



**Homeland Security  
and Emergency Services**

# **FY2022 Federal Nonprofit Security Grant Program (NSGP)**

**November 25, 2022**

## 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



# FY2022 Federal NSGP Grantee Orientation

## 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.

## FY2022 Federal NSGP Grantee Orientation

### **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](mailto:Grant.Info@dhses.ny.gov).
- **If a current and valid UEI is not provided to DHSES, you will not be awarded funding.**

# FY2022 Federal NSGP Grantee Orientation

## Contracting Requirements Continued

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.



## FY2022 Federal NSGP Grantee Orientation

### 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](#).



## FY2022 Federal NSGP Grantee Orientation

### 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 1<sup>st</sup>, 2022 to August 31<sup>st</sup>, 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.



# FY2022 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 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.dhSES.ny.gov/NYSOHS\\_GMS//Accessnotice.jsp?ProjectID\\_HSXX-1000-D00](https://grants.dhSES.ny.gov/NYSOHS_GMS//Accessnotice.jsp?ProjectID_HSXX-1000-D00)



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

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

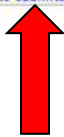
When the contract is ready to be E-Signed, the Primary and Signatory contact listed in E-Grants will receive an email stating the contract is ready for signature. Contracts need to be E-signed within two weeks of receipt.



## FY2022 Federal NSGP Grantee Orientation

## Electronic Signature Process Continued

Home Open	Participant: WM11111							
	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Conditions	Acceptance
	Contract		Descriptors		Tracking		Review	Activity Log
Go to Attachment Award Progress Site Review Financial Property Audit	Award Number - WM11111							
	Funding Program - Homeland Security Non-Profit Grant							
	The following Award Conditions must be certified.							
	Type	Condition Item	Comments	Certified by	Certified Date			
	Special	Subrecipient is prohibited from spending any grant funds until this grant contract is fully executed...	None					
	Special	Documents Required to be Kept on File Subrecipient shall keep an agenda and meeting minutes on...	None					
	Special	Equipment Purchases Equipment purchased with grant funds must fall within the allowable equipm...	None					
Reports Application Deficiency Draft Contract	Special	Training Related Activities All training related activities funded by this grant must conform ...	None					
	Special	Exercise Related Activities All exercises conducted must be managed and executed in accor...	None					
Help Logout	Special	EHP Requirements Subrecipients shall comply with all applicable Federal, State, and local env...	None					
	Special	Fiscal Reimbursement Documentation In addition to submitting the fiscal documentation as...	None					
Login ID: vbloomer								
4.3.19								



There are seven special conditions that you need to certify.

Click on the *Condition Item* in blue.



## FY2022 Federal NSGP Grantee Orientation

## Electronic Signature Process Continued

Project **Participant: Test County**


General	Participants	Work Plan	Budget	Funding Allocation	Questions	Conditions	Acceptance
Contract	Descriptors	Tracking	Review	Activity Log			

Award Condition Type: Special

Subject:  
Subrecipient is prohibited from spending any grant funds until this grant contract is fully executed by the Office of the State Comptroller.

Funds must be used in accordance with the guidelines set forth in the Urban Area Security Initiative (UASI) Nonprofit Security Grant Program (NSGP) Notice of Funding Opportunity (NOFO). All training conducted and/or equipment purchased with NSGP funds must support the goals set forth in the subrecipient's approved investment justifications.

Comments:  
Press the **Certify Condition** button to indicate that you agree with the Condition statement and to Electronically Certify the Condition.



Home  
Open  
Save

Go to  
Attachment  
Award  
Progress  
Site Review  
Financial  
Property  
Audit

Reports  
Application  
Deficiency  
Draft Contract

Help  
Logout

Login ID:  
vbloomer

4.3.10

The screen will refresh with the Special Condition. After you have read and acknowledged the Special Condition, click on the *Certify Condition* button.

