



Nonprofit Security Grant Program -Awardee Orientation-



You have been selected by the Department of Homeland Security (DHS) for funding.

The performance period for the FY24 NSGP NSS Award is May 1, 2025, and ends April 30, 2028.

Your Agreement date begins May 1, 2025, and ends December 31, 2027, which will allow the SAA time for close-out activities.

- Award Agreements were sent out on September 19, 2025. If you did not receive your award announcement from KHP please let us know.
- The Award Agreements contain standard language required Federally to include mutual agreement, fiscal agent agreements, required articles and special conditions

Please read thoroughly through this agreement and ensure all highlighted items are completed.

Congratulations on your award - What's next?

- Now that you have received notification - there are a few steps to complete before spending can begin.
- First - you should have received notification and your original Investment Justification (Application) you submitted with some forms needed for signature which include;
 - W9 - which is the first step on our end to set up accounts for tracking and reimbursement
 - Sexual Harassment form - State of Kansas requirement before funds will be released
 - Israeli Boycott form - State of Kansas requirement
 - Covered Technology form - State of Kansas requirement
- ❖ If your award amount is different than the original application amount, you will need to **revise and return** the updated Investment Justification (Application) to reflect the awarded allocation. The SAA is required to submit an amendment back to FEMA to remove any holds placed on the awardees.

All these forms and updates must be signed and returned to KHP before any activities can begin.

What's next? - Continued

Once you have signed and returned all forms and agreements;

KHP Accounting will create a Reimbursement Form specific to your nonprofit which will be sent out with additional instructions.

Don't worry - we can walk you through it - we still have another step.

If your project was identified as requiring an Environment Historic Preservation Assessment approval (EHP) there is one more step to complete before ANY physical work on your facility can begin.

Do **NOT** begin any physical work on your facility until you have received an Official *FEMA* **EHP** approval which will be forwarded to you from the SAA.

ENVIRONMENTAL HISTORIC PRESERVATION ASSESSMENT (EHP)

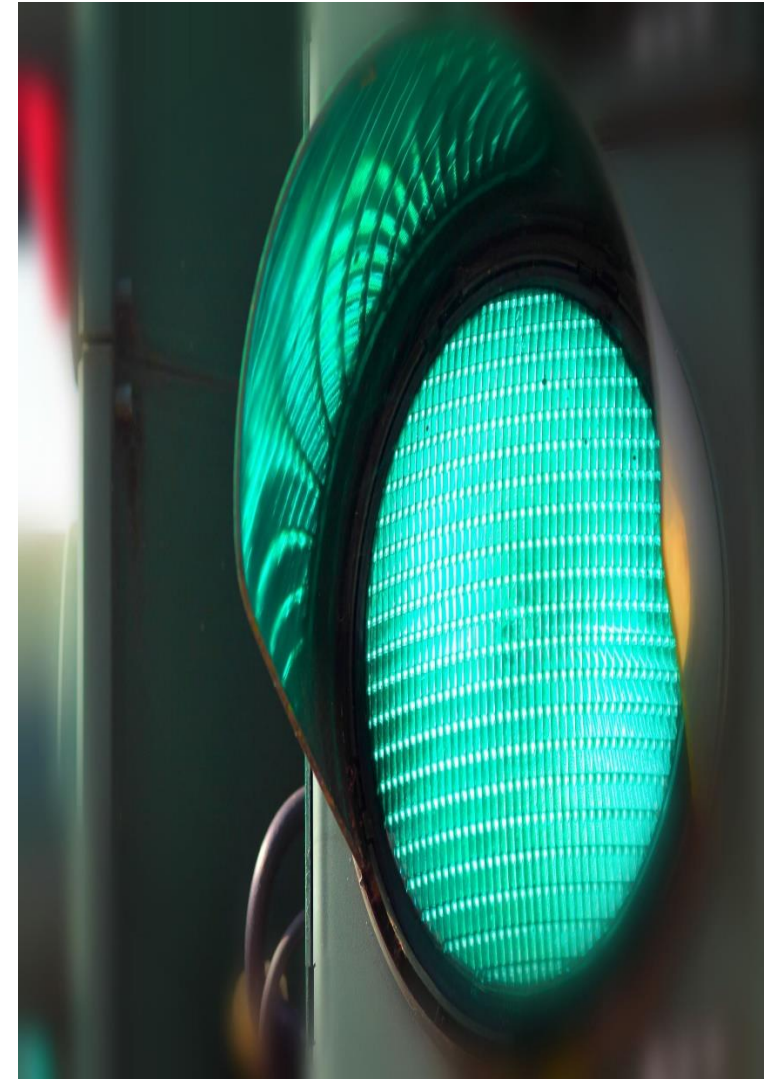
- Recipients and Subrecipients are required to obtain an EHP review by submitting a screening form to determine whether the proposed project has the potential to affect the environmental and/or historic properties. FEMA Policy #108-023-1
- The form <https://www.fema.gov/media-library/assets/documents/90195> can be completed and forwarded to NSGP.KHP@KS.GOV for submission.
- EHP reference is also located at <http://www.datacounts.net/nsgp> .

