

FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Nonprofit Security Grant Program Onboarding Process

FISCAL YEAR
2023-2024

BUREAU OF PREPAREDNESS



**2023-2024
NSGP Grant
Program**

State Administrative Agency (SAA)

The Florida Division of Emergency Management (FDEM) is the State Administrative Agency (SAA) for the Department of Homeland Security Grant Programs, NSGP Grants. The Domestic Security Grant Unit is responsible for the administration of this program for the State of Florida.

NSGP Overview

The Nonprofit Security Grant Program (NSGP) provides funding for physical security enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist or other extremist attack.

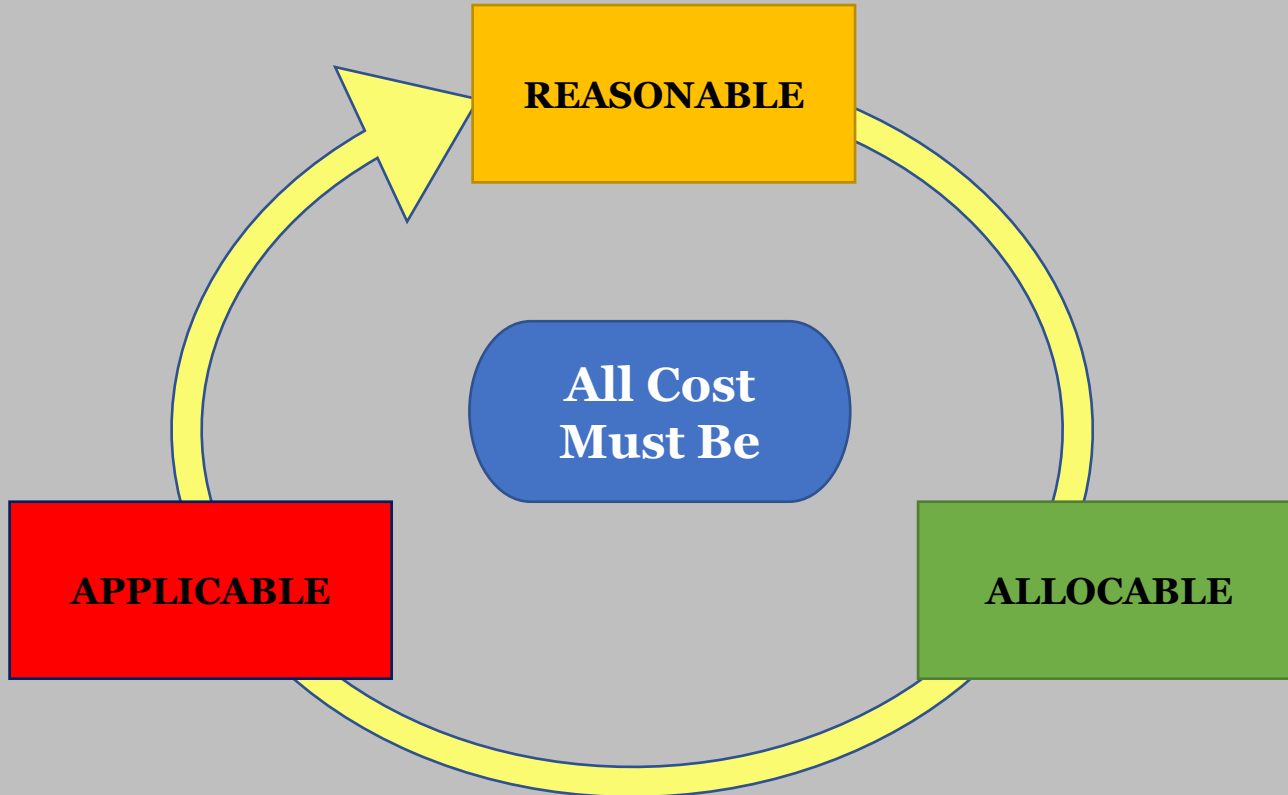
The NSGP also seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts.

DHS/FEMA set priorities to help ensure appropriate allocation of scarce security dollars toward areas that warrant the most concern under the Non-Profit Security Grant Program.

1. Enhancing the protection of soft targets/crowded places.
2. Effective planning;
2. Training and awareness campaigns; and
3. Exercises.

Code of Federal Regulations

Uniform Administrative, Cost Principles and Audit Requirements



- Federal Governments
2 CFR 200.0-200.521

- State and Local Governments
F.S. 215.971

Notice of Award

The FY2023 NSGP Grant Award Notice (GAN) was distributed for awarded applicants. The SAA notified the awarded applicants via email.

