

E-Grants – The grant contract for (HSXX-1000-D00, C111111, FY2020 NSGP) was fully executed on 12/15/2020.

Your agency is now responsible for fulfilling all grant requirements. Progress reports and vouchers must be submitted pursuant to the time periods outlined in your contract. Failure to comply with the provisions of this contract or to submit the required program progress report or final reports may jeopardize future funding under this program. In accordance with federal requirements, a subrecipient which expends $750,000 or more of federal funds from all sources during its fiscal year must have an independent audit of such federal funds conducted in accordance with the requirements of Subpart F of 2 CFR. Part 75. The final report for such audit must be completed within nine months of the end of the subrecipient’s fiscal year, and subrecipients are required to provide one copy of the final report to DHSES. Information regarding this requirement is available at [http://www.dhsses.ny.gov/grants/](http://www.dhsses.ny.gov/grants/). For federal subawards, a copy of the federal award document to the N.Y. Division of Homeland Security and Emergency Services has been attached to your project for your reference. If you have any questions concerning the contract, please contact your program representative.

When the contract is Executed, the Primary and Signatory contact listed in E-Grants will receive an email stating the contract has been executed.
What is EHP?

In 1969 Congress enacted the National Environmental Policy Act in response to public concern about the deteriorating quality of the “human” environment and the inadequate consideration of environmental impacts of major federal projects.

- Endangered Species
- Environmental Justice
- Socioeconomic Resources
- Land Use
- Hazardous Materials
- Traffic
- Geology (Topography, Soils)
- Wetlands
- Coastal Zones

- Cultural Resources
- Historic Properties
- Archaeological sites
- Air and water quality
- Noise
- Fish, Habitat & Wildlife
- Floodplains
- Agricultural Lands
Environmental Planning and Historic Preservation (EHP) Requirements Continued

What is needed for EHP?

- EHP Screening Form;
- Labeled color ground level photos of the project site;
- Labeled color photographs of where equipment will be installed and/or attached to the building;
- Labeled color aerial photograph and;
- If building is over 45 years old – labeled color ground level photographs of each exterior side of the building.
EHP Screening Form

We have pre-filled the top part of this form. Please do not alter or change the information.

Grantee POC: Please complete this with your Grant Representatives name.

You will need to complete the blank lines, using the instructions in red.

Project Description should include a summary of all approved projects that require installation. Include where project is proposed, how it will be implemented and what the project is designed to accomplish.
EHP Screening Form

Check both boxes, 1 and 3
Complete question 1- by specifying the equipment to be purchased and the quantity of each.

Check box 3 and skip to section D.
All parts of Section D must be completed.
### EHP Screening Form

Check each required photograph box and additional boxes if they apply to your organization.

**3. Site photographs, maps and drawings**
- [ ] Labelled, color, ground-level photographs of the project site:
  - [ ] Attached
- [ ] Labelled, color photograph of each location where equipment would be attached to a building or structure:
  - [ ] Required
  - [ ] Attached
- [ ] Labelled, aerial photographs of the project site:
- [ ] Labelled, color ground-level photographs that show the extent of ground disturbance (if applicable):
  - [ ] Required
  - [ ] Attached
- [ ] Labelled, color ground-level photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old):
  - [ ] Attached
- [ ] Are there technical drawings or site plans available?
  - [ ] Yes
  - [ ] No
  - [ ] Attached

**4. Environmental documentation**
- [ ] Is there any existing completed environmental documentation for this project at the proposed project site (e.g. Environmental Assessment, or wetland limitation, cultural/archaeological study)?
  - [ ] Yes
  - [ ] No
  - [ ] Attached
- [ ] Is there any existing completed agency coordination for this project (e.g. correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?
  - [ ] Yes
  - [ ] No
  - [ ] Attached
- [ ] Was a NEPA document prepared for this project?
  - [ ] Yes
  - [ ] No
- [ ] Was a NEPA document prepared for this project?
  - [ ] Yes
  - [ ] No
  - [ ] Attached

**Appendix A has guidance on preparing photographs for EHP review**

Additional information and examples for submitting photographs.
Appendix A. Guidance for Supporting Photographs for EMP Grant Submissions

Photographs are a vital component of the EMP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EMP submission. The following pages provide examples of best practices used in earlier EMP submissions.

Minimum requirements for photographs
1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city, county, state) and physical location (physical address or latitude-longitude).
3. Label the photograph to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, wires, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices
1. Provide photographs in a separate file.
2. Place no more than two pictures per page.
3. Compacting pictures file (such as with Microsoft Picture Manager) or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EMP screening form.
5. Maximum file size for the EMP submission should not exceed 12 MB. If the total size of files for an EMP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . of x.