## FY2022 Federal NSGP Grantee Orientation

## Electronic Signature Process Continued

Project		Participant: Test Non-Profit Grant							
Home Open		General	Participants	Work Plan	Budget	Funding Allocation	Questions	Conditions	Acceptance
Go to Attachment Progress Site Review Financial Property	Award Number - WM11111								
	Funding Program - Homeland Security Non-Profit Grant The following Award Conditions must be certified.								
Reports Application Deficiency Draft Contract	Special	Subrecipient is prohibited from spending any grant funds until this grant contract is fully executed...	None	Test Signatory2	09/05/2019				
	Special	Documents Required to be Kept on File	None						
	Special	Subrecipient shall keep an agenda and meeting minutes on...	None						
	Special	Equipment Purchases	None						
	Special	Equipment purchased with grant funds must fall within the allowable equipm...	None						
	Special	Training Related Activities	None						
	Special	All training related activities funded by this grant must conform ...	None						
Help Logout	Special	Exercise Related Activities	None						
	Special	All exercises conducted must be managed and executed in accor...	None						
Login ID: tsignatory2	Special	EHP Requirements	None						
	Special	Subrecipients shall comply with all applicable Federal, State, and local envi... Fiscal Reimbursement Documentation	None						
4.3.19	Special	In addition to submitting the fiscal documentation as ...	None						

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.



# FY2022 Federal NSGP Grantee Orientation

## Electronic Signature Process Continued

Project		Participant: <b>Test County</b>						<b>Acceptance</b>	
Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Conditions	<b>Acceptance</b>	
The following Assurances must be certified before the Project can be submitted.									
Go to Attachment Progress Site Review Financial Property	# Assurance							Certified by	Certified Date
	DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES Grant Assurances and Certifications for Federally-Funded Grants 1 The certifications herein shall be treated as a material representation of fact upon which reliance will be placed when the State of New York and/or the Federal Emergency Management Agency (FEMA) or U.S. Department of Transportation (DOT) determines to award the cove							Tester Grantee	06/05/2017
The following Appendices must be certified before the Project can be E-Signed.									
Reports Application Deficiency Draft Contract	# Appendix							Certified by	Certified Date
	NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES GRANT CONTRACT 2 APPENDIX A-1								
Help Logout	The Contract is hereby made by and between the State of New York, acting by and through the New York State Division of Homeland Security and Emergency Services (DHSES or State Agency) and the public or private entity ('Contractor' or 'Subrecipient') identified on the face								
Login ID: tsignatory2	APPENDIX C								
4.3.10	PAYMENT AND REPORTING SCHEDULE								
	For All Contractors: 3 I. PAYMENT PROVISIONS 1. In full consideration of contract services to be performed, DHSES agrees to pay and the Contractor agrees to accept a sum not to exceed the amount noted on the Face Page hereof. All payments shall be in accordance with the budget contained in the applicable Attachment B for								
<input type="button" value="Decline"/>									

Listed under the *Acceptance* tab are the Appendices to your Contract.

Click on each Appendix, read and certify each of them.



## FY2022 Federal NSGP Grantee Orientation

## Electronic Signature Process Continued

Project		Participant: Test County							
Home Open		General	Participants	Work Plan	Budget	Funding Allocation	Questions	Conditions	Acceptance
		The following Assurances must be certified before the Project can be submitted.							
Go to Attachment Progress Site Review Financial Property		<b>Assurance</b> DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES Grant Assurances and Certifications for Federally-Funded Grants 1 The certifications herein shall be treated as a material representation of fact upon which reliance will be placed when the State of New York and/or the Federal Emergency Management Agency (FEMA) or U.S. Department of Transportation (DOT) determines to award the cove						Certified by	Certified Date
								Tester Grantee	06/05/2017
Reports Application Deficiency Draft Contract		The following Appendices must be certified before the Project can be E-Signed.							
Help Logout		<b>Appendix</b> NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES GRANT CONTRACT 2 APPENDIX A-1						Certified by	Certified Date
Login ID: tsignatory2		The Contract is hereby made by and between the State of New York, acting by and through the New York State Division of Homeland Security and Emergency Services (DHSES or State Agency) and the public or private entity ("Contractor" or "Subrecipient") identified on the face APPENDIX C PAYMENT AND REPORTING SCHEDULE						Test Signatory2	08/24/2017
4.3.10		For All Contractors: 3 1. PAYMENT PROVISIONS 1. In full consideration of contract services to be performed, DHSES agrees to pay and the Contractor agrees to accept a sum not to exceed the amount noted on the Face Page hereof. All payments shall be in accordance with the budget contained in the applicable Attachment B for						Test Signatory2	08/24/2017
		<input type="button" value="E-Sign"/> <input type="button" value="Decline"/>							

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.



## FY2022 Federal NSGP Grantee Orientation

## Electronic Signature Process Continued

Project **Participant:** Test County

Home Open Locked	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Conditions	Acceptance
------------------------	---------	--------------	-----------	--------	--------------------	-----------	------------	------------

Certify the E-Signature statement.

