

Changes to Scope of Work and Budget Reallocations

Any changes to the scope of the work or budget requires prior approval from DHSES and/or FEMA.



Amending NSGP-NSS Contracts



Amendments requesting new projects will not be approved unless all outlined projects in the original contracts have been completed and there is remaining money in the budget.

Changes to Scope of Work and/or Budget Reallocations



Budget Reallocation Request



Request to move money from one budget category to another existing budget category.



Request is submitted to DHSES Contract Representative and approved by DHSES.



DHSES will need confirmation the organization is Prequalified in NYS SFS.



May require updated NYS Disability Insurance and Worker's Compensation Insurance Certificates and confirmation the Vendor Responsibility Questionnaire has been recertified.



Budget Reallocation Request Sample

Include what you would like to change in your contract and the justification for the change.

Include a statement confirming the projects will be completed within the performance period of the contract.

Subject: ABC Organization FY2024 NSGP-NSS C123456 Amendment Request

Dear DHSES Contract Representative,

ABC Organization would like to reallocate the budget for our awarded FY2024 NSGP-NSS Grant (C123456). We would like to reduce the amount for Windows and reallocate this reduction to impact resistant doors. We have received several proposals for both projects and the costs for the windows is much less than anticipated and the cost of the doors is greater than anticipated. Should this reallocation be approved, all projects should be able to be completed with the grant's remaining timeline. Please see the revision below:

CURRENT BUDGET

Impact Resistant Doors: \$100,000

Blast Mitigation Window Hardening (glass and/or film): \$100,000

TOTAL: \$200,000

PROPOSED BUDGET

Impact Resistant Doors: \$125,000

Blast Mitigation Window Hardening (glass and/or film): \$75,000

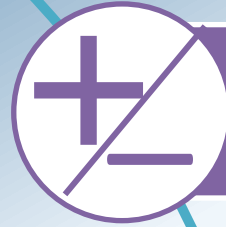
TOTAL: \$200,000

Please let me know if any additional information is required to be able to process this. ABC Organization will be submitting an EHP Rescope detailing the additional door locations.

Thank you,
ABC Grantee



Investment Justification Modification (IJ MOD) Request



Request to add or remove a budget line.

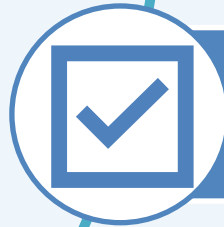
New projects cannot be added to your contract until all projects are completed and you have remaining funds.



Item added must be allowable and outlined in the Vulnerability Assessment submitted at the time of application.



IJ mod request letter and revised IJ submitted to DHSES Contract Representative. DHSES reviews and submits to FEMA for review and approval.



DHSES will need confirmation the organization is Prequalified in NYS SFS.



Will require updated NYS Disability Insurance and Worker's Compensation Insurance Certificates and confirmation the Vendor Responsibility Questionnaire has been recertified.

Organization's letterhead.

Date

To Whom It May Concern,

I am writing on behalf of **organization name** which is requesting an Investment Justification modification to their **\$ award amount** FY2024 NSGP-NSS award.

The organization would like to make the following changes to their FEMA approved IJ: **insert the items you wish change, remove and/or add and include the cost associated** (EXAMPLE the \$50,000 allocated to the doors will be removed and CCTV will be added for \$50,000. Fencing and Contracted Security Personnel will remain the same).

Provide the justification for the change. Include a justification as to why something is being removed, added, increased and/or decreased. If you are requesting to remove a budget item due to another funding source is being used to pay for that project, please identify the source of the other funding being used. (EXAMPLE: Organization was awarded Securing Communities Against Hate Crime funding by NYS DCJS on XX/XX/XXXX and this funding will be used to pay for XXX project).

If there is going to be additional equipment added to your contract, please indicate if an EHP Rescope is needed so FEMA can approve the additional equipment NOT depicted on the original EHP submission. (EXAMPLE: There is no need to submit an EHP Rescope as no additional equipment will need to be installed OR The organization will be submitting an EHP Rescope to add the requested XXX equipment).

A statement confirming the projects will still be on track to be completed by the project end date.

NSGP-NSS Summary of Changes -		
Budget Item	Approved Allocation	Proposed Reallocation
	\$0	\$0

Thank you for your consideration.

Sincerely,

Please sign

IJ Mod Request Template

Include what you would like to change in your contract and the justification for the change.

Include a statement confirming the projects will be completed within the performance period of the contract.

Make sure to include the Summary of Changes chart.

Updating the Investment Justification (IJ)

If you don't have a copy of the IJ you submitted at the time of application, please reach out to your contract representative to obtain a copy. You may be able to access the IJ in the Attachment section in E-Grants.

