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Preface

The Fiscal Year (FY) 2022 Nonprofit Security Grant Program (NSGP) provides funding support for physical security enhancements and other security related activities to nonprofit organizations. The program also promotes emergency preparedness coordination and collaboration activities between public and private community representatives as well as state, local, and tribal government agencies. The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) is dedicated to facilitating the integration of nonprofit organizations into the broader preparedness efforts of state and local partners.

This guidance is intended to provide supplemental information about the NSGP regarding procedures and applicable regulations. This document is not intended to be a complete resource for all potential scenarios or requirements. Please ensure all applicable compliance resources are employed for management of the NSGP. Also, it is important to note there are many steps that must be completed prior to spending grant funds or beginning any work. These steps are explained in the following document. MSP/EMHSD will provide continued support to non-profit partners as they execute their approved investments for the FY 2022 period of performance.

Program Purpose

The FY 2022 NSGP is a competitive grant program administered by the Federal Emergency Management Agency (FEMA) which provides funding for Non-Profits who are deemed at risk of a terror attack. These nonprofits are provided funding to complete projects for certain security activities. The NSGP promotes a whole community approach in hopes of integrating nonprofit preparedness activities with state and local efforts as well as promoting coordination and collaboration between public and private community representatives.

For FY 2022, there are two funding sources appropriated for nonprofit organizations:

- 1) Nonprofit Security Grant Program - Urban Area (NSGP-UA): NSGP-UA funds nonprofit organizations located within FY 2022 Urban Area Security Initiative (UASI)-designated urban areas. The Michigan UASI region includes six counties: Oakland, Macomb, St. Clair, Washtenaw, Wayne and Monroe.
- 2) Nonprofit Security Grant Program - State (NSGP-S): Under NSGP-S, each state received a target allocation for nonprofit organizations located outside of FY 2022 UASI-designated urban areas. In Michigan, this includes any county not identified above.

Objectives

The FY 2022 NSGP objectives are to support efforts that:

- Build and sustain core capabilities
- Strengthen governance integration between private nonprofit entities and Federal, state, and local governments
- Encourage a whole community approach to security and emergency management

Priorities

The Department of Homeland Security (DHS) continuously evaluates the national risk profile and sets priorities that help ensure appropriate allocation of scarce security dollars.

FY 2022 NSGP supports the following two priority areas to:

- 1) Enhance the protection of soft targets/crowded places
- 2) Mitigate the loss of life and property against threats and hazards

Period of Performance

The subrecipient performance period for the FY 22 NSGP is September 1, 2022, to July 31, 2025. All project activities must be completed by the end of the performance period. Any work completed or costs incurred outside of the performance period is unallowable and therefore not eligible for reimbursement.

Basic Program Requirements

Before any grant funds are expended, there are several activities subrecipients must complete.

Basic requirements prior to beginning any work or spending any money:

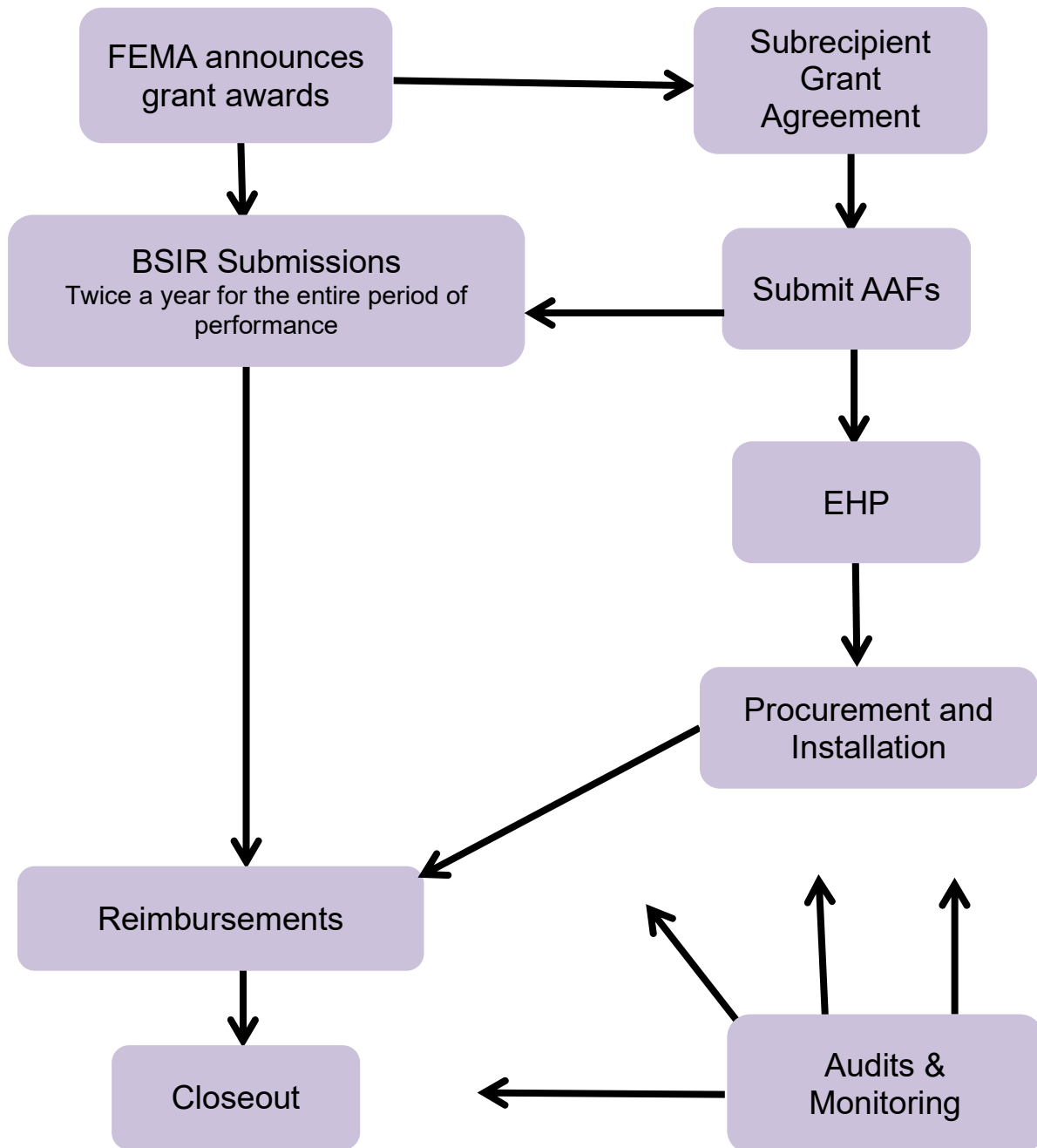
1. Grant Agreement: Sign and return all required documentation in the grant agreement package.
2. Grant Rollout: MSP/EMHSD hosts a grant rollout for new NSGP subrecipients to review requirements of the grant. Do not initiate any grant activities prior to this meeting.
3. Online Vendor Registration: Subrecipients must register to receive payments from the State of Michigan. A Vendor Registration can be created by using the following link: <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.
4. Webinar Series: Subrecipients are strongly encouraged to attend a series of webinars hosted by MSP/EMHSD to assist subrecipients in completing program requirements. The webinar series will go throughout the entire grant performance period.
5. Cost eligibility review: Submit an Alignment and Allowability Form (AAF) to MSP/EMHSD for a review of specific costs to ensure eligibility under the grant program.
6. Environmental and Historic Preservation (EHP) Review: All projects require an EHP Review which must be approved by FEMA prior to the initiation of any project activities regardless of funding source. **Failure to comply will result in the forfeiture of funds.** See Grant Requirement Details for additional information on EHP compliance.
7. Procurement: There are very specific procurement requirements that must be met to ensure purchases qualify for reimbursement. See Appendix E: Procurement.
8. Advances: Subrecipients can request an advance of funds to pay for approved projects up to 90 days prior to expenditure. See Appendix G: Advance Payment Request for additional information.