**E-Signature**  
By clicking the ESign button below, I certify that I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, and as such I have the authority to enter into a formal contractual agreement on behalf of this governmental entity, agency or organization (Grantee), and I have the authority to make the assurances set forth

Check this box to indicate that you agree with the E-Signature statement and press the E-Sign button to electronically sign the Contract.

(Your User Profile must have the Signatory Role to E-Sign the Contract)

Go to  
Attachment  
Progress  
Site Review  
Financial  
Property

Report  
Application  
Deficiency  
Draft Contract

Help  
Logout

Login ID:  
tsignatory2

4.3.10

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.

# FY2022 Federal NSGP Grantee Orientation

## Electronic Signature Process Continued

Project		Participant: Test County							
Home Open		General	Participants	Work Plan	Budget	Funding Allocation	Questions	Conditions	Acceptance
		The following Assurances must be certified before the Project can be submitted.							
Go to Attachment Progress Site Review Financial Property	#Assurance							Certified by	Certified Date
	1	DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES Grant Assurances and Certifications for Federally-Funded Grants  The certifications herein shall be treated as a material representation of fact upon which reliance will be placed when the State of New York and/or the Federal Emergency Management Agency (FEMA) or U.S. Department of Transportation (DOT) determines to award the cove						Tester Grantee	08/05/2017
		The following Appendices must be certified before the Project can be E-Signed.							
Reports Application Deficiency Draft Contract	#Appendix							Certified by	Certified Date
	2	NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES GRANT CONTRACT  APPENDIX A-1						Test Signatory2	08/24/2017
Help Logout	The Contract is hereby made by and between the State of New York, acting by and through the New York State Division of Homeland Security and Emergency Services (DHSES or State Agency) and the public or private entity ('Contractor' or 'Subrecipient') identified on the face								
Login ID: tsignatory2	APPENDIX C								
4.3.10	PAYMENT AND REPORTING SCHEDULE								
	For All Contractors:								
	I. PAYMENT PROVISIONS								
	1. In full consideration of contract services to be performed, DHSES agrees to pay and the Contractor agrees to accept a sum not to exceed the amount noted on the Face Page hereof. All payments shall be in accordance with the budget contained in the applicable Attachment B for						Test Signatory2	08/24/2017	
		The contract has been electronically signed by Test Signatory2 on 08/24/2017.							

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.



# FY2022 Federal NSGP Grantee Orientation

## Electronic Signature Process Continued

**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, FYXX NSGP) was fully executed on XX/XX/XXXX.

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 or financial 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 C.F.R. Part 201. 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 audit report to DHSES. Information regarding this requirement is available at <http://www.dhSES.ny.gov/grants/>. For federal subawards, a copy of the federal award document to the NYS 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.



## FY2022 Federal NSGP Grantee Orientation

### 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



## FY2022 Federal NSGP Grantee Orientation

### 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.

# FY2022 Federal NSGP Grantee Orientation

## 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: \_\_\_\_\_

← Grantee name, address and point of contact

← Grant Amount

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:

## 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.



Homeland Security and Emergency Services

## FY2022 Federal NSGP Grantee Orientation

**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; bollards; motion detection systems; alarm 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.6.
7.  **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

**EHP Screening Form Continued**

Check both boxes, 1 and 3



## FY2022 Federal NSGP Grantee Orientation

## SECTION C. PROJECT TYPE DETAILS

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

1.  **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): \_\_\_\_\_  
[Refer to your E-Grants budget for AEL numbers](#)
- c. Complete Section D.
2.  **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 e-mail address): \_\_\_\_\_
- If no, provide a 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/land used, materials or equipment used, number of participants, or type of activities? \_\_\_\_\_
- If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: \_\_\_\_\_
- If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): \_\_\_\_\_
- d. Would any equipment or structures need to be installed to facilitate training? \_\_\_\_\_
- If yes, complete Section D
3.  **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.



## FY2022 Federal NSGP Grantee Orientation

## EHP Screening Form Continued



All parts of Section D must be completed.

**SECTION D. PROJECT DETAILS** - Answer all of the questions in this section  
Complete all of the information requested below.

1.  **Project Installation**

a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:  
\_\_\_\_\_

b. Would ground disturbance be required to complete the project or training?  Yes  No

• If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12' x 500' x 18' deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):  
\_\_\_\_\_

Ground disturbance has the potential to disturb archaeological resources. Hence, a description of the length, depth, and width of soil disturbance is of particular interest to EHP reviewers.

