FY2022 Federal Nonprofit Security Grant Program (NSGP)
FY2022 Federal NSGP Grantee Orientation

Agenda

I. Overview
II. Contracting Requirements
III. Electronic Signature Process
IV. Environmental Planning and Historic Preservation (EHP) Requirement
V. Electronic Payment - Statewide Financial System
VI. Fiscal Reimbursement
VII. Quarterly Progress Reporting
VIII. Key Points
IX. Future Webinar Agenda
X. Questions
Overview

The FY2022 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.
Contracting Requirements

Requirement to obtain a UEI number

- You are required to provide a current and valid Unique Entity Identifier (UEI) obtained via the System for Award Management (SAM).

- If a Unique Entity Identifier (UEI) number was not provided in the FY2022 Nonprofit Security Grant Program (NSGP) application, one must be provided prior to being awarded funds.

- To learn more about UEI numbers or to request to be assigned a required UEI number, please visit: https://sam.gov/content/duns-uei

- Once you have obtained your UEI number, please send to Grant.Info@dhses.ny.gov.

- **If a current and valid UEI is not provided to DHSES, you will not be awarded funding.**
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 online Vendor Responsibility Questionnaire must be completed. The questionnaire must be completed online in the VendRep system maintained by the NYS Office of the State Comptroller.

- If an online questionnaire already exists for your organization, it must be updated with any changes that have occurred since your last submission and must have a recent certification.

- Email your Grants Representative when this has been completed.

- The link to sign in or enroll in the portal is provided here: NYS OSC VendRep System.
Contracting Requirements Continued

- 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 1st, 2022 to August 31st, 2025**

- **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.
**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 our application for funding for Project HSXX-1000-D00.

Please access the DHSES E-Grants system to review the contract terms and complete your local acceptance of the grant. Due to the compressed timeframe for the grant, we are requiring you to accept the contract within two weeks. You may open 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.

[https://grants.dhse.ny.gov/NYSOHGMS//Accessnotice.isp?ProjectID_HSXX-1000-D00](https://grants.dhse.ny.gov/NYSOHGMS//Accessnotice.isp?ProjectID_HSXX-1000-D00)

If you have any questions, please contact DHSES E-Grants Help at (866) 837-9133 or at grant.info@dhse.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's 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 final *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.
Electronic Signature Process Continued

When the contract is Executed, the Primary and Signatory contact listed in E-Grants will receive an email stating the contract has been executed.
Environmental Planning and Historic Preservation (EHP) Requirements

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.
SECTION A. PROJECT INFORMATION
DHS Grant Award Number: EMW-2022-UA-00059
Grant Program: 2022 NSGP
Grantee: NYS Division of Homeland Security and Emergency Services
Grantee POC: 
Mailing Address: 1220 Washington Avenue, Bldg. 7-A, Albany NY 12242
E-Mail: grant.info@dhses.ny.gov
Sub-Grantee: 
Sub-Grantee POC: 
Mailing Address: 
E-Mail: 
Estimated cost of project: 

Project title: 
Project location (physical address or latitude-longitude): This is the actual street location(s) of the facility where target hardening activities will occur, not the business mailing address if it is different. See Appendix A – EHP Instructional Assistance for Nonprofits for more information.

Project Description: Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site.

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.
SECTION B. PROJECT TYPE

Parts 1 and 3 are the only two areas that you will have to address.

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. □ Purchase of equipment. Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.

2. □ Training and exercises. Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.

3. □ Renovations/upgrades/modifications or physical security enhancements to existing structures. Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing, access control for an area, building, or room; billiards; motion detection systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.

4. □ Generator installation. Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.

5. □ New construction/addition. Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.

6. □ Communication towers, antennas, and related equipment. Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.8.

7. □ Other. Projects that do not fit in any of the categories listed above. Complete Section C.7.

FY2022 Federal NSGP Grantee Orientation

EHP Screening Form Continued

Check both boxes, 1 and 3
SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

☐ Purchase of equipment. If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.
   a. Specify the equipment and the quantity of each:
   b. Provide the Authorized Equipment List (AEL) number(s) (if known):
   c. Complete Section D.

☐ Training and exercises. If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.
   a. Describe the scope of the proposed training or exercise (purpose, materials, and type of activities required):
   b. Provide the location of the training (physical address or latitude-longitude):
   c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? □ Yes □ No
      • If yes, provide the name of the facility and the facility point of contact (name, telephone number, and email address):
      • If no, provide narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude-longitude coordinates):
      • Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities and equipment used, number of participants, or type of activities? □ Yes □ No
      • If yes, explain any differences between the proposed activity and those that were approved in the past, and reason(s) for the change in scope(s):
      • If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date):
      • Would any equipment or structures need to be installed to facilitate training?
      • If yes, complete Section D

☐ Renovations/Upgrades/Modifications, or physical security enhancements to existing structures. If so, Complete Section D.

EHP Screening Form Continued

Complete question 1- by specifying the equipment to be purchased and the quantity of each.

Check box 3 and skip to section D.
EHP Screening Form Continued

All parts of Section D must be completed.
Check each required photograph box and additional boxes if they apply to your organization.
EHP Screening Form Continued

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP 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 EHP submission. The following pages provide examples of best practices used in earlier EHP 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 photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, 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 2 pictures per page.
3. Compressing pictures files (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 EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP 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, 3 of x, etc.

Options for Creating Photographs

1. Obtain an aerial photo. 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 (e.g., fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify 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 EHP screening form. Include this file with the EHP screening when submitting the project.
Labeled color ground level photos of the project site:

ABC Organization, Main Street, Anytown, NY

Make sure to label ALL of your photos with the name and address of the facility.

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

ABC Organization, Main Street, Anytown, NY
EHP Screening Form 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.

ABC Organization, Main Street, Anytown, NY

ABC Organization, Main Street, Anytown, NY
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 January 6th, 2023.

- DHSES will send out EHP documentation for you to complete. E-mail the completed form(s), photographs, etc. to your Grant Representative by January 6th, 2023. 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.
Electronc 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
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, 2022 to August 31, 2025 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
Key Points

- 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 8/31/25; 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

- Contracting Requirements: Accessing your awarded funds
- Investment Modifications: Changes in Scope or Objective
- Proper Procurement: Fair and Open Competition
- Fiscal Reporting: Reimbursement and required documentation
- Quarterly Progress Reporting: Full tutorial