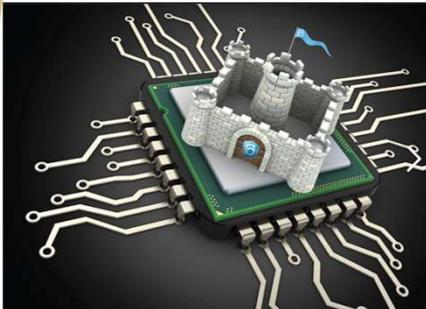# 2024 Nonprofit Security Grant Program (NSGP)

Subrecipient Procedures Kickoff
10:00 a.m. Monday October 21, 2024

Goals for the Morning

▶ Celebrate! Congrats on your awards

▶ Review guidance on programmatic and financial management of your grants

▶ Clarify requirements

▶ Introduce GMS

▶ Introduce reimbursement procedures

▶ Answer questions

No facility modifications should begin prior to receiving a Grant Award Notification document and receiving FEMA approval notification of your Environmental and Historical Protection Screen.

2024 Nonprofit Security Grant Program (NSGP) Guidance

Guidance and implementation procedures come the following resources.

➢ FY24 NSGP NOFO / Guidance / Quick Start / FAQ
➢The U. S. Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year 2024 Nonprofit Security Grant Program | FEMA.gov
➢Fiscal Year 2024 Nonprofit Security Grant Program – FAQ
➢Fiscal Year 2024 Nonprofit Security Grant Program (NSGP) Subapplicant Quick Start Guide | FEMA.gov
➢Preparedness Grants Manual(page 83)
➢FY24 NSGP Subrecipient Guidance

Expectations for Successful NSGP Applicants

Some Sub-recipients have a hold on some portion of their award. We have contacted each of these Sub-recipients and are working with FEMA to resolve issues that necessitated these holds. When the issues are resolved, the funds will be released.

2024 NSGP AWARDS WITH HOLDS			
Awarded	Amount Awarded	On Hold	County
Central Assembly Christian Life Center	$ 16,206	$ 16,206	Ada
Capital Christian Center, Inc.	$ 150,000	$ 4,480	Ada
Museum of Idaho - ID Falls	$ 110,238	$ 5,000	Bonneville
Valor Health Specialty Surgery	$ 75,300	$ 15,000	Gem
Kootenai Health, Inc - Main Campus	$ 149,889	$ 148,889	Kootenai
	$ 501,633	$ 189,575	
AWARDS WITH HELD FUNDS WILL NOT BE SET			
UP IN GMS UNTIL HOLDS ARE RELEASED			

2024 Nonprofit Security Grant Program (NSGP) Guidance

It is important **not** to expend **any** of these funds until a *Grant Award Notice* has been signed by your official and countersigned by IOEM's Director. You can expect to receive instructions from the Finance Section of the Idaho Office of Emergency Management regarding instructions on how to file for reimbursement of grant expenditures.

All grants will have periodic Monitoring.

Monitoring may be in the form of emails, phone calls, desk reviews or site visits. Quarterly reports and financial records are also monitored for timeliness and accuracy. Monitoring is intended to:

- Identify areas of need for technical assistance and guidance
- Review artifacts, policies, ledgers, and other documentation to assure compliance with 2 CFR 200
- Identify and document bright spots / great practices
- Build relationships
- Contribute to smooth audits
- Assure the SAA and subrecipients adhere to grant guidelines

Environmental Planning and Historic Preservation (EHP) Compliance

Most Projects are likely to require EHP Screening. Projects that include AEL Categories 10, 13, 14 & 15 will require EHP Screening.

Proposed Projects that have the potential to impact the environment, including but not limited to construction, modification, renovation of existing buildings, structures, and facilities must participate in the DHS/FEMA EHP review process. This includes any changes to the structure such as adding security cameras, security doors, security glass, etc.

Projects selected for award will complete and submit the EHP Screening Form to IOEM for EHP review, and then forwarded to FEMA. The FEMA EHP Screening Form must be approved by FEMA prior to starting approved work. Delays in completing the EHP Screening Form will result in delays in the release of grant funds.