• If yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development): \_\_\_\_\_

c. Would the equipment use the existing infrastructure for electrical distribution systems?  Yes  No

• If no, describe power source and detail its installation at the site: \_\_\_\_\_

2.  **Age of structure/building at project site**

a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built: \_\_\_\_\_  
See Appendix A - EHP Instructional Assistance for Nonprofits for more information.

• If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s): \_\_\_\_\_

b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area?  Yes  No

• If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map: \_\_\_\_\_

c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nhrp.focus.nps.gov/>  Yes  No

• If yes, identify the name of the historic property, site and/or district and the National Register document number: \_\_\_\_\_



# FY2022 Federal NSGP Grantee Orientation

3.  Site photographs, maps and drawings

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

*Aerial and ground-level color photographs provide context and clarity for EHP reviewers. Photographs also allow reviewers to assess the environmental and historic resources on-site and in the area surrounding the proposed project. Refer to Appendix A - EHP Instructional Assistance for Nonprofits for additional information and examples for submitting photographs.*

- Labeled, color, ground-level photographs of the project site:  Required
- Labeled, color photograph of each location where equipment would be attached to a building or structure:  Required
- Labeled, color aerial photographs of the project site:  Required
- Labeled, color aerial photographs that show the extent of ground disturbance (if applicable):  Attached
- Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old):  Attached

b. Are there technical drawings or site plans available?  Yes  No

- If yes, attach:  Attached

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

4.  Environmental documentation *(This section does not apply to NFP grantees)*

a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)?  Yes  No

- If yes, attach documentation with this form:  Attached

b. Is there any previously 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

- If yes, attach documentation with this form:  Attached

c. Was a NEPA document prepared for this project?  Yes  No

d. If yes, what was the decision? (Check one, and please attach):

- Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or
- Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency: \_\_\_\_\_

Date Attached: \_\_\_\_\_

## EHP Screening Form Continued



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



## FY2022 Federal NSGP Grantee Orientation

## 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)<sup>1</sup> 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, . . . x of x.

## 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.<sup>1</sup> 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, 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.

## Appendix A. Supporting Photographs for EHP Grant Submissions

## 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 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear 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.

# FY2022 Federal NSGP Grantee Orientation

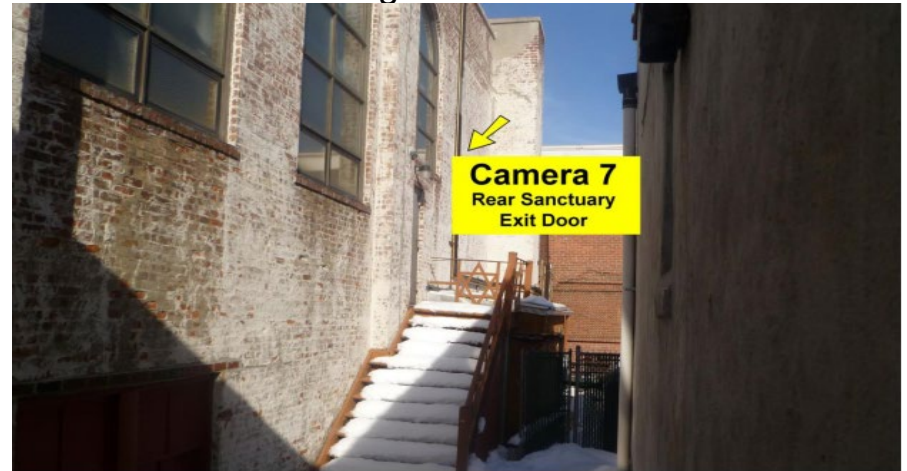
## EHP Screening Form Continued

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.

# FY2022 Federal NSGP Grantee Orientation

## EHP Screening Form Continued

Labeled **color** photographs of any equipment to be replaced:



Door to sanctuary to be replaced

ABC Organization, Main Street, Anytown, NY

Labeled **color** aerial photograph:



ABC Organization, Main Street, Anytown, NY

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



## FY2022 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 **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.



## FY2022 Federal NSGP Grantee Orientation

### 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)

## FY2022 Federal NSGP Grantee Orientation

### 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.



# FY2022 Federal NSGP Grantee Orientation

## 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 30<sup>th</sup>**
- **April 1 – June 30 period is due no later than July 30<sup>th</sup>**
- **July 1 – September 30 period is due no later than October 30<sup>th</sup>**
- **October 1 – December 31 period is due no later January 30<sup>th</sup>**



# FY2022 Federal NSGP Grantee Orientation

## 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.



## FY2022 Federal NSGP Grantee Orientation

### 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

