FY2021 Federal Nonprofit Security Grant Program (NSGP)
Agenda

I. Contracting Requirements
II. Allowable Costs
III. Investment Modifications – Changes in Scope or Objective
IV. Procurement: Fair and Open Competition
V. Equipment Management
VI. Internal Control and Grant Records
VII. Monitoring
VIII. Single Audit Requirement
IX. Reimbursement and Fiscal Reporting
X. Quarterly Progress Reports
XI. Key Points
XII. Questions
Contracting Requirements

• NYS DHSES will use the E-Grants System to generate and manage the contracting process.

• You must always 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 EHP and an executed contract with NYS DHSES.
  ➢ As a reminder, EHP documents and photographs are due no later than January 7th, 2022. If you have any questions, please reach out to your Grants Representative as soon as possible.

• All contracts are reimbursement based.

• Your contract with New York State will have the following contract dates:
  
  **September 1st, 2021 to August 31st, 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.
Allowable Costs

- **Equipment** - Allowable equipment is limited to select items in the following two categories of items on the Authorized Equipment List (AEL): Physical Security Enhancement Equipment (Category 14) and Inspection and Screening Systems (Category 15), and newly added this year, Portable Radios and Handheld or Mobile Public Address Systems.

- **Management & Administration (M&A)** - Allowable M&A costs are limited to: Hiring of full-time or part-time staff or contractors/consultants responsible for activities relating to the management and administration of NSGP funds or meeting-related expenses directly related to M&A of NSGP funds.

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

- **Exercises** - NSGP funding may be used for security related exercise costs related to planning, meeting space, and other meeting costs; facilitations costs; and/or materials, supplies and documentation.

- **Contracted Security** - Hiring of contracted security personnel is allowed under this program. Grantees may not use NSGP funding to hire full or part-time employees that will be placed on a nonprofit’s payroll.

- **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. Training also requires prior approval from DHSES.
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.
Allowable Costs Continued

Telecommunication/Physical Security Surveillance Equipment Restrictions

Effective August 13, 2020, FEMA recipients, subrecipients and their contractors and subcontractors are prohibited to obligate or expend federal funds on certain telecommunications products and contracting with certain entities for national security reasons. FEMA funds cannot be used to:

• Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services;
• Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services;
• Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services.

Covered telecommunications equipment or services means:

• Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
• For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
• Telecommunications or video surveillance services provided by such entities or using such equipment; or
• Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People’s Republic of China.
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. No After the Fact requests will be accepted.

• Any changes to the scope of the work or items in the budget must be identified as a need/vulnerability in the assessment uploaded at the time of the application.

• Any request for changes must fall within the Permissible Costs of the grant program and must include the following information:
  • 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 original 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 request must also address whether the proposed changes will impact its ability to complete the project within the award’s period of performance.
Procurement: Fair and Open Competition

Failure to follow the proper procurement policies as outlined in the contract will result in the reimbursement being rejected or costs being disallowed.
FY2021 Federal NSGP Grantee Orientation

Procurement: Fair and Open Competition Continued

From Appendix A-1 of your contract Section IV. Additional Contractor Obligations, Representations, and Warranties § S. Additional Terms (7)(f).

i. If the Grantee is eligible to purchase an item or service from a government contract or is able to purchase such item or service elsewhere at a lower than or equal price, then such purchase may be made immediately as outlined below.

ii. A Grantee may purchase any single piece of equipment, single service or multiples of each that cost up to $999 at its discretion.

iii. Before purchasing any piece of equipment, service or multiples of each that have an aggregate cost between $1,000 and $4,999, a Grantee must secure at least three telephone quotes and create a record for audit of such quotes.

iv. Before purchasing any piece of equipment, service or multiples of each that have an aggregate cost of between $5,000 and $9,999, the Grantee must secure at least three written quotes on a vendor’s stationery and maintain a record of the competitive procurement process for audit purposes.

v. A Grantee spending in aggregate of $10,000 and above must use a competitive bidding process. Guidance may be obtained from DHSES. At a minimum, the competitive bidding process must incorporate the following: open, fair advertisement of the opportunity to provide services; equal provision of information to all interested parties; reasonable deadlines; sealed bids (can be an e-mail that is retained until the pre-determined opening date) opened at one time before a committee who will certify the process; establishment of the methodology for evaluating bids before the bids are opened; and maintenance of a record of competitive procurement process.

A Grantee who proposes to purchase goods or services from a particular vendor without competitive bidding must obtain the prior written approval from DHSES. The request for approval must be in writing and set forth, at a minimum, a detailed justification for selection and the basis upon which the price was determined to be reasonable.
Procurement: Fair and Open Competition Continued

- Procurement policies and the requirements outlined in Appendix A-1 of your Contract must be followed to ensure all procurements are made in a fair and open manner.