PRIVACY NOTICE

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102, 42 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent the organization from receiving grant funding.

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. *Be advised that completion of this form does not complete the EHP review process*. You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4802. The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: https://www.fema.gov/environmental-planning-and-historic-preservation-compliance.

Submit the completed form through your grant administrator who will forward it to GPDEHPInfo@fema.dhs.gov. Please use the subject line: EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: EMW-2024-UA-05009

Grant Program: NONPROFIT SECURITY GRANT PROGRAM

Recipient: Idaho Office of Emergency Management

Recipient POC: Matt McCarter

Mailing Address: 4040 Guard St., Bldg. 600 Boise, ID 83705-5004

E-Mail: IOEMLogistics@imd.idaho.gov

Sub-recipient:

Sub-recipient POC:

Mailing Address:

E-Mail:

Estimated cost of project:

Project title:

Project location (physical address or latitude-longitude):

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, and 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:

Prohibition on Telecommunication, Video Surveillance Equipment and Services

Subrecipients may not use any FEMA funds to procure or obtain China made or China affiliated telecommunication, video surveillance equipment or services. Reference FEMA policy #405-143-1
https://www.fema.gov/sites/default/files/documents/fema_policy-405-143-1-prohibition-covered-services-equipment-gpd.pdf

System for Award Management (SAM) provides a consolidated exclusion list of subsidiaries of telecommunication companies https://sam.gov/SAM/

Contact IOEM for assistance in determining if equipment or services are eligible under this program.

2024 NSGP Allowable Costs

<u>Personnel</u>- Contracted security protection is the only allowable personnel cost in this category under NSGP.

➢ Funds may not be used to purchase equipment for contracted security.
➢ Applicant must justify proposed contracted security personnel spending in the facility hardening narrative section of the application.
➢ **Sustainment** planning for non-NSGP-funded contract personnel capability is required as part of IJ narrative and **will be revisited in the audit portion of the closeout actions.**
  ✓ i.e. number of personnel, frequency of use, hourly rate
➢ NSGP subrecipients may not use more than 50 percent of their awards to pay for personnel activities unless a waiver is approved by FEMA

To Register on the Idaho Grant Management System
   Go to Idaho GMS
     You should see a screen like this
     To register as a new user, select Subgrantee logon credentials

This should take you to a screen like this
    Enter your information and select "Continue to Step 2"
    to complete your registration

Idaho
Grant Management System

STEP 1: REGISTRATION INFORMATION   >> denotes required

Please enter the required information in the fields provided. When you are finished, click the **Continue to Step 2>>** button to proceed.

Title:

First Name: >> Joseph

Last Name: >> Schueler

Agency: Boys & Girls Clubs

Address: >> 911 North Meridian Road

City/State/Zip: >> Meridian , ID 83642

Phone: >> (208) 724-7047

Fax:

E-mail: >> Joey@adaclubs.org

Cancel Registration   **Continue to Step 2 >>**

That will bring you here. Enter and confirm your password and other information and select "Complete Registration"

STEP 3: LOGON CREDENTIALS FOR JOSEPH SCHUELER

» denotes required

Please select a username and password to access the system.

The username must be at least 5 characters in length.

All passwords must adhere to the following Department of Homeland Security (DHS) rules:

1. Must be at least 6 characters in length
2. Must contain at least one upper case character
3. Must contain at least one lower case character
4. Must contain at least one numeric character
5. Must contain at least one special character from '_#!@%&*$'