The first page of the IJ

PAPERWORK REDUCTION ACT STATEMENT				
Public reporting burden for this form is estimated to average 84 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0110) NOTE: Do not send your completed form to this address.				
PART I. NONPROFIT ORGANIZATION SUBAPPLICANT INFORMATION				
Identify the following:				
LEGAL NAME OF THE ORGANIZATION				
ABC Organization				
Please list the physical address of the facility.		STREET		
		123 Procurement Street		
One investment justification per facility.		CITY	STATE	ZIP CODE
		Grants City	NY	12205
		COUNTY		
		Grants County		
Is the building owned, or are you leasing/renting?		If leasing or renting, do you have the owner's permission to make the proposed security enhancements?		
Rent/Lease <input type="checkbox"/>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
At the time of application, is the organization actively occupying and functioning out of the location listed above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Participant Testimony	
Home	General
Open	Participants
Locked	Complete screen information and save. Add a National documentation, please visit the DHSES website for application once it has been submitted.
Go to	Project Title * (60 Character Limit)
Attachment	Project Start Date
Progress	Project End Date
Site Review	Project Period
Financial	Years 0 M
Property	County *
Reports	Summary Description of Project * (Please limit to or
Application	
Deficiency	
Draft Contract	



Updating the Investment Justification

Part IV; Section IV-A and IV-B need to be updated if you are adding or removing a budget line in your contract.

PART IV. FACILITY HARDENING (9 POSSIBLE POINTS OUT OF 40)

Section IV-A: In this section, describe each proposed activity or investment (as selected in Section IV-B), identify the vulnerability that it addresses, and detail the cost associated with the activity or investment. For each activity/investment, include the quantity, estimated hourly rate or estimated price per unit, and proposed usage.

Note: This section should include narrative information about all costs listed in Section IV-B. The objective is for the information contained in this section to allow reviewers to validate the need of all costs in Section IV-B.

Allowable costs include facility hardening activities, such as planning and exercise related costs, contracted security personnel, and security-related training courses and programs limited to the protection of critical infrastructure key resources. Funding can also be used for the acquisition and installation of security equipment on real property (including buildings and surrounding property) owned or leased by the nonprofit organization, specifically in prevention of and/or in protection against the risk of terrorist or other extremist attack.

- **Impact Resistant Door-** To Replace all existing doors on the exterior and interior of the facility to prevent criminals from entering the facility through the main point of entrance. There are multiple doors on the campus and by securing all of it, the security of our organization will be tremendously upgraded. Quantity: 10 Doors Price: \$50,000

- **Blast/Shock/Impact Resistant Systems -** To replace all existing windows to Blast/Shock/Impact Resistant Windows to preclude the terrorists from entering the premises through the windows. In addition by adding the Blast Mitigation Film, it will safeguard the buildings from explosions terrorists might use for attacks . Quantity: 12 Windows Price: \$25,000

- **CCTV System-** To install high resolution cameras in the entire campus to have first hand evidence in the event of an attack and provide constant supervision and monitoring of those attempting to enter the building. Quantity: 15 Cameras, 1 NVR, 1 Monitor Price: \$35,000