Program requirements to be completed after completion of project activities:

1. Reimbursements: Reimbursement packets must include all relevant documentation and be submitted in a timely manner. Further information can be found in Appendix H: Reimbursement Forms.
2. Equipment Inventory List: Equipment purchased with a per-unit cost of \$5,000 or greater must be placed on an equipment inventory list. The equipment must be physically verified and reconciled to this list annually. See Appendix I: Equipment Inventory and Disposition for additional detail.
3. Grant Close Out: Once all paperwork has been completed, equipment installed, and reimbursements received, the subrecipient must close out their grant by completing a close out BSIR and any subsequent instructions provided by MSP/EMHSD.
4. Equipment Disposition: When looking to dispose of equipment acquired under the grant award, subrecipients must contact MSP/EMHSD to request instructions for proper disposition of federally funded equipment. See additional detail in Appendix I: Equipment Inventory and Disposition.

NSGP Flow Chart

This chart is provided as a quick overview of the administrative processes and requirements of subrecipient NSGP grant awards. This is not an exhaustive inventory of all potential NSGP administrative requirements, and some projects may include additional evaluation or reporting requirements.



Grant Requirements Detail

Grant Agreement Packet

Grant agreements are a legal contract that explain the responsibilities of both the subrecipient and recipient. Your grant agreement packets will include a cover letter, a grant agreement, a subrecipient risk assessment certification, standard assurances, certification regarding lobbying, audit certification, W-9, agreement articles applicable to subrecipients, and a subrecipient checklist. An explanation of each document can be found in Appendix B: Grant Agreements.

Please return all required, signed grant documentation listed on the Subrecipient Checklist to our office.

Online Vendor Registration

Subrecipients must register online as a vendor with the State of Michigan to receive reimbursement for this grant. Completing the vendor registration process correctly ensures the subrecipient is set up to receive electronic payments from the State of Michigan.

Register with the State of Michigan SIGMA Vendor Self Service (VSS) system online at: <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.

Alignment and Allowability Form

The AAF is designed to capture all necessary data to demonstrate grant program cost eligibility. Cost eligibility determination is based on information provided in the AAF, including the intended use/outcome of the project, and is assessed against grant program guidance.

Documentation submitted without all required information will be returned to the subrecipient for completion and resubmission.

See detailed step-by-step instructions for completing the AAF in Appendix C: Detailed Instructions for Completing the AAF.

EHP

Federal regulations require that all federally funded activities and programs, including grant-funded projects, comply with Federal EHP regulations, laws and Executive Orders, as applicable, as they relate to the potential effects on the environment and/or historic properties. FEMA meets this regulation through the EHP review process.

Projects that have the potential to impact the environment or historical integrity of a building or community, including but not limited to construction and installation, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process.

Any activities initiated prior to completing the necessary EHP review and approval process will result in a non-compliance finding and will not be eligible for federal funding.

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. See guidance for EHP pictures in Appendix D: EHP Photograph Guidance.

Procurement Procedures

Code of Federal Regulations (CFR) Procurement and Property Procedures Summary

Procurement Procedure requirements are found at 2 CFR 200.318-326 and Appendix II of 2 CFR 200. You can access the 2 CFR 200 at www.ecfr.gov. Subrecipients are responsible for ensuring all procurement rules and regulations are followed appropriately. Procurement documentation will be evaluated during on-site reviews and audits. The following is a list of some of the important concepts to include in your procurement process. Resources are available on the MSP/EMHSD Grant Programs webpage by going to www.michigan.gov/emhsd, click Grant Programs in the left margin, click your grant, then click Procurement at the bottom of the page.

Follow your procurement policy

Your organization's procurement policy must be followed unless more restrictive requirements are outlined in 2 CFR 200.318-326 and Appendix II. Also see Appendix E: Procurement in this document for additional detail.

Dates

Make sure the project's Environmental and Historical Preservation review (EHP) has been approved before beginning the procurement process. All purchases and installation must be completed by the end of the performance period.

Non-competitive procurement (sole sourcing)

Non-competitive procurement, or sole sourcing, is not allowed. An adequate number of quotes or bids must be solicited from vendors or contractors (three as a minimum), and a socio-economic firm must be one of the vendors solicited. If the procurement is technical in nature or requires integration with an existing system, clearly state that in the solicitation and let the potential vendor or contractor determine whether they can provide the product or service.

Socio-economic procurement

At least one socio-economic vendor or contractor must be solicited for all procurements except when using the micro-procurement method.