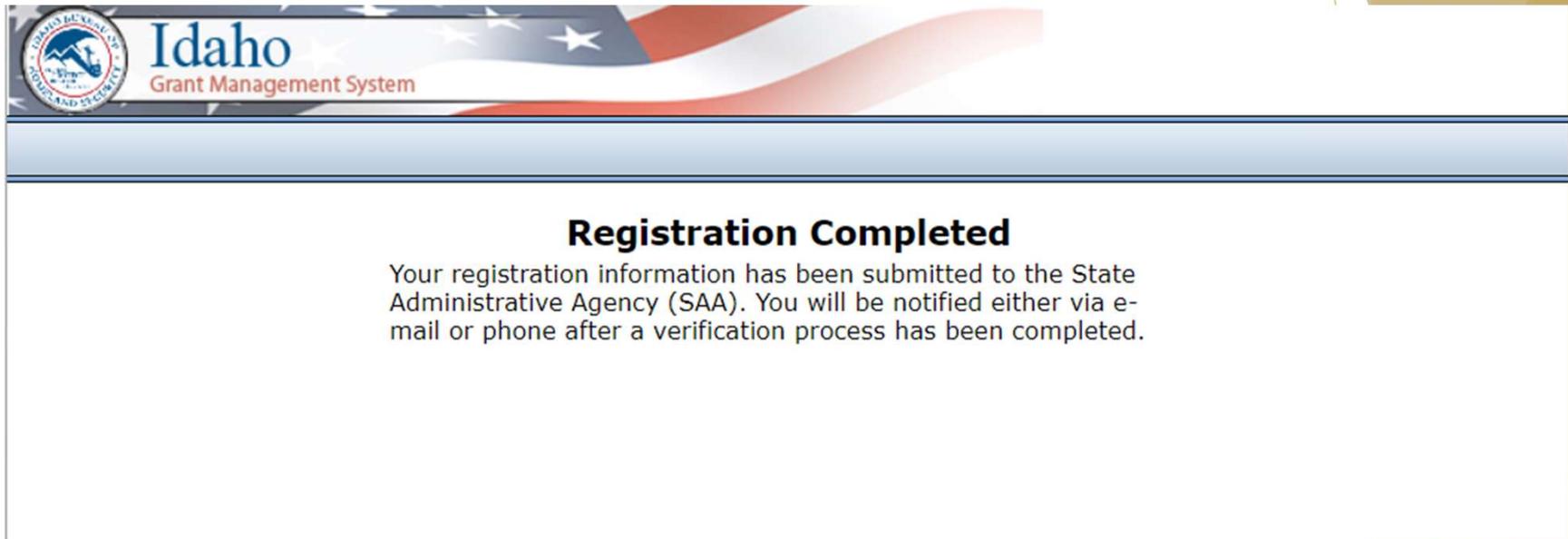**Username:** » JSchueler

Password: »   » **Confirm:**

Security Prompt: »

Answer: »

Reason: » Please provide a reason for your request to access this system.

<< Return to Step 2   **Complete Registration**

You should see this

Idaho
Grant Management System

Registration Completed

Your registration information has been submitted to the State Administrative Agency (SAA). You will be notified either via e-mail or phone after a verification process has been completed.

When you get to this point an email will go to a Grants Finance Specialist. The Specialist will grant access to GMS where you will enter your grant information.

Some of the information you will enter will come directly from the Investment Justification (IJ) you prepared to receive this grant. Information from Section IV-B is an example.

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-PACS: System, Physical Access Control	Access Control	$25,815
14SW-01-VIDA: Systems, Video Assessment, Security	Video Surveillance System	$46,608
04AP-09-ALRT: Systems, Public Notification and Warning	Paging/Intercom/Mass Notification	$31,585
14SW-01-SNSR: Sensors/Alarms, System and Infrastructure Mor	Halo Sensors for staged attack areas	$15,621
14EX-00-BSIR: Systems, Building, Blast/Shock/Impact Resistant	Bollards to stop vehicles	$20,000
14SW-01-LITE: Lighting, Area, Fixed	Exterior Lighting Upgrades	$1,820

You will also enter your stated Milestones from Part V.

PART V. MILESTONE (5 POSSIBLE POINTS OUT OF 40)		
Provide descriptions and associated key activities that lead to the milestone event over the NSGP period of performance.		
Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable. *(10 milestones maximum)*		
KEY ACTIVITIES & CORRESPONDING MILESTONES	**START DATE**	**COMPLETION DATE**
Environmental Planning and Historical Preservation review.	01/01/2025	01/31/2025
Receive, Review and Accept Award from Idaho Office of Emergency Management (IOEM).	10/01/2024	10/31/2024
Sign Contract with IOEM, receive IOEM training, and work on Environmental Planning & Historic Preservation (EHP), start preparing RFP, finish and submit EHP.	10/01/2024	12/31/2024
Put out RFP for bid, apply for permits (if needed), start procurement process (once EHP is approved).	02/01/2025	05/30/2025
Collect and confirm bids, review RFP bid packets and choose vendor.	06/01/2025	06/30/2025
Sign contracts with Vendors and coordinate trades and timelines. Plan for altered school year services as applicable prepared and provideed to Staff.	07/01/2025	08/15/2025
Start project and secure applicable permits. Vendors begin purchasing and installation upon securing applicable permits.	08/18/2025	09/01/2025

The email will look something like this. Follow the instructions to enter your information.