Our team is here to help walk you through the EHP steps. Do not hesitate to reach out to us directly. We also provide webinars and one-on-one tutorials where possible.

Now your set - Lets get to work!

Once you have a green light to begin work, lets start thinking ahead to approval, documentation and submitting reimbursement requests.

- Review your project to ensure what you are about to do is preapproved
- If there are any modifications needed, seek pre-approval from the SAA. In most modification cases, FEMA must be involved, and approval can take more time



Procurement

When selecting a vendor, choosing Equipment, Training, Exercise or Planning activities; its imperative you follow the *State of Kansas Procurement Policy* and can justify the expense with back-up documentation when submitting a Reimbursement Request.

Considerations should also include but not limited to;

- License, bonding, insurance, warranties, maintenance agreements and the ability to deliver within the performance period
- Refer to your Award Agreement for any Special Conditions

The following checklists will help you make the right choices and think ahead to reimbursement submission.

Procurement - Thresholds

State Contract Used – No further action for procurement is required

Expense at or less than \$4,999.99

- No competitive bidding. However, three (3) inquiries are best practice

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 (can be your nonprofits website) - 3 day minimum

Expense is at or greater than \$50,000

- Sealed bid process used
- Invitation to Bid
- Kansas Register <https://sos.ks.gov/publications/kansas-register.html> - 10 day minimum

Planning - Reimbursement Checklist

Planning Reimbursement Review

Grant Year:

Project Name:

Reimbursement
Number:

Region/Agency:

Documentation Review

☐

Identified in Project Workbook

☐

Travel Documentation

☐

Contractor

☐

Additonal Expenses

Reimbursement
Amount: \$

Voucher Number

Voucher Date

Vendor Check Date

Reviewer:

Date:

Additional Comments:

Organization / Salary - Reimbursement Checklist

Salaried Employee/Contracter Reimbursement Review

Grant Year:

Reimbursement Number:

Project Name:

Region/Agency:

Documentation Review

☐ Contract/Position Description on file

☐ Payoll information attached

☐ Bill for contracted services attached

Indirect Cost Review

☐ Indirect Cost Approval on file

☐ Indirect cost fees calculated

Reimbursement Amount: \$

Voucher Number

Voucher Date

Reviewer:

Date:

Reviewer:

Date:

Additional Comments:

Equipment - Reimbursement Checklist

Equipment Reimbursement Review

Grant Year:

Project Name:

Reimbursement Number:

Region/Agency:

Documentation Review

☐

Item(s) are listed in the Project Workbook

Procurement Method

☐

State Contract Used

☐

Expense at or less than \$4,999.99

No competitive bidding

☐

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 - 3 day minimum

☐

Expense is at or greater than \$50,000

Sealed bid process used

Invitation to Bid

Kansas Register - 10 day minimum

Reviewer:

Date:

Equipment Review

☐

Equipment is authorized in the AEL

(<https://www.fema.gov/authorized-equipment-list>)

☐

AEL number has been entered

on inventory

☐

Equipment has been added to inventory

☐

Contact information has been entered

☐

\$5,000 Tag

No

Yes & Number:

☐

Tag letter mailed or delivered

Reviewer:

Date:

Reimbursement Amount: \$

Voucher Number

Voucher Date

Vendor Check Date

SAM Verificaiton

TO PA

Additional Comments:

Training - Reimbursement Checklist

Training Reimbursement Review and Checklist

Grant Year:

Project Name:

Reimbursement Number: _____

Region/Agency: _____

Expense Review

☐ Item(s) are listed in the Project Workbook

Expense Type(s)