Contract provisions

All solicitations and contracts must include the Contract Provisions outlined in 2 CFR 200.326 and Appendix II of 2 CFR 200. Resources are available on the MSP/EMHSD Grant Programs webpage to assist with this requirement, also see Appendix E of this document for additional information.

Excluded or suspended vendor check

Subrecipients are prohibited from using contractors or vendors that are excluded or suspended from doing business with the federal government as reported on www.SAM.gov. The MSP/EMHSD has provided a document titled “Instructions for Checking for Excluded or Debarred Contractors” that will walk you through this process. Access this resource on the MSP/EMHSD Grant Programs webpage by clicking your grant, then Procurement at the bottom of the page.

Prohibitions on Expending Grant or Cooperative Agreement Funds for Certain Telecommunications and Video Surveillance Services or Equipment

Subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons. For additional guidance, please refer to [FEMA Policy #405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services \(Interim\)](#). As a grant subrecipient, you are required to ensure the vendors and/or contractors paid with federal grant funds are not suspended or debarred from doing business with the federal government. You are required to maintain documentation of your search for future audit review. You can check for excluded and debarred contractors in the System for Award Management found at www.sam.gov.

BSIR

The MSP/EMHSD enters all project level data into the federal Grant Reporting Tool (GRT) and provides progress reports twice a year. The EMHSD Biannual Strategy Implementation Report (BSIR) template is how MSP/EMHSD collects subrecipient information to meet these reporting requirements.

The EMHSD BSIR will need to be completed and emailed to EMD_HSGP@michigan.gov at the end of each reporting period. The BSIR is completed twice a year and is due every April 30th and October 30th. The template will be emailed to subrecipients and the reports must account for all the completed activities, updates, and progress of your grant whether or not expenditures are incurred. Some of the activities you will want to include in the first submission are attending the rollout meeting and signing and submitting your grant agreement documents.

See detailed step-by-step instructions for completing the EMHSD BSIR in Appendix F: Detailed Instructions for Completing the BSIR.

Scope Change

Changes in the scope or objectives of the awarded project, which means changing any part of what was approved in the application, require FEMA’s prior written approval. The NSGP is competitive, with applications recommended for funding based on threat, vulnerability and consequence to a specific facility and the perceived feasibility and effectiveness of the proposed mitigation activities, as identified in the grant application.

Scope changes will only be considered on a case-by-case basis and should only be pursued if it is impossible to complete the project as approved in the original grant application. Approval of a scope change is not guaranteed.

The scope change request must include the following:

- A written request from the NSGP subrecipient on letterhead outlining the scope or objective change, including the approved projects from the subrecipient's Investment Justification (IJ), a budget table that includes the original budget and the proposed new budget, and a narrative explanation of the proposed changes.
- The letter must also include an explanation why the change of scope or objective is necessary.
- The subrecipient request must also ensure the proposed changes will not impact its ability to complete the project within the award's period of performance.

FEMA will generally not approve NSGP change-of-scope requests resulting from the following situations:

- Subrecipients that relocate their facilities after submitting their application who are requesting a change of scope to allow them to use NSGP funds towards projects at the new facility.
- OR**
- Subrecipients that renovate their facilities after submitting their application in cases where the subsequent renovations would affect the vulnerability/risk assessment upon which the IJ is based.

Receiving FEMA approval can take up to 8 weeks or longer. If a scope change is approved, it is likely that a new AAF and EHP will need to be completed. Scope changes should not be considered unless there is enough time for FEMA to review and approve the scope change, a new AAF and EHP to be completed and approved, and the procurement and installation for the project to be completed.

Any activities completed outside of the activities identified in the grant application without an approved scope change are not allowable and will not be reimbursed.

Advance Procedures

Advances are available upon request for subrecipients to pay for approved projects. Up to 90 days prior to expenditure, the Subrecipient may request funds for purchases of \$10,000 or more. Subrecipient must submit a cover letter, approved purchase orders, and an approved AAF. For more information on advances see Appendix G: Advance Payment Request.

Reimbursement Procedures

Reimbursement forms are available at <http://www.michigan.gov/emhsd>. Please submit reimbursement requests in a timely manner.

Please do not alter or re-create the reimbursement form for any reason. Do not submit incomplete reimbursement packets. Incomplete packets will be returned to the subrecipient.

