

Nonprofit Security Grant Program (NSGP)

Kick-Off Meeting



Agenda

Introductions

Topics of Discussion

- 2024 Grant Funding
- Award Process
- Grant Terms and Conditions
- Reporting
- Environmental and Historic Preservation Process
- Procurement Process
- BABAA
- 2024 NSGP-NSS Application Open
- Questions and Answers



Grant Funding

Federal Year (FY) 2024
\$227,250,000.00 Nationwide
Alaska
\$2,094,756.00

The FY24 Nonprofit Security Grant Program provides funding to provide funding for physical and cybersecurity enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist or other extremist attack within the period of performance. The program seeks to integrate nonprofit preparedness activities with broader state and local preparedness efforts. It is also designed to promote coordination and collaboration in emergency preparedness activities among public and private community representatives, as well as state and local government agencies.



Grant Funding

Investment Justification

- Be for the location(s)/physical address(es) that the nonprofit occupies at the time of application;
- To be eligible for funding, nonprofit organizations must be occupying and fully operational out of the facility listed in their Vulnerability Assessment and IJ at the time of application.
- Self-identify with one of the following categories: Ideology-based/Spiritual/Religious, Educational, Medical, Other
- Address an identified risk, including threat and submitting for similar projects at multiple sites vulnerability, regardless of whether it is
- Be able to be fully completed within the period of performance
- In a vulnerability/risk assessment unique to the site the IJ is being submitted for



Historical Funding

- FY 2023
 - \$1,485,784 federal award
 - 9 applicants, 12 projects
 - 12 awards
 - \$1,411,495 in requests
- FY2024
 - \$2,094,756 federal award
 - \$608,972 increase
 - 15 awards
 - 24 applicants, 32 projects
 - \$3,868,942 in requests



Award Process

Federal Grant Number

EMW-2024-UA-05182

CFDA Number

97.008, NSGP-S

State Grant Number

24NSGP-GY24

Jurisdiction Start Date

October 1, 2024

Jurisdiction Ending Date:

September 30, 2026

Jurisdiction Final Report Due:

November 15, 2026



Award Process

Upon Receipt of Award:

- Review all pages of the award for accuracy in information
- Primary (only) Signatory Authority Officer (SAO) Signed Obligating Award
- The Primary Signatory Authority Officer, Program Manager, and Financial Officer signed the last page of Program Terms and Conditions (all three signatures must be the Primary signatories)
- Complete Intent to Accept Award if acceptance exceeds 30 days past receipt of the award
- Review the Signatory Authority Form for any Updates
- Review Project Budget Details



Award Process

Acceptance:

Jurisdiction must sign and return the award within 30 days from certified receipt.

- Requires one (1) signature on the first page of the award
- Requires three (3) signatures on acceptance of grant requirements, assurances, and agreements
- Completion of new Signatory Authority Form, if needed

If additional approval is required

- Submit the “Notice of Intent to Accept Grant Award” form
- DHS&EM will provide approval notification



Award Process

Signatory Authority Form:

Allows for up to two (2) delegates

- The Project Manager cannot be a delegate for the Chief Financial Officer or Signatory Authority
- Changes in primary signature authorities will require an amendment to award
- Signatory changes on quarterly reports and award documents will not be accepted without an updated Signatory Authority Form