☐ Trainer / Contractor

☐ Attendee Reimbursement
(Mileage, Per Diem, Lodging)

☐ Lodging / Direct Bill (Group)

☐ Food / Meal Reimbursment

☐ Backfill/Overtime

☐ Additional Training Expenses

Documentation Review

☐ SAA has pre-approved course

☐ Course Description / Agenda Provided

☐ Participant List Provided

☐ If meal provided - pre-approval received

Reimbursement Amount: \$ _____

Voucher Number _____

Voucher Date _____

Vendor Check Date _____

Reviewer: _____

Date: _____

Reviewer: _____

Date: _____

Additional Comments:

Exercise - Reimbursement Checklist

Exercise Reimbursement Review

Grant Year:

Reimbursement Number: _____

Project Name:

Region/Agency: _____

Expense Review

☐ Item(s) are listed in the Project Workbook

Expense Type(s)

☐ Contractor

☐ Attendee Reimbursement
(Mileage, Per Diem, Lodging)

☐ Lodging / Direct Bill (Group)

☐ Food / Meal Reimbursment

☐ Backfill/Overtime

☐ Additional Exercise Expenses

Exercise Review

☐ Exercise has been pre-approved

☐ Participant List has been provided

☐ Exercise materials have been provided

☐ If food provided - pre-approval received

☐ If not received AAR / IP discussion with
Project Manager has occurred

Reimbursement Amount: \$ _____

Voucher Number _____

Voucher Date _____

Vendor Check Date _____

Reviewer: _____

Date: _____

Reviewer: _____

Date: _____

Reimbursement Request / Cover Sheet

How to Fill Out Your Reimbursement Form

By submitting your request for reimbursement you are stating that the services have been received and/or are completed, and that you are satisfied.

This provided reimbursement form is designed to capture the information we need while making the process simple for you to complete to get your reimbursement funding.

Please note you can only submit five (5) invoices per reimbursement. When attaching procurement information and proof of payment these reimbursements can get very large and complex.

Your responsibility is in the highlighted areas of this form.

Boxes contain drop down boxes

Boxes are where you enter the vendor and the request amount of funding

Reimbursement Number: This is a drop down box. Please keep your reimbursements in numerical order (1, 2, 3...) This helps us catch if we have not received or overlooked a reimbursement when they are out of order.

AEL and Short Description: This was provided in your application and is customized for your FY24 grant funding. You are limited to only receiving grant funds for items in these categories. Select the appropriate category for the invoice(s) being reimbursed for this payment request. AEL numbers should be

Vendor: Put the name of the vendor in this section.

Requested Funds: If the amount is different from the invoice please explain in the email the reason for this difference. Maybe you didn't have enough funds near the end of the project and your non-profit is covering the remaining amount. Maybe the vendor provided extra services not covered by the FY24 Non-Profit Security Grant.

Submitted by: This has not been prepopulated by information on the application. You will print name, sign and date. If one person is submitting and authorizing please fill out both sections.

Please include **PROCUREMENT DOCUMENTS**. Depending on the amount of your request this could include quotes, bids, and request for proposals.

Please include **PAYMENT INFORMATION**. If you need the reimbursement to pay the vendor please let us know in the email, and that you will **send proof in 30 days**. Proof of payment could include: cancelled check, bank or credit card statement highlighting vendor payment (you are welcome to black out other information if you desire), receipt, or letter from vendor stating specific item or service in the amount of request has been paid.

Kansas Non-Profit Security Grant FY24 Reimbursement Form Legal Nonprofit Name

Lead Contact:	pre-populated	Reimbursement Number:		
	xxx-xxx-xxxx	Grant	Account	BU
	email address	2024 NP	550600	3104
	SMART Vendor Number: xxxxxxxx			

Only five (5) invoices per reimbursement request. Additional invoices require additional reimbursement request form(s).

AEL and Short Description	Vendor	Requested Funds

Total Requested Amount: \$ -

I certify that to the best of my knowledge and belief that the data above is correct, that all outlays were made and costs incurred in accordance with the grant conditions and other agreements, that payment is due and has not been previously requested.

Submitted by:			
	Printed Name	Signature	Date

SAA Authorization:

Submit to both:	KHP Homeland Security	and	Accounting
	nsgp.khp@ks.gov		khp.homeland@ks.gov

Reimbursement Process

To encourage a consistent, fixed, and timely approach to processing reimbursement requests from sub-recipients, KHP HSO and Accounting staff will process reimbursement requests as soon as possible after receipt.