Once notified of your grant award, the following steps must be completed prior to the execution of the agreement:

1. All correspondence must be distributed and submitted through DEMES, the Division's salesforce portal. To obtain access to DEMES, the Sub-Recipient will need to provide their primary point of contact information (name, email, and phone, etc.) that will be managing the grant award by **September 22, 2023, at 5:00 p.m., close of business**.
2. Must register with My Florida Market Place at www.vendor.myfloridamarketplace.com
3. Must be registered in www.Sam.gov/content/home and maintain an active UEI to receive an award.

DHS Financial Hold

If you are notified that there is a DHS Financial Hold on your award, you cannot move forward until it has been cleared by FEMA.

FDEM will request any additional information that is required from the Sub-Recipient. Some holds will delay execution of the agreement.

Your timely response and submission of the requested documentation is crucial as delays could put the grant award in jeopardy.

Examples of DHS Holds may include:

- UEI verifications
- Thorough Descriptions of planning, training and exercise projects
- Revised budgets due to Unallowable costs
- Contract security costs breakouts

Execution of Agreement

Your assigned Grant Manager will notify you when your grant agreement is ready for review, completion and execution in DEMES. **This Agreement shall be signed by the Sub-Recipient and returned to the Division for execution no later than forty-five (45) calendar days following initial notification of receipt. Failure to return the signed agreement by the deadline may result in termination of the grant award.**

Follow the steps below to complete your agreement:

- Page 1, Enter UEI Number: The number provided must be associated with or link back to the Subrecipient.
- Page 3, Section C., Sub-Recipient's Contact Information.
- Page 29, Sub-Recipient's Name, Signature, Name and Title of Authorized person, Date and FID#. If the person is not authorized to sign the agreement, a Signature of Authority is needed from the head of the organization.
- Page 30, Exhibit-1 Federal Programs and Resources Awarded need to have the signature, printed name, title and date.

Execution of Agreement...continued

- Page 31-32, Exhibit-2 Certification Regarding Telecommunications and Video Restrictions need to have the signature, printed name, title and date.
- Page 33, Exhibit-3 Certification Regarding Lobbying needs to be completed with the appropriate boxed checked and authorizing signature, name, title and date.
- Page 34-37, Attachment A: Program Budget and Budget Detail Worksheet (BDW). ***Note: See the following slides to complete BDW. In addition, the BDW needs to be completed with projects from your original approved IJ.***
- Page 54, Attachment E: Justification of Advance Payment. Only needs to be completed if you are requesting an advance (Please see slide #10 for additional information).
- Page 55, Attachment F: Warranties and Representations; Business Hours.
- Page 69, Attachment M: Foreign Country of Concern Affidavit-Personal Identifying Information Contract.

Delegation of Authority

A Signature Authority must be provided to verify the authorized signature for the grant agreement. A Delegation of Authority for the hiring of Consultants to manage the Sub-Recipient's grant award and Contract must be submitted at the time of executing the grant agreement.

FDEM will provide the Delegation of Authority template, grant agreement and reporting forms on DEMES.

Environmental Historical Preservation Review Process

EHP SCREENING FORM SUBMISSION

An EHP is required for all NSGP awards that include equipment installation costs and some exercise and training projects. EHP should be completed while execution of agreement.

For projects requiring EHP review, the Sub-Recipient must submit the EHP Screening Form to the State Administrative Agency (SAA) for review prior to funds being expended. The SAA Point of Contact for EHP review is:

Ms. Felicia Pinnock
Bureau of Preparedness – Domestic Security
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Telephone: 850-815-4343
Felicia.Pinnock@em.myflorida.com

****THE PROJECT MAY NOT BEGIN UNTIL FINAL FEMA EHP APPROVAL IS RECEIVED.****

Justification of Advance Payment

REQUESTS WILL BE CONSIDERED ON A CASE BY CASE BASIS

****EHP MUST BE COMPLETED AND APPROVED BY FEMA PRIOR TO ADVANCE****

If a Sub-Recipient is requesting an advance you will need to complete the following steps listed below:

1. Complete the Justification of Advance Payment Form at the time of EHP approval. If an EHP is not required, a request must be submitted within 90 days of executing agreement.
2. Supporting documentation must be included at time of the advance :
 - Quotes at the time of request are only for determining the proper procurement necessary.
 - Delivery timelines
 - Expense projections, etc.

Planning Costs

Planning: Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities. Planning must be related to the protection of the facility and the people within the facility and should include with access and functional needs as well as those with limited English proficiency.

Examples of allowable planning activities include Creating Comprehensive Security Plans, Drafting Emergency Response Plans, Evacuations/Shelter-In Place Plans, etc.