Signatory Authority Form			
Grant Program(s):			Effective Date
UEI#		Tax ID#	
Name of Applicant (Jurisdiction):			
Signatory Information <i>Project Manager, Chief Financial Officer, and Signatory Official must be three (3) different individuals.</i>			
	<small>Primary Signatories: Grant Awards/Amendments and Quarterly Grant Reports</small>	<small>Primary Delegations: Quarterly Financial and Narrative Grant Reports (only)</small>	<small>Secondary Delegations: Quarterly Financial and Narrative Grant Reports (only)</small>
Project Manager	Name/Title <small>Individual who will manage project</small>		
Project Manager	Address <small>City, State Zip</small>		
Project Manager	Telephone		
Project Manager	Email		
Chief Financial Officer	Name/Title <small>Highest level financial officer, authorized to certify financial expenditures and records</small>		
Chief Financial Officer	Address <small>City, State Zip</small>		
Chief Financial Officer	Telephone		
Chief Financial Officer	Email		
Signatory Official	Name/Title <small>Jurisdiction's Chief Executive Governing Official and Title</small>		
Signatory Official	Address <small>City, State Zip</small>		
Signatory Official	Telephone		
Signatory Official	Email		
Equipment Inventory Manager	Name		
Equipment Inventory Manager	Telephone		
Equipment Inventory Manager	Email		
Grant Correspondence such as award documents and payment notifications will be sent to primary delegates. If you would like additional contacts cc'd in the email please list them below and provide email address if not listed above.			
Signatures are required by everyone named above. Need <u>Ink and Stamped</u> —when using a physical or computer-generated stamp)			
Project Manager	/	/	/
	<small>Primary Signatory</small>	<small>Primary Delegate</small>	<small>Secondary Delegate</small>
Chief Financial Officer	/	/	/
	<small>Primary Signatory</small>	<small>Primary Delegate</small>	<small>Secondary Delegate</small>
Signatory Official	/	/	/
	<small>Primary Signatory</small>	<small>Primary Delegate</small>	<small>Secondary Delegate</small>
Equipment Inventory Manager	/	/	/
	<small>Primary Signatory</small>	<small>Primary Delegate</small>	<small>Secondary Delegate</small>

August 2024



Award Process

Project Budget Details (PBD):

- Shows approved projects from the Review Process
 - Demonstrates allocation of funds, not pre-approval or authorization of expenses
- Notates whether Environmental and Historic Preservation (EHP) review is required
- Notates whether a Build America, Buy America Act (BABAA) review is required
- Current PBD can be requested at any time.
- Will be updated if projects are canceled, funds are increased or decreased, or reallocated projects added
- No transfer of funding between budget categories allowed
 - Unexpended funds **will be** de-obligated



Grant Terms and Conditions

- No commingling of funds
- No indirect costs
- No funds will be reimbursed until representatives attend a 2024 Grant Kick-Off Meeting.
 - Activity toward grant acceptance and projects may take place prior to Kick-Off meeting attendance.
- Must complete a Quarterly Activities Plan by January 20, 2025. Information on this requirement will be provided at the 2024 Grant Kick-off meetings.



Grant Terms and Conditions

Risk Assessments

Per 2 CFR 200.332 Federal awarding agency review of risk posed by the applicant

- “b) Evaluate each subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward.”

Factors that help determine your risk

- Amount and Complexity of grant
- Financial and Accounting system
- Prior Performance
- New Staff Changes
- Audit Findings

Monitoring

Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets, and other related program criteria are met. DHS&EM reserves the right to periodically monitor, review, and conduct analysis of financial, programmatic, and administrative policies and procedures, such as accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff.



Grant Terms and Conditions

Quarterly Activities Plan (QAP):

- Under Grants Requirements, Assurances and Agreements:
 - Must complete a Quarterly Activities Plan by January 20, 2025. The QAP is to ensure project milestones can be reported to FEMA in a timely manner.
- Instructions - Provide milestones for each PBD#.
 - This is meant to cover the entire grant performance period and it not meant to be done on a quarterly basis unless there are updates needed.
 - If there are delays a new plan needs to be submitted to update milestones.

PBD#2—Mass Care Sheltering

FFY	Milestone Bullets
23-Q1	
23-Q2	
23-Q3	
23-Q4	
24-Q1	
24-Q2	



Grant Terms and Conditions

Special Conditions - Environmental and Historic Preservation (EHP) Compliance:

- Must be completed before the project begins – do not submit PMR until EHP is complete.
- EHP Screening Memo
- EHP Statement of Work
- Must include maps, GPS coordinates, pictures, surveys, drawings, aerial photographs, etc. (when applicable)
- All documents need to be submitted in editable electronic format



Grant Terms and Conditions

Equipment Inventory:

- Annual inventory report due June 20, regardless of grant recipient status
- All equipment over \$5,000 and a useful life of greater than one year
- Disposition of excess property/equipment if over \$5,000-
Use Disposition of Equipment Form



Reporting

Reporting Start Date:

- First quarterly report due January 20, 2025
 - Must show activity within first Quarter

Reporting End Date:

- Last quarterly report due October 20, 2026
 - Unless a grant extension is requested and approved in a timely manner



Quarterly Grant Reporting

Performance Progress Report:

Two (2) parts

- Narrative Summary
 - Place quarterly comments here, do not leave blank
- Program Indicators
 - Must report expenses, list Project Budget Detail number
 - Put amount requested for reimbursement per project
 - This should support the request for reimbursement on the financial report
- The Project Manager and Signatory Official (delegate) must sign form

PERFORMANCE PROGRESS REPORT
AK-PPR-A

1. Grantee Name		2. State Grant Number		3a. DUNS		3b. EIN		4. Reporting Period (MM/DD/YY)	
								From: To:	
5. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No		6. Report Frequency <input type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Other							
7. Performance Narrative (Briefly explain any performance exceptions not indicated on the AK-PPR-A, attach additional sheets if required)									
<p>Part B (AK-PPR-B) - Expenses Budget - A narrative covering the entire reporting period is required that addresses the following:</p> <ul style="list-style-type: none"> - Describe the activities related to the initial project description as submitted in the award application. - Explain accomplished project activities using the time lines documented in the Quarterly Activities Report. - Explain project modifications or significant events that occurred, and how these affected the project. - Explain project achievements, and final project results including project impact on the jurisdiction. - Explain how project funds were used and earned results in Alaska Assessment, AK-Check after actions, and other assessments. 									
<p>8. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for the performance of activities for the purposes set forth in the award documents.</p>									
8a. Typed or Printed Name of Project Manager					8c. Telephone Number				
8b. Signature of Project Manager					8d. Email Address				
8e. Typed or Printed Name of Signatory Official					8g. Telephone Number				
8f. Signature of Signatory Official					8h. Email Address				
8i. Date Report Submitted (MM/DD/YY)									

PERFORMANCE PROGRESS REPORT
Program Indicators AK-PPR-B


1. Grantee Name		2. State Grant Number		3a. DUNS Number		3b. EIN		4. Reporting period (MM/DD/YY)	
								From: To:	
B. Program Indicators									
(1)	(2)	(3)	(4)						
PBD #	Project Description	Percentage Completed	Project Explanation and Related Expenses						
1									
2									
3									
4									
5									
6									
7									



Quarterly Grant Reporting

Financial Progress Report and Request for Reimbursement:

- Invoice – must include the corresponding PBD #
- Proof Payment Cleared with expenses- transaction ledger, copy of canceled checks, etc.
- Must Submit Procurement Method Report with each procurement
- Must Submit Single Equipment Reporting Form with equipment purchases at time of reimbursement (eq \$5k and over)
- Project Manager and Financial Officer (or delegate) must sign form

STATE OF ALASKA Division of Homeland Security and Emergency Management FINANCIAL PROGRESS REPORT						
 <input type="checkbox"/> 14 SHSP <input type="checkbox"/> 15 SHSP						
<small>The information provided will be used by the grantor agency to monitor grantee cash flow, grantee performance and project implementation to ensure proper use of Federal funds. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required. All reimbursement requests must be accompanied by supporting documentation such as copies of invoices, delivery receipts, timesheets, certified payroll reports, warrants, contracts, etc.</small>						
1. GRANTEE NAME AND ADDRESS		2. STATE GRANT NUMBER		3. REPORT NO.		
		4. REPORTING PERIOD (Dates) FROM:		TO:		
5. GRANT AMOUNT \$ -	6. TYPE OF REQUEST REGULAR <input type="checkbox"/> SPECIAL <input type="checkbox"/>			FINAL Expenditures may be submitted as REGULAR with FINAL Narrative Progress Report		
7. NAME AND TITLE OF PROJECT MANAGER			8. SIGNATURE OF PROJECT MANAGER		9. DATE	
10.	EQUIPMENT	EXERCISE	TRAINING	PLANNING	M&A	TOTAL
A) Total Grant Award Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B) Previously Reported Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C) Total Reimbursement Requested to Date	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D) Total Payments Received to Date	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E) Total Expenditures This Quarter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F) Reimbursement Requested This Quarter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
G) Local Match [E-F=G]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H) Grant Amount Remaining [A-(C+F)=H]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I) Total Grant Funds Encumbered This Quarter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
J) Grant Balance Not Reimbursed or Encumbered [H-J=K]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. CERTIFICATION BY GRANTEE: I certify the financial expenditures submitted for reimbursement with this report, including supporting documentation, are eligible and allowable expenditures consistent with the project goals and objectives and grant guidelines, have not been previously requested, and that payment is due.						12. DATE REPORT APPROVED
13. Signature of Chief Financial Officer						