KHP Accounting intends to conduct a drawdown weekly with exception of holidays. If there is a holiday or other reason KHP Accounting cannot complete a drawdown they may alter the drawdown date or hold until the next week. Reimbursement requests submitted by Tuesday mornings should make the drawdown Wednesday.

While KHP HSO will try to ensure all reimbursements received during the week will be in the drawdown, those received later in the week may be delayed until the next drawdown.

Sub-recipients should submit reimbursement requests as they incur. However, at a minimum, reimbursement requests will be submitted on at least a *monthly* basis to ensure better processing of requests.

Reimbursement requests are usually submitted electronically and readable with signatures being present.

Reference: 2 CFR 200.305 Payment

SUBMITTAL OF REIMBURSEMENT REQUEST

Electronic reimbursement requests will be sent to the grant manager(s) attention. Lt. Edna Murphy at NSGP.KHP@KS.GOV and carbon copy KHP Homeland KHP.Homeland@KS.GOV .

The reimbursement request cover sheet must be accompanied by the following:

- Completed Kansas Homeland Security Grant Program Reimbursement Request / Request for Funds coversheet with attached itemized invoice(s)
- Supporting Source documentation related to reimbursement requests based on activity (Equipment, Exercises, Planning, Salary or Training)
- Source documentation requirements for the appropriate reimbursement should include:

Time and attendance records	Payroll registers
Fringe benefit rate	Receipts
Invoices and purchase orders	Quote(s) or bid process documentation
Executed contracts	Travel authorization forms / travel vouchers
Training / Exercise attendance records	Course materials
Meal sign-in sheets	Cancelled checks / Financial institution statements

QUARTERLY REPORTING - EXAMPLE

Pre-reporting Questions for FY26 Submission for Sunflower Sunset Preservation

This form does not auto-save. Please ensure you have time to fill out your entire report before submitting.

Our records indicate that this is the first quarterly report submitted in the system for "FY26 Submission for Sunflower Sunset Preservation". The SAA has indicated that the following questions should be answered before submitting your first report. You will not be presented these pre-reporting questions on any of your further reports for this project.

Is an EHP approval from FEMA on file or submitted pending approval? *

☐ Yes ☐ No

Have all Holds on funding been released? *

☐ Yes ☐ No

Submit Report

QUARTERLY REPORTING - EXAMPLE CONTINUED

Quarterly Report for FY26 Submission for Sunflower Sunset Preservation

This form does not auto-save. Please ensure you have time to fill out your entire report before submitting.

Report for Apr - Jun 2025

Is the subgrantee on schedule with purchase and installation of equipment, training? *

☐ Yes ☐ No

If the subgrantee is not on schedule with purchase/training, explain what the issue is.

Milestones

Milestone 1: Receive Bids for Gate Installation			
Due Date	Percent Complete		Notes
12-31-2025	<div><div>0</div></div>	%	<div></div>
Milestone 2: Complete Gate Installation			
Due Date	Percent Complete		Notes
03-31-2026	<div><div>0</div></div>	%	<div></div>

Has the subgrantee faced problems in implementing any parts of the project?

☐ Yes ☐ No

Do you have any feedback regarding the SAA or DHS programs?

Submit Report

END USER RESPONSIBILITIES

- An inventory is required to be maintained by 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. Next Annual Inventory due September 30, 2025.**
- **The SAA is required to conduct two on-sight visits to monitor equipment requirements.**
- Equipment is to be maintained in good working order for the life of equipment.
- Training should be included in the cost of training, and we encourage cross-training.
- Planning, Training, Exercise and Equipment should consider ADA compliance.
- Obtain pre-approval for any reasonable modifications to the project.

RESOURCES

Nonprofit Security Grant Program resources website

<http://datacounts.net/nsgp>

FEMA-NSGP Guidance

<https://www.fema.gov/grants/preparedness/nonprofit-security>

Preparedness Grants Manual

<https://www.fema.gov/grants/preparedness>

Kansas Procurement

<https://www.admin.ks.gov/offices/procurement-and-contracts>

Code of Federal Regulations

<https://www.ecfr.gov/cgi-bin/ECFR?page=browse>

Kansas Homeland Security Preparedness Grant Programs Policy Manual

<http://datacounts.net/nsgp>

CONTACTS



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Questions?