Keep copies of your documentation so you have it on hand for an audit.

Reimbursement requests submitted to MSP/EMHSD that do not have appropriate proof of payment will be returned. Internal source documents do not prove outlay of funds.

Reimbursement Submission

Please submit all reimbursement packets by email to LodesM1@michigan.gov.

For further information on the reimbursement forms see Appendix H: Reimbursement Forms.

Grant Close-out

Final Reimbursements

All reimbursements must be submitted within 30 days of the end of the performance period. The final day to submit reimbursements for FY 22 NSGP is 8/30/25.

Equipment Inventory List

Property Standard requirements can be found at 2 CFR 200.313. If the equipment per-item purchase cost is \$5,000 or greater (or your organization's capitalization level for financial statement purposes if lower than \$5,000), the item must be placed on an equipment inventory list which includes all required information. The requirements can be found at 2 CFR 200.313 (d)(1). The equipment must be physically verified and reconciled to this list at least once every two years. Your grant agreement requires you to send a copy of this list to MSP/EMHSD annually. An Equipment Tracking Template can be found on the MSP/EMHSD Grant Programs webpage by clicking your grant and looking under Guidance and Resources. Additional information can be found in Appendix I: Equipment Inventory and Disposition.

Equipment Disposition

When original or replacement equipment acquired under the award is no longer needed for the original project or program or for other activities currently or previously supported by FEMA, subrecipients must contact MSP/EMHSD to request instructions for proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

A review prior to disposition is required for all grant funded equipment.

To request disposition instructions, send an email to EMD_HSGP@michigan.gov explaining what will be done with the equipment. You will be asked specific questions based on the category of disposition which is determined by what you intend to do with the equipment. Disposition request will be evaluated for compliance and the requester will be notified of the results and any further instructions.

Keep property and equipment records for at least three years after disposition. Any proceeds from equipment disposition must be used on current allowable costs identified under the Non-Profit Security Grant Program. For zero value dispositions such as lost, stolen or damaged, an incident report will need to be provided and kept on file. For further information on equipment requirements see Appendix I: Equipment Inventory and Disposition.

NSGP Webinar Series

A series of webinars have been created to help subrecipients successfully complete NSGP program requirements. Each webinar will be offered in the morning and the afternoon. Subrecipients will receive an email invitation several days prior to the scheduled webinar and asked to RSVP. It is expected that subrecipients participate in the webinars series as scheduled. The following schedule is accurate at the time of publication; however, the dates may be changed if necessary and participants will be notified by email.

Webinar Series Schedule

Webinar Date	Topic
01/17/2023	NSGP: Completing the Alignment & Allowability Form (AAF)
02/08/2023	NSGP: Completing the Environmental & Historic Preservation Form (EHP)
02/28/2023	NSGP: Understanding Contract Provisions and Prohibition on Covered Telecommunications and Video Surveillance Services or Equipment
03/14/2023	NSGP: Understanding the Procurement Process
03/30/2023	NSGP: Completing the Biannual Strategic Implementation Report (BSIR)
10/10/2023	NSGP: Completing the Biannual Strategic Implementation Report (BSIR)
10/17/2023	NSGP: Completing the Reimbursement Package
11/30/2023	NSGP: Grant Closeout and Equipment Inventory and Disbursement

Appendix A: Summary of the National Preparedness Goal

The National Preparedness Goal

The National Preparedness Goal (NPG) defines what it means for the whole community to be prepared for all types of disasters and emergencies.

“A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.”

The NPG sets the vision for nationwide preparedness and identifies the core capabilities and targets necessary to achieve preparedness across five mission areas laid out under Presidential Policy Directive (PPD) 8: prevention, protection, mitigation, response, and recovery. Our security and resilience posture are described through the core capabilities necessary to address the risks we face. We use an integrated, layered, and all-of-Nation approach as the foundation for building and sustaining core capabilities and preparing to deliver them effectively.