Original (Sept 2013)



Quarterly Grant Reporting

Most importantly, make sure you send in a complete Quarterly Report package on time:

- Late reports affect application scores and risk assessments on all future grants
- Incomplete packages delay reimbursements
- There is a Quarterly Report Package Checklist for your use
 - Provides a checklist of how to complete reports and all documentation that needs to be attached
 - If we request additional items to process the report and they are not received within two weeks of the request, the costs will be disallowed.
- If we request additional items to process the report and they are not received within two weeks of the request, the costs will be disallowed.



Reporting

Final Reports:

- Due 45 days after the performance period ends
 - November 15, 2026
- Does not replace the last quarterly report
 - Dates should cover the entire performance
 - The report should discuss how the grant projects have helped the community
- Are tailored for each Subrecipient.
- All encumbered expenditures must be paid within 45 days after the end of the performance period
- A Financial Report does not need to be completed if all funds have been expended and reimbursed through quarterly reports.



Financial Backup

What to submit for most purchases:

- Invoice
 - Invoice/Confirmation Number
 - Items Purchased
 - Date of Order/Purchase
 - How Purchase was Paid
 - PBD# should be written on the invoice
- Equipment training
 - Must be included with the procurement of equipment
- Maintenance contracts and software licenses
 - Encouraged to procure equipment
 - Must be in budget



Financial Backup

Procurement Documentation:

*Local procurement policies may be used, but they must be as stringent as federal policy

- Procurement Method Report (PMR) – this is used to document the procurement process
 - This must be submitted with every invoice/receipt (except for travel-related costs and advertising). Ensure **one** PMR is completed per purchase/order (this may cover more than one invoice). **DO NOT FRAGMENT!**
 - Use the correct form per the corresponding Procurement amount –
 - \$0.00 – under \$10,000 – Sign certification

\$0.00 - under \$10,000.00	
Vendor Name:	Purchase Amount:
Justification for Vendor Selection. Please include any written supporting documents providing justification for vendor selection. “Vendor was procured by Micro Purchase in accordance with local, state and federal procurement methods and to the maximum extent practicable, we attempted to distribute micro-purchases equitably among qualified suppliers. Where micro-purchases were awarded without soliciting competitive price or rate quotations, it was only under the condition that we considered the price to be reasonable based on research, experience, purchase history and/or other information and documents. We have filed this documentation accordingly.”	



Financial Backup

Procurement Documentation (cont.)

- Procurement Method Report – this is used to document the procurement process (cont.)
 - The following require Pre-Approval before purchase. Use the correct form per the corresponding Procurement amount
 - **\$10,000.00 – under \$100,000** – Provide Specifications on what is being purchased, criteria for awarding the purchase, and the response due date provided to the vendors. Three vendors with bid amounts must be listed. Complete the justification box on why the vendor was selected, sign it, and send it in for pre-approval before purchasing.
 - **\$100,000.00 or greater** – Requires two pre-approvals. Complete the first section of the PMR and provide all draft Request for Proposal or Invitation to Bid documentation to DHS&EM before advertising. Once approved by a DHS&EM Program Manager, it will be sent back to advertise the procurement. Once responses are received, complete the rest of the form and send it to DHS&EM for approval before awarding the purchase.
 - **Pre-Bid Contracts** – This includes GSA, NASPO or local equivalents. Complete the form, sign it, and send it to DHS&EM before purchasing.
 - **Sole Source/Inadequate Competition** – This differs from a pre-bid contract. Complete the form, ensuring you provide justification and evidence as to why this type of procurement is being used. Sign and send the DHS&EM before making the purchase.