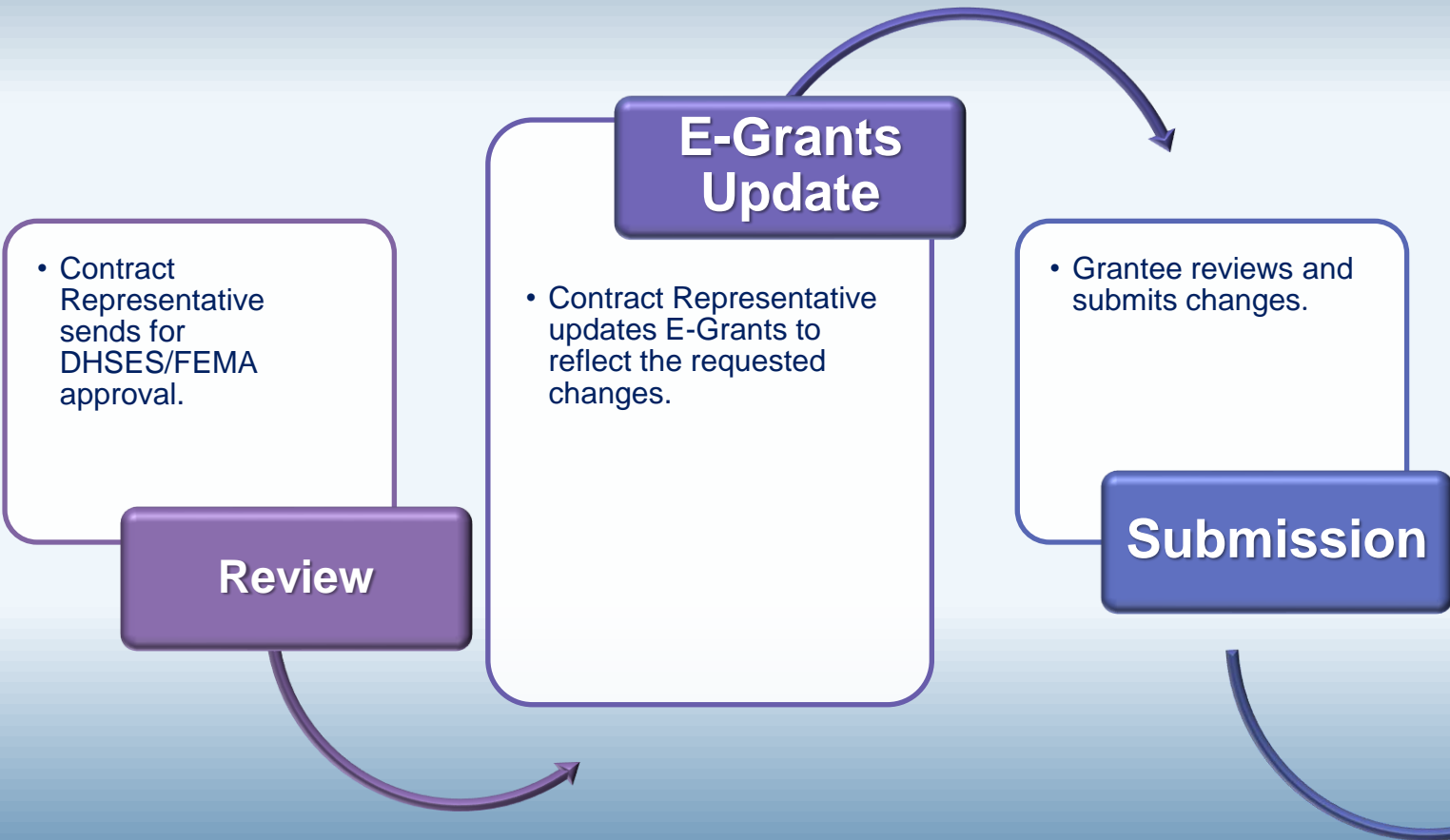
- **Fencing-** To upgrade the fencing surrounding the campus to secure the exterior of the facility . The entire campus is surrounded by a low fence, which terrorists could easily climb over to gain access to the facility. It's therefore crucial to install taller fencing with secured entrances to prevent any form of entrance from unwanted individuals . Quantity: 30 Fence Panels Price: \$31,000

- **Lighting Area Fixed -**Installing fixed high intensity LED lighting systems surrounding the perimeters of the property for improved visibility in conjunction with the surveillance system. Increasing visibility around the exterior of the building is helping to prevent an

Section IV-B: In this section, list all proposed facility hardening equipment, projects, or activities as allowable per the Authorized Equipment List (AEL), NSGP Notice of Funding Opportunity (NOFO), and Preparedness Grants Manual (PGM). Select the AEL number and title, list the vulnerability the equipment/project/activity addresses, and enter the estimated funding requested (round up to the nearest dollar).

AEL NUMBER & TITLE – EQUIPMENT, PROJECT, OR ACTIVITY	VULNERABILITY TO BE ADDRESSED	ESTIMATED FUNDING REQUESTED (Round to nearest dollar)
14SW-01-DOOR: Doors and Gates, Impact Resistant	Vulnerable Entry	\$50,000
14EX-00-BSIR: Systems, Building, Blast/Shock/Impact Resistant	Vulnerable Entry	\$25,000
14SW-01-VIDA: Systems, Video Assessment, Security	Vulnerable Visibility of External Areas	\$35,000
14SW-01-WALL: Barriers: Fences; Jersey Walls	Vulnerable Entry	\$31,000
14SW-01-LITE: Lighting, Area, Fixed	Vulnerable Visibility Surrounding Facility	\$9,000

Amendment Approval Process



Project #		Nonprofit Security Grant Program - NSS				
Project	Participant	General	Participants	Work Plan	Budget	Funding Allocation
Home		Complete screen information and save. Add a National Priority and Program Purpose Area (if applicable). Attach appendices and supporting documentation, please visit the DHSES website for available downloads. When submitted, you will no longer be able to edit your application once it has been submitted.				
Open						
Save						
Submit						
Go to						
Attachment						
Award						
Progress						
Site Review						
Financial						
Property						
Audit						
Reports						
Application						
Help						
Logout						

Project Title * (60 Character Limit)

Project Start Date (If known or applicable)

Project End Date (If known or applicable)

Project Period

County *

Summary Description of Project * (Please limit to one or two paragraphs)