

FY2023 Nonprofit Security Grant Program

Project Manager Responsibilities

The 2023 Nonprofit Security Grant Program (NSGP) project performance period runs from September 1, 2023, to May 31, 2026.

Upon receipt of notice of award, the following administrative requirements must be complete before funds can be accessed.

- Receive, review, sign and return your award agreement to the SAA
- Address any *financial holds* that may be listed in the articles of your award agreement
 - Holds** will require additional submission of information to FEMA for pending approval, which could extend past the original start date for funding. Reimbursement cannot be done without release of holds as approved by FEMA.
- Complete and submit a current W-9 for your organization
- Sign and return a Sexual Harassment form
- Sign and return an Israeli Boycott form
- Provide a table of expenses for contracted security personnel, if applicable

Before physical work on your facility can begin

- an Environmental Historic Preservation (EHP) assessment must be submitted and approved by FEMA.
- Make sure all involved in this project, facility management, and fiscal agents are aware, work cannot begin until FEMA provides EHP approval.

You will submit your EHP to the SAA at nsqp.khp@ks.gov to review and submit to FEMA on your behalf. **Do not begin physical enhancements to your facility, until you receive an official FEMA approval letter that will be forwarded from the SAA.**

Reimbursements for work completed prior to the designated performance period cannot be reimbursed.

FY23- Project Manager Performance Period

Due to increased costs, build and delivery, you should make every effort to procure equipment within the first 18 months of award (by April 1, 2025). All Planning, Equipment, Training, Exercise and M&A funds must be expended, and reimbursement submitted by the end of your stated award performance period (May 31, 2026).

Project managers must ensure that project milestones are completed within the project performance period and within budget. As soon as you see pending challenges to meeting any milestone, please reach out to the SAA.

There are no extensions for this funding opportunity.

Review the approved Investment Justification (IJ)

- Review the approved IJ to ensure it is accurate, to include a complete description of equipment, planning, exercises, and training.
- Costs, expenses, or activities not listed in the project workbook cannot and will not be reimbursed. **Do not submit unapproved activities with your reimbursement requests.** Check your itemized invoices before submission.
- Please advise the SAA of personnel changes that would impact the project.

Equipment

- Ensure all equipment is listed in the IJ and approved by the SAA of the Kansas Highway Patrol. Only the equipment listed in your IJ has been approved. If you have quantity amounts or other changes to approved items, please email a request to nsgp.khp@ks.gov and a member of the SAA will respond.
- Once all administrative requirements are met and the SAA communicates you are approved to begin the procurement process, best practice for any threshold amount, is seek at least three (3) vendors you wish to work with who will agree to accept Net 45 Purchase Orders.
- Because this is a competitive funding opportunity changes, modifications or additions to your project may not be allowable. For questions, email nsgp.khp@ks.gov
- To meet end of grant year deadline's; Bids for equipment should not be posted after **December 1, 2025**.
- ❖ Vendor specific specifications cannot be utilized when posting bids or obtaining quotes.
- ❖ You cannot limit response to quotes or bids to a designated territory, such as a city limit(s), county(ies) or state(s).
- Once your project is complete, please let the SAA know.
- Please contact the SAA if equipment is lost, stolen, damaged, has met its useful life, or if you intend to sell or trade the equipment.

Procurement

When selecting a vendor, choosing Equipment, Training, Exercise or Planning activities, it's imperative you follow your own Procurement Policy if it is not less stringent than [the State of Kansas Procurement Policy](#) and you can **justify** the expense with back-up documentation when submitting a Reimbursement Request.

Once you have defined your “*non-vendor specific*” specs for equipment or services and estimated costs choose the appropriate *threshold* for procurement.

State Contract- If you have access to a state contract that allows for nonprofits to utilize it, there will be no need to move down a *threshold* checklist and you can provide a copy of that state contract with your reimbursement request. You can review procurement tutorials at <http://www.datacounts.net/nsgp> .