Attached please find the fully executed (amended) subaward document (and MOU) for the (2023 EMPG). This is the agreement signed by the jurisdiction's authorized official and the Idaho Office of Emergency Management (IOEM) Director, Brad Richy.

This document shall be uploaded into the Idaho Grants Management system (IDGMS) by the subrecipient. Please follow these instructions to upload the attached documents into IDGMS.

Step 1 On the home screen of IDGMS, click on the "Admin Menu" button.
Step 2 Once in the Admin Menu, click on "Grant Application Manager".
Step 3 Find the appropriate grant application and click the words to the right - "view".
Step 4 The application with listed projects will display. At the top right of the screen click on the words " view live grant application".
Step 5 Once in the Live Application, click "Attach Document" button. Enter a File Description, browse to locate file and then click on the file, then click the "Upload Document" button.

Implementing this process will move us toward our goal of maintaining documents in IDGMS. We really appreciate your assistance.

If you have any questions, please don't hesitate to contact me.
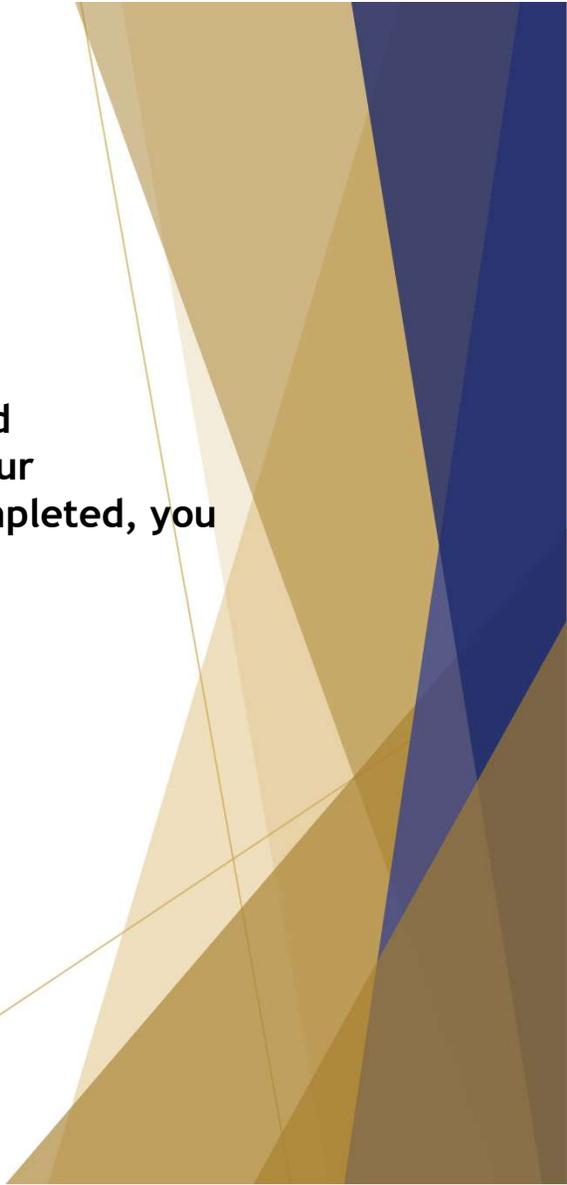
No facility modifications should begin prior to receiving a Grant Award Notification document <u>and</u> receiving FEMA approval notification of your Environmental and Historical Protection Screen. When those are completed, you will receive an email that looks like this. Then you can begin work.

IOEM staff are available to help if you have questions.

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