- You should not engage any vendors until you have an executed contract. However, you can start researching vendors and products.

- Depending on specific costs, multiple quotes shall be obtained to ensure best value.

- Do not break projects (budget line in contract) into smaller pieces to circumvent the procurement rules.

- When procuring items and/or services using the competitive bidding process the goal is to receive at least three written bids of a high-quality project completed at a fair price. To achieve this goal, the invitation for bids can be solicited from an adequate number of sources once the Request for Proposal (RFP) has been advertised. Do not contact vendors before an RFP has been fairly advertised.

- Vendor evaluation - all bids received should be evaluated.
In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest. This applies to contractors that help an entity develop its grant application, project plans, or project budget. Example: Whoever completes your risk assessment or application cannot participate in the bidding process.

Using state or local geographic preferences in evaluating bids or proposals is prohibited!

Additionally, the following situations are considered to be restrictive of competition. These situations must be avoided:

- Requiring unnecessary experience
- Using brand names
- Allowing non-competitive pricing practices
- Using only contractors that are already on retainer
- Allowing organizational conflicts of interest
- Exhibiting arbitrary actions during the procurement process
Procurement: Fair and Open Competition Continued

Example/Template for Advertisement

“A nonprofit organization in ____ (your City) is seeking sealed bids for the sale and installation of security related enhancements. The project includes: (in general, list the equipment you wish to have installed, i.e.) installation of Closed-Circuit Television equipment. The selection criteria will be based on (include your selection criteria, i.e.) knowledge of surveillance and security, adherence to projected work schedule, prior experience, references, and cost. Specifications and bid requirements can be obtained by contacting us at ____________@gmail.com.” (*Use a generic e-mail address so you don’t attract unwanted attention).

“All interested firms will be required to sign for the proposal documents and provide a primary contact, telephone, and email address.

Bids will be accepted until ____ on _____________ and work is to commence by ________ 202_ and be completed by ________ 202_.” (*Your specified deadlines must be reasonable).
Venue: when soliciting competitive bids or offers, you are encouraged to utilize more than one form of media to attract qualified bidders or offerors. In addition to using your local newspaper, you may advertise in other newspapers and trade journals, and notices can be posted online.

Reasonable period of time: a minimum of 3 days is recommended as the intent of advertising is to promote open, fair advertisement of the opportunity to provide services.

✓ If a newspaper comes out once a week, that meets the 3-day requirement.

What is not appropriate?

➢ to special interest groups
➢ in religious periodicals
➢ in another language
➢ through internally generated mailings and publications

Advertising Only:
Procurement: Fair and Open Competition Continued
Evaluating the Bids

- Awards must be made in accordance with a pre-determined process - evaluation criteria and scoring methodology must be established before the bids are opened.

- The same information must be provided to all interested parties.

- You may award the contract to the lowest responsible bidder or on the basis of best value, which may include the following elements:
  - Cost
  - Experience/qualifications of vendor
  - References
  - Ability to conform with projected work schedule
  - Etc.

- Scoring methodology and bid evaluations must be in writing.

- Bid costs must be detailed item by item (not a lump sum amount).
The NYS Office of General Services (OGS) awards contracts on the basis of lowest price and/or on the basis of best value, to a responsive and responsible offer.

If you use a NYS OGS contract, you should demonstrate price reasonableness and ensure the best value by obtaining at a minimum three quotes/bids.

You must save a copy of a NYS OGS contract with your grant file for auditing and monitoring purposes. You must also keep copies of the OGS Award Notification, OGS vendor listing, and price list of the vendor selected.

NYS OGS contracts may:

- Reduce or eliminate the time required to research specifications
- Enhance and simplify the purchasing process
- Minimize the time required to identify responsible vendors
- Eliminate advertising expenses

To find out if you qualify to purchase from NYS OGS, go to: https://ogs.ny.gov/procurement/ogs-procurement-services-centralized-contract-eligibility-application and complete the form. You can also visit their website at: https://ogs.ny.gov/procurement/ogs-centralized-contracts.
If you are hiring a consultant, you must enter into a written agreement that should contain, at a minimum, the following information:

- The date the agreement was signed by both parties.
- Beginning and end date of the agreement.
- A detailed scope of the work to be done.
- Hourly rates (if applicable).
- Invoicing / billing information:
  - period being billed
  - details of work done – time and effort reports
  - hours being charged, etc.
Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place, at a minimum, must meet the following requirements:

**Property records**: 2 CFR Part 200 §200.313 (4)(d)(1) requires subrecipients to maintain equipment property records.

**Elements of a property record:**

1. Description of the property;
2. Serial number or other identification number;
3. The source of property (specify each funding source used to purchase equipment, including year, ex. UASI 2020);
4. Who holds title (ownership, ex. Organization/Agency or specific implementing agency);
5. The acquisition date;
6. Cost of property;
7. Percentage of Federal participation in the property (% paid from each specific grant);
8. Location of Equipment;
9. Use and condition of the property (ex. new, good, poor)
10. Disposition Data:
    1. Date of disposition (disposed or sold)
    2. Sale price of property
11. Physical inventory completion date.
### Definitions for Clarification Purposes:

1. **Description of the Property.**
2. **Serial Number or Identification Number.** This can be a unique inventory tag number assigned by your organization.
3. **The Source of Funding for the Property.** Specify each funding source used to purchase equipment, including the year. For example: SHSP 2016 or specify DHSES contract number.
4. **Who Holds Title.** The owner, for example: County or specific implementing agency. Per the CFR, title to equipment acquired under a Federal award, will vest upon acquisition in the non-Federal entity.
5. **Acquisition Date.** Typically the date the item is recorded as being received.
6. **Cost of the Property.** The purchase price.
7. **Percentage of Federal Participation in the Property.** The percentage of funding paid from each specific funding source used to purchase the item. For example: 80% SHSP 2016/20% SLETPP or 50% EMPG 2016/50% Local revenue, or 100% SHSP.
8. **Location of Equipment.** The location where the equipment is stored.
9. **Use and Condition of the Property.** For example, new, good, poor...
10. **Disposition Data.** Date the property was disposed of or sold, sale price/proceeds from sale, and any other relevant disposal information.
11. **Physical Inventory Completion Date.** Conduct a physical inventory and document at least once every two years.

### Sample Template for Equipment/Property Records

- **Physical Inventory Completion Date:** Conduct a physical inventory and document at least once every two years.

### Definitions for Clarification Purposes:

- Equipment: Tangible personal property (including information technology systems) having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity (state, local government, Indian Tribe, institution of higher education (IHE), or nonprofit organization) for financial statement purposes, or $5,000.

- 2 CFR Part 200 §200.313(4)(d)(1) requires that subrecipients maintain property records for equipment that includes: a description of the property, a serial number or other identification number, the source of funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

- Additionally, 2 CFR Part 200 §200.313(4)(d)(2) requires a physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

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**Sample copy can be obtained at:**
http://www.dhses.ny.gov/grants/fmu.cfm#resources
Equipment Management Continued

Additional Requirements

• **A physical inventory** of the property must be taken, and the results reconciled with the property records at least once every two years.

• **A control system** must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft needs to be reported to DHSES as soon as possible.

• **Adequate maintenance procedures** must be developed to keep the property in good condition.
Internal Control and Grant Records

As per Appendix A-1 of the Contract, your organization will need to establish and maintain, in paper or electronic form, internal grant procedures, complete and accurate books, documents, receipts, accounts, and other evidence directly related to its performance under the Contract (collectively, Records). Such Records may include, but are not limited to the following:

- Fiscal Cost Reports (FCR’s) and Detailed Itemization Forms (DIF’s).
- Procurement procedures and files (competitive bid documentation) - notice of invitation to bid, copies of advertisements, bidders list, methodology to score bids (selection process), proposals from bidders, notice of selection of winning bid, record of phone quotes or written vendor quotes, contract, purchase orders, and cost/price analysis. For NYS OGS contract – OGS Award Notification, OGS vendor listing, and price list of the vendor selected.
- Consultant agreement and time and effort reports.
- Receiving or packing slips and invoices (to support date ordered/received on the DIF).
- Billing information and payments (invoices and copies of cancelled checks/cleared EFTs).
- Equipment property record system report by grant.
- Schematics/blueprints for alterations and renovations (if applicable).
<table>
<thead>
<tr>
<th>Monitoring</th>
<th>Auditing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring is an ongoing review of our subrecipients’ projects and records throughout the performance period of the awards to ensure compliance with federal and state regulations and DHSES Contract.</td>
<td>Auditing is a periodic financial/programmatic review by an outside/independent body, such as NYS Office of the State Comptroller, pertinent state and federal agencies, and other designated entities to ensure compliance with federal and state guidelines.</td>
</tr>
</tbody>
</table>
Monitoring Continued

Common Observations from DHSES Grant Program Administration Monitoring Visits:

Internal Control Issues:

- Lack of written internal grant management procedures.

- Lack of documentation to support Purchase Order (PO) Dates / Received Dates on Detailed Itemization Form (DIF).