Thresholds (per fiscal year, per vendor)

- ❑ **Expense at or less than \$4,999.99**
 - no competitive bidding- **do** shop around for best quality at a reasonable price. Best practice is research best costs with at least 3 vendors.
 - **Note*** if you are spending more than \$4,999.99 in one fiscal year on one vendor → go to the next threshold
 - Follow your policy fiscal year or state policy
- ❑ **Expense between \$5,000 to \$24,999.99**
 - minimum of three (3) quotes received
- ❑ **Expense is between \$25,000 to \$49,999.99**
 - Sealed bid process used, Invitation to Bid, Public Bulletin Board (your nonprofit website) – minimum ten calendar days
 - **Note*** Best practice is to post all bids on KS Register that exceed \$25,000.00
- ❑ **Expense is at or greater than \$50,000**
 - Sealed bid process used, Invitation to Bid, post on Kansas Register <https://sos.ks.gov/publications/kansas-register.html> - minimum of ten business days, excluding holidays and minus the first & last day of posting (+2). You can utilize M&A for this cost-if it was listed and approved in your IJ.

Choosing your vendor

Start with the lowest quote or bid to determine if they meet the specs - Document

If the lowest quote or bid does not meet the specs, move to the next- Document

You do not need to choose the lowest quote or bid. However, you do need to justify and document your choice.

You will need to keep this documentation to submit with your future reimbursement request to show what procurement method was utilized.

From here you can:

Notify the vendor to begin work, order the equipment and or issue a contract as appropriate.

Reimbursement

Now that the work is completed- you have inspected and approve of final service or product-

- ❑ Complete the provided Reimbursement Request Form

Prepare, organize, and attach your *supporting documentation* that will match your reimbursement requests

Supporting documentation- also known as Source Documentation includes as applicable.

- ❑ Procurement Checklist
- ❑ Bids or quotes
- ❑ Bid or quote tabulation sheet- this sheet lists out all bids or quotes obtained

- ❑ Pre-Approval forms such as for Planning/Training/Exercise also email approvals
- ❑ Correspondence
- ❑ Sealed bid information
- ❑ Cancelled checks – *if the cancelled check is for multiple charges or invoices, please note this (breaking out costs) on the copy or summary you will be providing the SAA*
- ❑ Any other documents that support your itemized invoice listing only pre-approved items or activities
- ❑ Electronic reimbursement requests will be sent to the SAA at nsgp.khp@ks.gov and carbon copy KHP.Homeland@KS.GOV .
- ❑ Email subject should be- Reimbursement Request, Fiscal year, nonprofit name, reimbursement number (Reimbursement Request FY23 name of your nonprofit #1)

Note* submit reimbursements as they are incurred to ensure timely pass-through of funds. If proof of payment is not submitted at the time of reimbursement, you must have proof of payment within 45 days of submitting the reimbursement request but as soon as possible.

Reporting Requirements

- Project managers are responsible to provide reasonable project milestone (DD/MM/YY) information quarterly. Quarterly reports are required until the project is complete. Specific information is required and outlined for our reporting requirements to FEMA. “Nothing has been done yet” will not be acceptable. Explain clearly what is to be done and or what has been done with the funding. The designated project manager will receive a fillable report from the SAA around the time the report is required. Send your completed quarterly reports to nsgp.khp@ks.gov . Email subject should be Quarterly Report- your nonprofit name.

A blank template and example of a quarterly report is attached for your reference.

- An inventory is required to be maintained by the designated project manager or designee, also referred to as the “End User” for the life of equipment and reconciled annually. The SAA will work with the End User to reconcile annual inventory no later than **September 30th, every other year . Next Annual Inventory due September 30, 2025, 2026 and so on.**

An inventory spreadsheet of what our office shows will be provided for you to simply review, approve, or provide corrections.

If equipment becomes lost, stolen, damaged, no longer serviceable, or supportable, an Equipment Disposition Form will need to be submitted to the SAA for approval to remove from your inventory.

Monitoring

All equipment with a threshold of \$5,000.00 or more will need to be tagged and monitored by the SAA at least twice- once during the open grant period and once after the close. The SAA will reach out to schedule these monitoring visits.

Please access <http://www.datacounts.net/nsgp> for tools, resources, project management training and updates.

If you have any questions pertaining to the guidance above or need any assistance, please do not hesitate to contact any of us at nsgp.khp@ks.gov .

Kansas State Administrative Agency (SAA) contacts

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