

## Nonprofit Security Grant Program

Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants and Research



Posting Date: November 25, 2024

### **Required Forms**

Q: When can we expect the signed contract back?

*A: No organizations have received a signed contract at this time. We are in the process of reviewing contracts/documents to submit OGR Administration & Finance Department/OGR Executive Director for sign-offs, signatures. Enacted contracts will be sent as soon as they are complete. You may not spend or act on any project until you receive a fully executed contract.*

Q: When do we gain access to the Expenditure Workbook?

*Expenditure Workbooks and the link to the reporting form will be sent to all subrecipients prior to December 31, 2024*

Q: Can expenditures be submitted after the contract has been received, but before the EHP form has been approved if the expenditures are for an internal project (not breaking ground, etc.)? We have multiple projects as part of our award - some are internal, some are external.

*A: An EHP is required for both internal and external projects. If you have an internal project that involves installation in your building or space, an EHP will be required. If your projects involve training or contracted security, you can begin those projects once the contract has been enacted.*

Q: When completing the report for Quarter 9, should the cost of the project(s) be greater than the award, do we make the final report equal the amount of the award exactly or is it appropriate to list the true cost (assuming the project cost has over run)?

*A: You can only receive reimbursements up to the amount of your award amount. If costs are expected to be more or less, please notify Brian to discuss and report in programmatic reporting.*

Q: For administrative costs, must they be external vendors/consultants, or may an employee of the institution submit invoices for tracking/reporting work outside the scope of their normal work?

*A: They cannot submit for work above and beyond their normal work for this grant program. Please reach out to Brian Nichols for additional clarification.*

Q: If there is a change of scope, does a new Environmental Planning and Historic Preservation form need to be completed, to align with the new scope?

*A: This is project-dependent. Please reach out to Brian to confirm.*

Q: Are paystubs acceptable to report on contracted security hours if they are hired as W-2 employees?

A: *Contracted security cannot be W-2 employees so paystubs would not be acceptable. They need to be from an outside security agency, and we would want to see invoices for various periods of time that security was provided.*

### **Allowable Costs**

Q: Is equipment made in China still prohibited for federally funded grants?

A: *It depends on the type of equipment. Please refer to the AEL or reach out to Brian directly to confirm.*

Q: Is money spent on consultants the same as money spent on M&A for consultants?

A: *Yes, typically this is the case. If you have a specific example with questions, please reach out to Brian at [brian.p.nichols@mass.gov](mailto:brian.p.nichols@mass.gov)*

Q: Is landscaping work to remove bushes etc. still permitted for putting up fencing?

A: *This needs to be a factor/component of the work to install the fencing. This would be a line item included with the cost of installation.*

Q: Can any funds be used to pay a 3rd party project manager to oversee the work?

A: *Yes. This can be included in M&A. Please be sure to reach out to Brian prior to contracting with someone to discuss.*

Q: Are cost differences from the proposal allowable as long as you stay within the overall budget for that category? in case price changes occur during the procurement process.

A: *Please reach out to Brian directly and provide more information, he will advise next steps.*

Q: If your IJ indicated a cost for equipment, which results in costing less (or costing more, within the total awarded amount) than anticipated, what type of paperwork is needed?

A: *Please reach out to Brian directly and provide more information, he will advise next steps.*

### **Reporting**

Q: Please confirm the EMW number for the EHP.

A: *EMW 2024-UA-05108*

Q: Would be there any reminding emails to submit reports etc?

A: *We will send out reminders and the link to the report.*

Q: Would we need approval if the quantity or cost of an already approved type of security cameras changes?

A: *Please reach out to Brian at [brian.p.nichols@mass.gov](mailto:brian.p.nichols@mass.gov) to make him aware of the situation. He will advise on necessary steps as appropriate.*

## **EHP's**

Q: Would you please confirm the process...if we anticipate requiring an EHP review...we should fill out the EHP form (from slide 47), send it to Mr. Nichols, then wait for the EHP approval, then purchase the items?

*A: Yes, confirming this is the process!*

Q: Must an EHP screening form be submitted for each individual project? Or can multiple projects be requested for approval at one time? Also, generally, is there a time frame that can be expected for screening form approval?

*A: The best course of action is to submit projects for the EHP's as a group. FEMA's preferred way to receive them is in a group and not individually. The typical time frame, once submitted to FEMA, is approximately 25-30 days. That can change if additional information is required.*

Q: Brian said it takes 25-30 days for approval of an EHP- and since we do not have a start date, it looks like the first quarter will show no activity. Does that sound realistic?

*A: That is correct. You would still submit a report and list \$0 expenses but could list receiving the contract as an activity.*

Q: If the project requires local town approval, do we submit for review/approval to you prior to local approval or after local/town approval

*A: Some towns will require permits, etc. We suggest completing any work you can prior to submitting an EHP. If you will need a permit, please apply/obtain that first before submitting the EHP form.*

Q: So, if we need to wait for approval before erecting a perimeter fence, will you discuss what we need to submit for that approval so we can do the legwork while waiting for that start date?

*A: If you plan to install fencing you will need to submit an EHP screening form to Brian at [brian.p.nichols@mass.gov](mailto:brian.p.nichols@mass.gov). If your municipality requires permit(s) you would work with the local departments to apply/get approval for any permits required.*

## **Resources/Webinar Materials**

Q: Could I get a copy of the recording?

*A: Yes, copy of the presentation/recording will be sent post-webinar.*

A: Yes! A copy of the slides and recording of the presentation will be sent out after the webinar.

Q: We are yet to receive the EHP forms, correct?

*A: You can find the EHP form on our resources page here:*

<https://www.mass.gov/resources-for-fffy24-nonprofit-security-grant-program-recipients>

Q: Where is the website you keep referring to where we need to go?

*A: The website we are referring to is the resources page for this grant. You can find the resource page here:*

<https://www.mass.gov/resources-for-ffy24-nonprofit-security-grant-program-recipients>

### **Procurement**

Q: How do federal procurement policies apply to contracts previously awarded within state procurement policies and are just being continued with this grant's funding?

A: *The state policies take precedent over the federal policies. Please refer to the procurement policies link provided on the resources slide of this presentation.*

### **Miscellaneous**

Q: Is there any way a new congress can invalidate our ability to receive our reward?

A: *No.*

Q: is this a UFR reportable program

A: *Yes, here is the link with more detail:*

*[File my Uniform Financial Report \(UFR\) | Mass.gov](#)*