Please note you will be required to submit documentation of the completed plans for approval at the time of reimbursement.

Organization Costs

Organization: Contracted Security Personnel are allowed under this program and must comply with guidance set forth in IB 421b and IB 441. NSGP funds may not be used to purchase equipment for Contracted security. The Subrecipient must be able to sustain this capability in future years without NSGP funding.

For NSGP agreements that include Contracted Security Personnel, the nonprofit entity must:

- Demonstrate competitive solicitation per 2 C.F.R. §200.319, i.e. Quotes or formal solicitation documents which include public advertisement, Invitation to Bid (ITB), Request for Proposal (RFP) or Invitation to Negotiate (ITN).
- Provide a detailed description of costs, number of officers, and frequency of use.
- Not enter into any contracts or expend funds for services prior to approval by the SAA and/or DHS/FEMA.

Please note that the service contract must be provided at time of reimbursement.

Training Costs

Training: Nonprofit organization security personnel may use NSGP funds to attend security related training courses and programs within the United States. Allowable training-related costs under the NSGP are limited to attendance fees for training, and related expenses, such as materials, supplies, and/or equipment. Training courses, costs and attendance must reflect the Subrecipients approved IJ.

Examples of allowable training activities include Active Shooter, First Aid/Stop the Bleed, etc.

Please note the training curriculum will be required at time of reimbursement.

Exercise Costs

Exercise: NSGP funding may be used to conduct security-related exercises. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, and documentation. The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs.

- <https://preptoolkit.fema.gov/web/hseep-resources/improvement-planning>
- <https://preptoolkit.fema.gov/web/hseep-resources>

Please note the exercise curriculum will be required to reflect the initial information provided in the Investment Justification (IJ).

Equipment Costs

Equipment: Allowable costs are focused on facility hardening and physical security enhancements.

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds, including the Americans with Disabilities Act.

In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Large equipment purchases must be identified and explained.

Approved equipment costs under NSGP must have been included in the approved Investment Justification (IJ) and the Authorized Equipment List (AEL) below.

Allowable AEL's

- 03OE-03-MEGA System, Public Address, Handheld or Mobile
- 04AP-05-CRED System, Credentialing
- 04AP-09-ALRT Systems, Public Notification and Warning
- 04AP-11-SAAS Applications, Software as a Service
- 05AU-00-TOKN System, Remote Authentication
- 05EN-00-ECRP Software, Encryption
- 05HS-00-MALW Software, Malware/Anti-Virus Protection
- 05HS-00-PFWL System, Personal Firewall
- 05NP-00-FWAL Firewall, Network
- 05NP-00-IDPS System, Intrusion Detection/Prevention
- 06CP-01-PORT Radio, Portable
- 06CC-02-PAGE Services/Systems, Paging
- 06CP-03-ICOM Intercom
- 06CP-03-PRAC Accessories, Portable Radio
- 10GE-00-GENR Generators
- 13IT-00-ALRT System, Alert/Notification
- 14CI-00-COOP System, Information Technology Contingency Operations
- 14EX-00-BCAN Receptacles, Trash, Blast-Resistant
- 14EX-00-BSIR Systems, Building, Blast/Shock/Impact Resistant
- 14SW-01-ALRM Systems/Sensors, Alarm
- 14SW-01-DOOR Doors and Gates, Impact Resistant
- 14SW-01-LITE Lighting, Area, Fixed
- 14SW-01-PACS System, Physical Access Control
- 14SW-01-SIDP Systems, Personnel Identification
- 14SW-01-SIDV Systems, Vehicle Identification
- 14SW-01-SNSR Sensors/Alarms, System and Infrastructure Monitoring, Standalone
- 14SW-01-VIDA Systems, Video Assessment, Security
- 14SW-01-WALL Barriers: Fences; Jersey Walls
- 15SC-00-PPSS Systems, Personnel/Package Screening
- 21GN-00-INST Installation
- 21GN-00-TRNG Training and Awareness

Management & Administration Costs

M & A costs: Includes the following activities directly related to the management and administration of the award.

- Hiring of full-time or part-time staff or contractors/consultants responsible for activities relating to the management and administration of NSGP funds. Hiring of contractors/consultants must follow applicable federal procurement requirements at 2 C.F.R. §§ 200.318-200.327.
- Meeting-related expenses directly related to M&A of NSGP funds.

No more than 5% of each Sub-Recipient's total award may be expended on Management and Administration costs.

For NSGP agreements that include hiring contractors/consultants, the nonprofit entity will be required to:

- Demonstrate competitive solicitation per 2 C.F.R. §200.319 through submission of Quotes.
- Provide Time and Effort documentation.
- Provide the service contract.