- Missing cancelled checks or cleared Electronic Funds Transfer (EFTs).

- Equipment not installed and operational after the award was closed.

- Inadequate information and insufficient details on invoices.
Monitoring Continued

Common Observations from DHSES Grant Program Administration Monitoring Visits:

Procurement:

- RFP not advertised (when procuring items and/or services using the competitive bidding process the RFP must be advertised).

- One bid received in response to newspaper ad, but no other vendors were solicited/contacted to determine price reasonableness (at least three bids needed).

- Bids / proposals received in response to an ad that was posted for a previous grant, and now used for current award (a new ad should have been posted for the new award).

- Vendor evaluation - four bids were received, but only two bids were considered for evaluation (all bids should have been evaluated).
Single Audit Requirement

2 CFR section 200.501 (b) - Single Audit Requirement / Certification Form

• A sub-recipient which expends $750,000 or more during its fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 except when it elects to have a program-specific audit conducted. Further, 2 CFR §200.512 requires the audit be submitted within the earlier of 30 calendar days after receipt of the auditor’s report(s), or nine months after the end of the audit period.

• Depending on the dollar amount of all federal funds expended during your fiscal year, either a single audit report or a single audit certification form claiming exemption must be submitted to DHSES. Reminder letters (which will include the single audit certification form) will periodically be sent from the DHSES Grants Program Administration Unit to remind subrecipients that either a single audit report or certification form claiming exemption may be due.

• A signed and dated copy of the single audit certification form may be submitted by mail, e-mail, or fax. This is a required action for any organization receiving federal funds.

• The Single Audit Certification Form can be found at: https://www.dhses.ny.gov/single-audit-certification-form.

• Questions on the form should be directed to fmu@dhses.ny.gov.
Single Audit Certification Form:

- Should be filled out by a fiscal officer or a person with sufficient knowledge about your organization’s fiscal year and spending levels.
- Fill out and return this form. Select the appropriate box to declare that your organization is either subject to or exempt from the Single Audit Requirement.
Single Audit Reminder Notice:

- Be sure to provide a current email address, so it reaches the right person on time.
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
Reimbursement and Fiscal Reporting Continued

- Remember, this is a **reimbursement-based contract**. You must first outlay your funds prior to seeking reimbursement for your expenses.
- Down payments, as a stand-alone item, are not reimbursable UNTIL the work for which the down payment was made is completed.
- Reimbursement paperwork can be sent to your Grants Representative as each individual project has been completed and paid for.
- You can download a copy of all the necessary forms at: [https://www.dhsses.ny.gov/grant-reporting-forms](https://www.dhsses.ny.gov/grant-reporting-forms).
- There are three forms that MUST be submitted every time you seek reimbursement:
  1. State Aid Voucher;
  2. Fiscal Cost Report (FCR);
  3. Detailed Itemization of Non-Personal Service Expenditures (DIF) - either “Equipment” or other appropriate form.
- Invoices, Consultant Agreements, and proof of payments (ex: cancelled checks, or EFT verification) are also required, and need to be submitted with the forms above.
- All forms must be signed and sent to your Grants Representative.
## Reimbursement and Fiscal Reporting Continued

**Voucher No.:**

1. **By:**
   - **Check if Continuation form is attached:**

<table>
<thead>
<tr>
<th>City (Limit to 20 spaces)</th>
<th>State Aid Program or Applicable Statute:</th>
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<tr>
<td><em>Anywhere</em></td>
<td><em>State</em></td>
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<tr>
<th>Date Paid</th>
<th>Check or Voucher No.</th>
<th>Description of Charges (if Personal Service, show name, title, period covered)</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td><em>Total</em></td>
<td><strong>$50,000.00</strong></td>
<td>Expenses incurred per Contract # C123300X</td>
<td></td>
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**State Aid Program or Applicable Statute:**

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<tr>
<th>FY2021 Federal NSGP Grantee Orientation</th>
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**Expenses incurred per Contract # C123300X**

**Signature of fiscal officer, organization name and address:**

**Notation you would like put in memo line of reimbursement check:**

**Dollar amount you are requesting for reimbursement:**

**Employee Identification Number**

**Your organization’s name and address**

**Put this PHRASE and insert your contract number**
December 13, 2021

<table>
<thead>
<tr>
<th>FISCAL COST REPORT</th>
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<tbody>
<tr>
<td><strong>Categories</strong></td>
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</tr>
<tr>
<td>A. PERSONNEL</td>
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<tr>
<td>B. FRINGE BENEFITS</td>
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<tr>
<td>C. CONSULTANTS</td>
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<tr>
<td>D. EQUIPMENT</td>
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<tr>
<td>E. SUPPLIES</td>
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<td>F. TRAVEL</td>
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<td>G. RENT</td>
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<td>H. ALT &amp; RENOVATIONS</td>
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<tr>
<td>I. ALL OTHER</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