Financial Backup

SAM Report

- Every vendor must be checked on the sam.gov website
- If the vendor does not appear print the screen showing you searched

Search Results

Current Search Terms: Sitka* True* Value*

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

No records found for current search.

Jobs

Search Results

Entity

Exclus

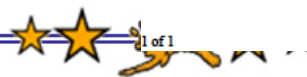
Search Filter

By Re

Status

By Re

Type



Awardee/Non-profit Information

- Online Vendor Self Service (VSS)
 - The VSS allows you, as a payee/vendor, to get paid, view payments, view tax information, and manage your account information.
 - You must register in the VSS and create an account with your accounting information.
 - No reimbursements can be processed until your account is set up and information is verified.



Financial Backup

Proof Payment Cleared Documentation:

- For items paid for by cash
 1. Invoice/receipt marked paid in full or documents a complete cash transaction (e.g., the change provided back, the amount still due, \$0.00, etc.)
- For items paid for by check or Electronic Transfer
 1. Invoice/receipt - preferably with check number on it
 2. Copy of canceled check or copy of automated transaction ledger showing outlay of funds, or copy of bank statement
- For items paid for by credit card
 1. Invoice/copy or receipt
 2. A copy of the credit card statement with the charge



The Build America Buy America Act (BABAA) requires that all iron, steel, manufactured products, and construction materials used in federally funded projects must be produced in the United States.

- BABAA requirements only apply to infrastructure projects that involve construction, alteration, maintenance, or repair of infrastructure.

BABAA requires that FEMA award recipients comply with the following domestic preference requirements:

- All iron and steel items used in a project must be produced in the US.
 - This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the US.
- All manufactured products used in a project must be produced in the US.
 - This means the manufactured product was manufactured in the US, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the US is greater than 55% of the total cost of all components of the manufactured product.
- All construction materials used in projects must be manufactured in the US.
 - This means all manufacturing processes for the construction material occurred in the US.



Per [section 70914\(c\) of BABAA](#), FEMA may waive the application of a "Buy America" preference under an infrastructure program in any case in which FEMA finds that:

- Applying the domestic content procurement preference would be inconsistent with the public interest (public interest waiver);
- Types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality (nonavailability waiver); or
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent (unreasonable cost waiver).

Approved Waivers

- **Small Projects Waiver**

Waives the BABAA Requirements for infrastructure projects under FEMA awards or subawards where the total project cost does not exceed the federal simplified acquisition threshold (currently set at \$250,000)



Nonprofit Security Grant Program - National Security Supplemental (NSGP-NSS)

Alaska
\$1,567,200

The FY24 NSGP-NSS will improve and increase the physical/cyber security and facility/target hardening of nonprofit organizations' facilities at risk of a terrorist or other extremist attack, ultimately safeguarding the lives and property of the American people. All NSGP-NSS activities must be linked to enhancing the security and safety at the physical site of the nonprofit organization. Concurrently, the NSGP-NSS will integrate the preparedness activities of nonprofit organizations that are at risk of a terrorist or other extremist attack with broader state and local preparedness efforts.

Performance Period June 1, 2025, through April 30, 2027 (federal awards not expected until May 2025)

Only 2 IJs allowed

Up to \$200,000 per IJ

No Consortium Applications

4x Multiplier for for nonprofit organizations facing heightened threat resulting from the Israel-Hamas war

No Bonus Points for First Time Applicants

Application Period: November 25 - December 23, 12:00pm



Questions & Answers

<http://ready.alaska.gov/grants>

1-800-478-2337 or 907-428-7000

Email: mva.grants@alaska.gov

