

Glad Tidings,

I hope you are well.

You are receiving this as you are one of many, *blind copied* and listed as a primary or secondary contact for an open Nonprofit Security Grant Program Award. From valuable lessons learned, troubleshooting and program management issues shared with our office, we are adjusting methods and tools for you, or your project leads to utilize.

Please forward to all involved in managing your project.

If you have Planning, Training or Exercise activities listed in your IJ which are funded, we will need pre-approval and better documentation for reimbursement.

We will be posting a webinar for presenting updated project management and an opportunity to share questions and answers in the new year.

Moving forward for Planning, Training or Exercise activities (P/T/E)

- Ensure you have obtained SAA approval to utilize funds for allowable Training activities by submitting a Planning/Training/Exercise notification form to nsgp.khp@ks.gov at least 30 days prior to the Training activity. The preapproval form referred to as the P/T/E form is attached.

If you already have activities scheduled and planned, you can send us an email or call us and one of our team members will make sure pre-approval gets documents.

- Course description, materials, agenda, a daily sign in sheets of attendees must be submitted with the reimbursement request, so make sure if you are working with a contractor to provide training, that they understand the requirements up front.
- Sign in sheets can be completed on any format but should be legible, with the name of the activity, date(s), location, and duration(s) with typed or printed names and the individual signature for each participant. The SAA can provide you with a sign-in sheet template if needed.
- Retain a copy of the approval and other supporting documents for your records.
- A generic Sign-in Sheet is attached if you do not have your own.

Reimbursement issues

It is important to create a method of tracking project activities. Also, have open, transparent communication and visibility of each step in the process, especially if your nonprofit has assigned volunteers to help manage different components of your award. Training is always available for new managers at <http://www.datacounts.net/nsgp> .

One way for successful fiscal management, is to make sure reimbursements are tracked to include submission, payment, vendor payment and submission of proof of payment to the vendor. Reimbursements should be submitted as the cost is incurred and vendors should be paid within 45 days of reimbursement submission. Currently, our office works with awardees

that do not have upfront funds by processing itemized invoices for quick turn-around to pay their vendors. However, proof of payments not received within 60 days of the reimbursement date may have that privilege altered to require reimbursement **with proof of payment** only. I have attached a sample tracking sheet you may alter or utilize if you do not have your own accounting system set up.

We understand the challenges each of our subrecipients may face in managing this amazing funding opportunity and are committed to making sure each nonprofit in Kansas is successful at enhancing the safety of their facilities and arming the souls inside with knowledge and confidence to prepare, prevent and respond to acts of terrorism or other catastrophic events.

If you have any questions or need any assistance, do not hesitate to email NSGP.KHP@KS.GOV or contact me directly.

Thank you for your time.

Many Blessings.

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