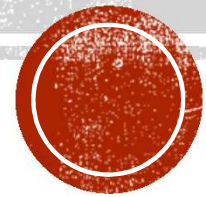


FFY 2021 NONPROFIT SECURITY GRANT PROGRAM

Sub-grantee briefing September 30, 2021



NSGP-S POINTS OF CONTACT

- Program Supervisor – Rita Stewart – Secondary
- Program Manager – Robert Drozynski – Primary (Cell # 860-977-6495)
- EMAIL address to use DEMHS.NSGP@CT.GOV
- {This goes to both Rita and Robert}
- Be sure to use FFY 2021 NSGP-S and your entity name (rather than initials) in the subject line of all emails



GENERAL QUESTIONS

- As general questions arise enter them into the chat so other participants can see them as well.
- Supervisor Rita Stewart will keep up with the chat to the extent possible.
- Specific questions can be directed to DEMHS.NSGP@CT.GOV



OVERVIEW

- The State of Connecticut Division of Emergency Management and Homeland Security is administrating the FFY 2021 Nonprofit Security Grant Program federal funds on behalf of FEMA.
- There were 43 federal awards for Connecticut so please be patient and also respond promptly to our requests.
- The Signed Notice of Grant Award obligates the funds to your entity.
- Emails to DEMHS.NSGP@CT.GOV with FFY 2021 NSGP-S and your entity name in the subject line.



SUB-GRANTEE RESPONSIBILITIES

- Return Applicant Data Sheet, W-9 and Vendor Identification forms by email to DEMHS.NSGP@Ct.Gov today (9/30/2021, if have not already done so)
- These and all program forms MUST BE ACCURATE & TYPEWRITTEN so they are legible. Program Forms: <https://portal.ct.gov/DEMHS/Grants/Nonprofit-Security-Grant-Program>
- Return the Notice of Grant with signature and initialed conditions by the date noted in your cover letter/email



SUB-GRANTEE RESPONSIBILITIES

- Return your entity's Procurement and Conflict of Interest Policies ***No Later Than 10/15/2021*** – Sample of Procurement guidelines on DEMHS Website
- Environmental and Historic Preservation (EHP) Review should be on or before 12/1/2021 – Reminder no work can proceed until after this review form is approved by FEMA – The sooner we get it the sooner it may be approved (At times 6-8 week response at the federal level)



FEMA APPROVED PROJECTS

- Please note: the projects submitted in your Investment Justification were reviewed and approved by FEMA (for the location identified in the Investment Justification). No new projects/locations can be added.



ENVIRONMENTAL AND HISTORIC REVIEW FORM

(DUE DATE ON OR BEFORE 12/1/2021)

- Section A – Page 2 of 12
 - Sub-Grantee POC
 - Mailing address
 - E-Mail Address
 - Estimated cost of Project (All projects except training & M&A)
 - Project Title – Already completed for you “Physical Security Improvements”
 - Project Location – Enter Street address
 - Project description
 - A General overview Example: Our faith based entity is proposing to add exterior and interior video cameras with server and exterior lighting”



ENVIRONMENTAL AND HISTORIC REVIEW FORM

(DUE DATE PREFERRED BY 12/1/2021)

- Section B. Project Type Page 3 of 12
 - Response 3 is checked off for “Physical Security Enhancements to existing structures”
- Section C. Project Type Details page 4 of 12
 - Response 3 is checked – “Renovations/upgrades/modifications, or physical security enhancements to existing structures. (also complete section D)



ENVIRONMENTAL AND HISTORIC REVIEW FORM (DUE DATE PREFERRED BY 12/1/2021)

- Section D. Project Details (Page 7 of 12)
 - 1 – Project Installation
 - A. Overview of installation example: “Security cameras will be mounted to the exterior and interior of the buildings, penetration resistant film will be applied to the interior of the first floor windows”
 - B. Ground Disturbance YES/No – If yes explain why and the size of the area Example: Digging a two foot diameter holes in the asphalt parking lot to install parking lot lights with 30 feet of trench three feet wide to accommodate underground conduit.



ENVIRONMENTAL AND HISTORIC REVIEW FORM

- Section D. Continued (Page 7 of 12)
 - 2 Age of Structure/building at project site (The older the building the closer the FEMA review)
 - a. Age of building
 - If older than 45 years old note any renovations
 - b. Any buildings over 50 years old or older in or adjacent to project YES/NO
 - (If yes all photographs)
 - C. Is the project listed on the National Historic Places Register YES/NO – If yes identify name and National Register document number



ENVIRONMENTAL AND HISTORIC REVIEW FORM (EHP)

- Section D. continued page 8 of 12
- Provides summary of required labeled photographs
- Importing Google Earth overhead photos and digital photos into PowerPoint or other computer program which allows editing works well
- (See Guidance in Appendix A Page 9 of 12 and subsequent examples)



SPECIAL CONDITION RE: VIDEO CAMERAS

- If installing video cameras be aware of the federal prohibition on the use of federal funds to purchase cameras made in China or by Chinese owned companies



QUARTERLY REPORTING

- Quarterly Progress and financial report is required as follows:
 - Reporting Period 10/1/2021 to 12/30/2021 – Report due 1/30/2022
 - Reporting Period 1/1/2022 to 3/31/2022 – Report due 4/30/2022
 - Reporting Period 4/1/2022 to 6/30/2022 – Report due 7/30/2022
 - Reporting period 7/1/2022 to 9/30/2022 – Report due 10/30/2022
 - Reporting period 10/1/2022 to 12/30/2022 – Report due 1/30/2023
- Follow this sequence for the duration of the grant



ESTABLISH ENTITY PROGRAM FILE

- Contents
 - Application and support documents including risk assessment
 - Vendor ID and W9 forms
 - Procurement and Conflict of Interest Policy
 - Fully executed Notice of Grant Award
 - EHP application and EHP Approval Letter
 - Record of procurement process (bids received, postings bid evaluation)
 - Confirmation vendors have been checked through SAMs.gov exclusion list
 - Obligations to vendors (Purchase orders, invoices, proofs of payment)
 - Quarterly progress and financial reports
 - Reimbursement request-Invoices-Checks



REIMBURSEMENT PROCESS

- This program is reimbursement in nature with one reimbursement request
- Once the EHP is approved you may begin your projects, any conditions outlined in the approval letter must be followed
- Reimbursement Request – Once all projects are completed
 - Consists of a reimbursement request form
 - **Invoices** with details of services provided
 - (Quotations/Statements are not sufficient)
 - Proof of payment – Copy of the check issued