Options for Creating Photographs
1. Obtain an aerial photograph. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or Photoshop. Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, wires, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to indicate ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EMP screening form. Include this file with the EMP screening when submitting the project.

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.

Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplement the aerial photograph in Figure 1, above. Corners, they provide a closer understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.

Figure 2. Example of ground-level photograph showing proposed attachment of new equipment.
Environmental Planning and Historic Preservation (EHP) Requirements Continued

Labeled color ground level photos of the project site:

ABC Organization, Main Street, Anytown, NY

Labeled color photographs of where equipment will be attached to the building:

ABC Organization, Main Street, Anytown, NY

Make sure to label ALL of your photos with the name and address of the facility.
FY2021 Federal NSGP Grantee Orientation

Environmental Planning and Historic Preservation (EHP) Requirements Continued

Labeled color photographs of any equipment to be replaced:

Door to sanctuary to be replaced

Labeled color aerial photograph:

Make sure to label ALL of your photos with the name and address of the facility.
FY2021 Federal NSGP Grantee Orientation

Environmental Planning and Historic Preservation (EHP) Requirements Continued

When should EHP Requirements be addressed?

• Immediately begin obtaining EHP documentation (photos, etc.) and provide it to DHSES by the due date that will be forthcoming.

• DHSES will send out EHP documentation for you to complete. E-mail the completed form(s), photographs, etc. to your Grant Representative by the due date. DHSES will review and direct them to DHS/FEMA for their review and approval.

• Timelines for the completion of the EHP review for each project will vary depending on the proposed project’s complexity, the project grant application and supporting documents’ completeness and accuracy, and the project’s potential to impact environmental resources and/or historic properties. An EHP review may take 30 to 45 working days for proposed activities having little potential to impact environmental resources and/or historic properties; whereas a project that has the potential for significant impacts may take up to one year or more to review. This time frame is why it is essential that you address EHP while awaiting execution of your contract.

• No activity can be undertaken to physically alter your facility without EHP approval in place.

• Do not spend, or otherwise obligate, grant funds until DHS/FEMA approval of your EHP plans has been received, even if you already have an executed contract with New York State.
NSGP Investment Modifications – Changes in Scope or Objective

- Grantees may not proceed with implementing any of the requested changes until they have received written approval and an executed contract amendment.

- If you feel changes are necessary, please contact your Grants Representative to discuss.

- Any changes to the scope of the work or budgeted items require prior approval from DHSES and/or FEMA.

- Any request for changes must fall within the permissible costs of the grant program.

What is needed to request an IJ Modification:
- An explanation why the change of scope or objective is necessary.

- A written request on the organization's letterhead must be emailed to your Grants Representative, outlining the scope or objective change, including the approved projects from the subrecipient’s Investment Justification (IJ), the funds and relative scope or objective significance allocated to those projects, the proposed changes, and any resulting reallocations as a result of the change of scope or objective.

- The subrecipient request must also address whether the proposed changes will impact its ability to complete the project within the award’s period of performance.
Electronic Payment - Statewide Financial System

As a condition of your contract, you must be signed up for electronic payment with the NYS Office of the Comptroller.

Signing up for electronic payment is done online, through the NYS Office of the State Comptroller Statewide Financial System’s Vendor Portal. The link to sign into the portal is provided here: [Vendor Self-Service Portal](#). Select the "Enroll in e-Payments (Direct Deposit)" link and follow the prompts to complete your enrollment.

Don't have an account? [Enroll in the Vendor Self-Service Portal](#)

Questions or help should be directed to the NYS Office of the State Comptroller Help Desk:
Telephone: 855-233-8363 or 518-457-7717
Email: [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov)
Fiscal Reimbursement

- All contracts are reimbursement based. All contract procurement policies must be followed, or reimbursements may be rejected.
- All expenditures must be in accordance with approved contract budget.
- Fiscal reporting should be submitted as projects are completed and paid for.
- Only costs incurred within the contract dates of September 1, 2021 to August 31, 2024 are eligible for reimbursement.
Quarterly Progress Reporting

Directly addresses the objectives, tasks and performance measures in the Work Plan.

Progress Reports are required from all grantees according to the schedule below:

- January 1 – March 31 period is due no later than April 30th
- April 1 – June 30 period is due no later than July 30th
- July 1 – September 30 period is due no later than October 30th
- October 1 – December 31 period is due no later January 30th
You cannot begin work on ANY equipment projects until your contract is EXECUTED AND FEMA has approved your EHP.

No changes can be made to your contract without PRIOR approval from FEMA/DHSES.

All equipment should be ordered, installed and paid for by 8/31/24; final vouchers must be submitted within 30 days after your contract end date.

You are required to provide quarterly reports in E-Grants.
Future Webinar Agenda

- Proper Procurement
- Fiscal Reporting
- Quarterly Progress Reporting