**12. CASH REQUEST**

Certificate

I certify that this report, schedule, and the expenses for which payment is requested are true, correct, and complete and were made in accordance with the appropriate Federal and State Rules and Regulations governing the pertinent grants and that:

1. The goods, services and costs listed are necessary for and are to be used solely for the purpose specified in the contract for this project and;
2. These costs being reimbursed are not duplicative of expenditures claimed on any other grants or other sources of available funds.

I, [Name], [Title], hereby certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or other offense (See U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

[Signature]  (Date)

**DHSES USE ONLY**

- **D. EQUIPMENT**
- **E. SUPPLIES**
- **F. TRAVEL**
- **G. RENT**
- **H. ALT & RENOVATIONS**
- **I. ALL OTHER**

**13. Interest Earned - Advanced Funds**

$0.00

**DHSES FISCAL OFFICE: ___ Approved ___ Rejected**

[Signature]  (Date)

**Homeland Security and Emergency Services**

[Street Address]  [City, State ZIP]

[Phone Number]

[Date]
All fields must be completed in order to ensure prompt payment.

The Date Ordered and Date Received MUST be within the contract period and must be reflected on the form.

The amount listed at the bottom, under Total, is the same amount that should be reflected on the FCR and Voucher.

Serial numbers for equipment that is $5,000 or more are required. If multiple like items are being reported, simply state “see attached” in the space and attach a list of items and their serial numbers.

You must select the method of procurement from the drop-down list.

Don’t forget to sign both box #9 and #10 on the Equipment Detailed Itemization Form.
Reimbursement and Fiscal Reporting Continued

Detailed Itemization Form Description

In the boxes labeled:

8a. *This does not apply to the NSGP grant program - please skip.

8b. Provide the description of the purchased items (using the correct category of the contract budget).

8c. Total number of items as they appear on the invoice.

8d. Date the equipment was ordered.

8e. Date the equipment was received.

8f. Serial numbers or other unique id # as they appear on each item (required for any single item over $5,000).

8g. Check number for each purchase made. One check may be valid for more than one item or set of items.

8h. Name of the payee as it appears on each check listed.

8i. Amount charged to the grant.

8j-8k. *These do not apply to the NSGP grant program - please skip.

8L. You must select the method of procurement from the dropdown list.

9-10. Both boxes need an original signature.
Reimbursement and Fiscal Reporting Continued

Fiscal Reimbursement Tips

• All expenditures must be in accordance with approved contract budget.
• Any changes to the budget MUST be pre-approved through your Grants Representative before procurement can take place.
• The Date Ordered and Date Received MUST be within the contract period and must be reflected on the Detailed Itemization Forms (DIF).
• Fiscal reporting should be submitted as projects are completed and paid for.
• Be mindful that the amount listed at the bottom of each DIF, under Total, is the same amount that is reflected on the FCR and Voucher.
• It is recommended that you send all fiscal forms to your Grants Representative for review before signing.
Quarterly Progress Reports

- 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
• Log into DHSES E-Grants system and open your project
• Click in the left-hand frame the word “Progress”
Click the “New” button to open a new progress report.

Previously submitted progress reports will also be listed.
Fill in the following fields:

- Reporting period and report year (drop down fields)
- Person submitting report
- Remarks - Please provide a brief summary of the grant related progress from the quarter. *See the bullet below.
- Click “SAVE”

*If you have no activity to report*, check the “No Activity this Quarter” box (circled in red) and provide further explanation in the “Remarks” box indicating why there was no activity (i.e. waiting for EHP approval, organization was closed due to COVID-19, etc.)
To select the Performance Measure, click the blue number.

Click on Workplan Outcomes to report on the Performance Measures. The Project Goal, Tasks, and Performance Measures are pre-filled from your contract.
Record the information in Outcome Indicator field. If there are any problems or delays to report, please document them in the Unanticipated Outcome box.

*Click Save.*

When all the information has been entered, click the *Submit* button in the left side frame of the screen. Click the *OK* button in the dialog box to confirm that this progress report is to be submitted.

*Please note, once the Progress Report is submitted, no changes can be made.*
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**.

Failure to follow all the proper procurement policies, as outlined in the contract, will result in the reimbursement being rejected or costs being disallowed.

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

You are required to provide quarterly reports in E-Grants.
Questions?

Please type your questions into the “Chat” function.