

2020

Nonprofit Security Grant Program

Training packet NH Dept. Of Safety Grants Management Bureau



- TIMELINES/GRANT PERIOD
- VENDOR CODE
- AWARD DOCUMENTS
- PROCUREMENT PROCESS
- EHP REQUIREMENT
- CONTRACT PROVISIONS REQUIREMENTS
- REPORTING REQUIREMENTS
- REIMBURSEMENT PROCESS
- RESOURCES

****THIS PRESENTATION DOES NOT REVIEW ALL REQUIREMENTS OF THE GRANT, PLEASE REFER TO THE TERMS & CONDITIONS OF THE GRANT AWARD.***

Timelines / Grant Period



- DHS Grant Award Number:
- DHS Grant Program: 2020 Nonprofit Security Grant
- 2020 Nonprofit Grant Program will run from award date until August 31, 2023
- All projects must be completed and operational prior to the end of the grant period.
- All invoices, cancelled checks and certification of completion must be turned into GMB prior to the end of the grant period in order to be eligible for reimbursement.

Vendor Code



- Payments to organizations will be made from the NH Department of Safety.
- A State of New Hampshire vendor code needs to be applied for in order for payments to be processed.
- The online vendor application is available at the following location:
- [https://das.nh.gov/purchasing/vendorregistration/\(S\(intezeiwzmgx145e1kc1y45\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(intezeiwzmgx145e1kc1y45))/welcome.aspx)
- Vendors will receive an e-mail update with their vendor number within 3 business days.



STATE OF NEW HAMPSHIRE


VENDOR REGISTRATION

[Home](#) | [New Vendor](#) | [Returning Vendor](#) | [Frequently Asked Questions](#) | [Alternate W-9](#)

Welcome to the Vendor Registration Site. This site will be used to electronically submit a vendor application. All vendors must complete the online registration process. Returning vendors may use the link below to update their existing information.

*** Note: the online vendor registration requires a valid e-mail address. Vendors will receive an e-mail update with their vendor number within 1 to 3 business days.**

- Click [here](#) to access the site as a new vendor.
- Click [here](#) if you are a returning vendor and would like to update your existing information.
- If you are unable to complete the Online Vendor Registration, you may still manually fill out a "Vendor Application" package. You may download this [Vendor Application and Alternate W-9 here](#) . The Vendor Application and attachments may be FAXED to us at (603) 271-7564. Our mailing address is: Bureau of Purchase and Property, 25 Capitol St, Room 102, Concord NH 03301.

Please upgrade to the newest version of Adobe Reader if you experience any issues with the pdf files on this site: <https://get.adobe.com/reader/> 

If you have any questions please email them to prch.web@das.nh.gov.

Any mail correspondence should be sent to:

Bureau of Purchase and Property
25 Capital Street
Room 102
Concord, NH 03301

Click [here](#) to view a list a frequently asked questions.

Award Documents



- Award Documents
- -FFATA
- -Special Conditions
- -Terms & Conditions
- -Lobbying Assurances
- -Acceptance of Audit Requirements

Procurement Rules



- Procurement Method Reports
 - DSAD 83 outlines purchases under \$10,000
 - DSAD 84 outlines purchases between \$10,000.01-\$250,000
- Code of Federal Regulations 2 C.F.R 200.320
- Sam.gov report is required for selected vendor

A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

Log In

[Login.gov FAQs](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account



Start by creating a SAM user account.

After creating your SAM user account, log in to register to do business with the U.S. government.

Register Entity



Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.

EHP / NEPA Requirements



- EHP Form and instructions
- Projects that always require EHP Review:
 - Modification or renovation of existing buildings or structures (cameras, access controls, etc.)
 - Physical security enhancements both interior and exterior and grounds (doors, lights, fences, bollards, etc.)
 - Ground disturbance (including training with heavy foot traffic, bollards, fencing, etc.)
 - Must be completed electronically (not hand written) and in the pdf format that is supplied.
 - Electronic form is located at:
<https://www.nh.gov/safety/divisions/homeland/2019/index.html>
 - Location maps/aerial photos can be pulled from google maps
 - Submit to Pamela.Urban-Morin@dos.nh.gov when completed

Contract Provisions 1 of 3



● **FEDERALLY-MANDATED PROCUREMENT CONTRACT PROVISIONS**

- All contracts awarded by <Organization> to subcontractors and involving a grant-funded Purchase of goods or services, including small purchases, must include certain federally mandated Procurement contract provisions, including:
- **Provision Citation**
- Recipient Termination 2 CFR Part 200 Appendix II
- Equal Employment Opportunity E.O. 11246, "Equal Employment Opportunity," as
- amended by E.O. 11375, "Amending Executive Order
- 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60,
- "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Contract Provisions 2 of 3



• **FEDERALLY-MANDATED PROCUREMENT CONTRACT PROVISIONS**

• All contracts awarded by <Organization> to subcontractors and involving a grant-funded Purchase of goods or services, including small purchases, must include certain federally mandated Procurement contract provisions, including:

• **Provision Citation**

- Clean Air Act 42 U.S.C. 7401
- Federal Water Pollution Control Act 33 U.S.C. 1251
- Energy Efficiency 2 CFR Part 200 Appendix II
- Copeland “Anti-Kickback” Act 18 U.S.C. 874 and 40 U.S.C. 276C
- Byrd Anti-Lobbying Amendment 31 U.S.C. 1352
- Debarment and Suspension Executive Orders 12549 and 12689
- Recycling 2 CFR Part 200 Appendix II
- Davis-Bacon Act 40 U.S.C. 276a to a-7
- Contract Work Hours and Safety Standards Act 40 U.S.C. 327-333
- Rights to Inventions Made Under a Contract or Agreement
- 37 CFR part 401 Contractor Breach Clause 2 CFR Part 200 Appendix II

Contract Provisions 3 of 3



- All contracts awarded by <Organization> to subcontractors and involving a grant-funded Purchase of goods or services, including small purchases, must also contain the following contract clauses:
- Provisions that allow for administrative, contractual, or legal remedies where contractor violates or breaches contract terms as well as remedial actions
- Provisions addressing termination by <Organization>, including manner of termination and basis for settlement
- Provisions addressing termination of contract for default as well as circumstances beyond control of subawardee
- Provisions for bid guarantees, performance bonds and payment bonds
- Provisions allowing access to subawardee records by <Organization>, federal awarding
- agency, Comptroller General of the United States, and any other duly authorized representative

Reporting Requirements

- Sample Quarterly and Inventory Reports
- Quarterly Progress Reports will be sent each quarter and should be completed and returned to GMU.
- Milestone progress needs to be updated each quarter
- Close Out / Inventory Reporting will be required at the completion of the grant projects. All items with a value over \$5,000 should be inventoried regularly and will need to be reported periodically to GMU (currently every other year after the grant closes)
- Anytime grant equipment is disposed of or replaced GMB will need to be notified.

SAMPLE QUARTERLY REPORT

STATE OF NEW HAMPSHIRE
 Department of Safety
 FFY 2019 Homeland Security Grant Program
 Quarterly Program Progress and Financial Report

Date: 9/30/19	Grantee Name: ABC Organization	Project Title: Building Safety Equipment
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For the quarterly period of July 1 - September 30, 2019

A quarterly program and financial progress report must be submitted no later than fifteen days after the end of each quarter in accordance with the contract special conditions for your grant. Reimbursement requests will not be processed if the grantee fails to submit reports on time. The progress report serves as a narrative of project progress over the preceding three months. The financial report serves as an outline of obligated and expended funds.

Programmatic Progress

1. What percent (%) of your project has been completed to date? _____%
2. What is the anticipated completion date of your project? _____
3. Briefly explain any progress towards achieving project timelines and indicate with an "X" which milestones have been completed.

Milestone #1:	
In progress <input type="checkbox"/>	Completed <input type="checkbox"/> Comments:
Milestone #2:	
In progress <input type="checkbox"/>	Completed <input type="checkbox"/> Comments:
Milestone #3:	
In progress <input type="checkbox"/>	Completed <input type="checkbox"/> Comments:
Milestone #4:	
In progress <input type="checkbox"/>	Completed <input type="checkbox"/> Comments:
Milestone #5:	
In progress <input type="checkbox"/>	Completed <input type="checkbox"/> Comments:
Milestone #6:	
In progress <input type="checkbox"/>	Completed <input type="checkbox"/> Comments:

4. Briefly explain any delays being experienced and the steps that will be taken to address them.

5. Upon receipt, equipment valued at \$5,000.00 or more is inventoried and set on a depreciation schedule in consultation with the municipal auditor in accordance with GASB-34 requirements for municipal auditing, as appropriate:

Yes No If not, please explain.
 As a reminder: The municipal inventory tag numbers as well as the specific location of inventory items valued at \$5,000.00 or more would need to be submitted as part of the final close-out requirements.

Financial Report

1. Have reimbursements been requested for all expenditures made to date? If no, please explain.
2. Please check all of the appropriate statements below regarding your organization's compliance with the audit requirements.
 - a. _____ We have completed our OMB Circular A-133 audit for Fiscal Year ending _____ and:
 - There were no findings affecting any Federal awards
 - There were findings affecting one or more Federal awards
 - Our Circular A-133 Audit has been sent to the Department of Safety, Grants Management Unit
 - b. _____ Our Jurisdiction is not subject to an OMB Circular A-133 Audit for the Fiscal Year ending _____ because:
 - Our Jurisdiction received less than \$750,000 in Federal Awards from all sources in this fiscal year.
 - Other (please explain) _____

By signing this document, I certify that all statements included on this form and in accompanying reports are true and correct:

Program Manager, Point of Contact _____ Date _____

Please submit this report and the quarterly program narrative report to:

NH Department of Safety
 Grants Management Unit
 33 Hazen Drive
 Concord NH 03305
 Attn: Susan Glover

Due: October 15, 2019

Reimbursement Process



- This grant is a reimbursement based grant.
- 1-The organization needs to purchase, install and make operable any items covered by the grant.
 - 2-The organization will pay their vendor directly.
 - 3-Submit request on letterhead with certification statement that the project is completed, installed and operable, signed along with copies of invoices and cancelled check(s) to GMU at:

NH Department of Safety
Grants Management Unit
33 Hazen Drive
Concord, NH 03305

Resources



- Code of Federal Regulations 2 C.F.R. 200
- NH Homeland Security and Emergency Management – field representatives can assist with EHP/NEPA forms if needed.
- Grants Management Unit Staff

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603-271-7663

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