Unallowable Costs

This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the SAA.

- Reimbursement of pre-award security expenses;
- Cameras for license plate readers/license plate reader software;
- Cameras for facial recognition software;
- Weapons or weapons-related training;
- The development of risk/vulnerability assessment models;
- Initiatives that fund risk or vulnerability security assessments or the development of the IJ.
- Hiring of public safety personnel;
- General-use expenditures;
- Itemized licensing and permitting fees

NSGP Investment Modifications

Changes in scope or objective of the award requires prior written approval and can only be considered after the award is issued. All amendment requests must be submitted to FDEM.

The amendment request must include the following:

- A written request from the NSGP subrecipient on its letterhead, outlining the scope or objective change, including the approved projects from the subrecipient's IJ, the funds and relative scope or objective significance allocated to those projects, the proposed changes, and any resulting reallocations as a result of the change of scope or objective;
- An explanation why the change of scope or objective is necessary;
- Must address whether the proposed changes will impact its ability to complete the project within the award's period of performance.

New projects being proposed must have been identified in the vulnerability assessment.

Subrecipients may not proceed with implementing any scope/objective changes until approved.

Procurement

In the process of gathering your quotes and formal solicitations for vendor selections, please keep these procurement rules in mind.

Procurement transactions must be conducted in a manner providing full and open competition and shall comply with the standards articulated in:

- 2 C.F.R. Part 200;
- Chapter 287, Florida Statutes and Rule 60A-1.002; and,
- Any local procurement policy that is more stringent than state policies

Examples of procurement may include:

Competitive Solicitations

Sole Source (Single and Proprietary)

State Term Contracts

Alternative Source Contracts

State Procurement F.S 287.057, Rule 60A-1.002
Discretionary Purchases – Rule 60A-1.002(2) <ul style="list-style-type: none">- < than \$2,500- Written & documented phone quotes
Small Purchases - Rule 60A-1.002(3) <ul style="list-style-type: none">- \$2,500 - < \$34,999- At least 2 documented written quotes
Competitive Solicitations - Rule 60A-1.002(4) <ul style="list-style-type: none">- > \$35,000- Requires a formal competitive process- Requires advertising- Must consider prior relevant experience- Invitation to Bid (ITB)- Request for proposal (RFP)- Invitation to Negotiate (ITN)

Reporting and Monitoring

Reporting

Sub-Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. The first quarterly report is due in the quarter that the agreement is executed.

Reporting Period	Report due to FDEM no later than
January 1 through March 31	April 30
April 1 through June 30	July 31
July 1 through September 30	October 31
October 1 through December 31	January 31

Monitoring

FDEM has the right, at all reasonable times, to make site visits or conduct desk reviews in order to provide any required technical assistance. This can include reviewing project accomplishments, management control systems, and verification of project completion timelines.

Noncompliance

If a recipient fails to comply with the terms and conditions of the award, the Division may terminate the award in whole or part. If the noncompliance can be corrected, the Division may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is nonresponsive, one or more of the following steps may be taken:

- (1) Temporarily withhold payments pending correction of the deficiency by the recipient.
- (2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- (3) Wholly or partly suspend or terminate the award.
- (4) Take other remedies that may be legally available.

FREQUENTLY ASKED QUESTIONS

1. Who is the Sub-Recipient's point of contact for their Subaward agreement? The point of contact for your Subaward agreement is your assigned grants manager.
2. Who has the authority to sign the Subaward agreement? The authorized representative of your subaward agreement. i.e., the Chairman of the Board, President, Owner of the organization, Rabbi or someone who is authorized to sign on their behalf (A Signature/Delegation of Authority will be required).
3. How long do we have to execute the Subaward agreement? The Sub-Recipient has forty-five (45) calendar days from receipt of notification to submit a signed agreement to FDEM for final execution.
4. When can I modify my approved program budget? Your subaward agreement must be executed with the approved budget from your Investment Justification (IJ). Modification requests must be made in writing to FDEM and must include a revised Program budget and the Budget Detail Worksheet (BDW) to reallocate funds between approved projects.
5. Can we start expending funds after the execution of the Subaward agreement? No. The Sub-Recipient cannot expend funds or commence any work until the EHP is approved.
6. When do I submit an EHP? The Sub-Recipient should submit the EHP immediately following the execution of their Subaward agreement.
7. Are we required to provide reporting for each quarter, although funds were not expended? Yes, Sub-Recipient's are required to provide a status of your projects each quarter unless projects have been completed and closeout has been requested.
8. If I have a DHS hold what are my next steps? Work directly with the Programmatic Review team member who requested the information.



Florida Division of Emergency Management Non-Profit Contact Information

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