Table 1: Core Capabilities by Mission Area

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience	Infrastructure Systems	
Interdiction and Disruption			Critical Transportation	Economic Recovery
Screening, Search and Detection				
Forensics and Attribution	Access Control and Identity Verification	Long-term Vulnerability Reduction	Environmental Response/Health and Safety	Health and Social Services
	Cybersecurity	Risk and Disaster Resilience Assessment	Fatality Management Services	Housing
	Physical Protective Measures	Threats and Hazards Identification	Fire Management and Suppression	Natural and Cultural Resources
	Risk Management for Protection Programs and Activities		Logistics and Supply Chain Management	
	Supply Chain, Integrity and Security		Mass Care Services	
			Mass Search and Rescue Operations	
			On-scene Security, Protection, and Law Enforcement	
			Operational Communications	
			Public Health, Healthcare, and Emergency Medical Services	
			Situational Assessment	

Mission Area Summaries

Prevention

Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. It is focused on ensuring we are optimally prepared to prevent an imminent terrorist attack within the United States. Prevention also includes the intelligence, law enforcement, and homeland defense activities conducted in the event of an act of terrorism in the homeland to determine if follow-on attacks are planned and thwart and/or apprehend the adversary.

Protection

Protection includes capabilities to safeguard the homeland against acts of terrorism and man-made or natural disasters. It is focused on actions to protect the citizens, residents, visitors, and critical assets, systems, and networks against the greatest risks to our Nation in a manner that allows our interests, aspirations, and way of life to thrive. We will create conditions for a safer, more secure, and more resilient Nation by enhancing Protection through cooperation and collaboration with all sectors of society.

Mitigation

Mitigation includes those capabilities necessary to reduce loss of life and property by lessening the impact of disasters. It is focused on the premise that individuals, the private sector, communities, critical infrastructure, and the Nation as a whole are made more resilient when the consequences and impacts, the duration, and the financial and human costs to respond to and recover from adverse incidents are all reduced.

Response

Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring that the Nation is able to effectively respond to any threat or hazard, including those with cascading effects, with an emphasis on saving and sustaining lives and stabilizing the incident, as well as rapidly meeting basic human needs, restoring basic services and community functionality, establishing a safe and secure environment, and supporting the transition to recovery.

Recovery

Recovery includes those capabilities necessary to assist communities affected by an incident in recovering effectively. It is focused on a timely restoration, strengthening, and revitalization of the infrastructure; housing; a sustainable economy; and the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident. The ability of a community to accelerate the recovery process begins with its efforts in pre-disaster preparedness, including mitigation, planning, and building capacity for disaster recovery. These efforts result in a resilient community with an improved ability to withstand, respond to, and recover from disasters, which can significantly reduce recovery time and costs.

Appendix B: Grant Agreements

Contents of the Grant Agreement Packets

Cover Letter

Introduction to the grant agreement packet listing important guidelines and dates. This should be retained in your grant file.

Grant Agreement

Detailed legal agreement between the State (Recipient) and the Subrecipient (your organization). Subrecipients must review and sign the grant agreement and return a signed copy to MSP/EMHSD while also maintaining a copy in your grant file.

Subrecipient Risk Assessment Certification

This form requires subrecipients to answer five questions to help MSP/EMHSD assess the subrecipients risk of non-compliance. The subrecipient must complete, sign, and return this form with the Grant Agreement.

Standard Assurances

The Standard Assurances affirms and certifies the subrecipient's compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements. The subrecipient must sign and return this form with the Grant Agreement.

Certification Regarding Lobbying

The "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-free Workplace Requirements" document assures the subrecipient's compliance with certification requirements under 28 CFR Part 69 (lobbying), 28 CFR Part 67 (debarment and suspension), and government-wide requirements pertaining to drug-free work environments. The subrecipient must sign and return this form with the Grant Agreement.

Audit Certification

The State of Michigan Audit Certification form certifies that the subrecipient commits to having a single audit conducted if it spends more than \$750,000 in federal funding (from all sources) during a single fiscal year. The subrecipient must complete, sign, and return this form with the Grant Agreement.

Form W-9

Form W-9 is used to obtain the appropriate taxpayer identification and request certain certifications and claims for exemption. The subrecipient must complete, sign, and return this form with the Grant Agreement.

Agreement Articles Applicable to Subrecipients

Subrecipients must comply with all requirements addressed in the program specific grant guidance and Articles of Agreement of the subaward, which is included in the grant award package. Subrecipients must review the Articles of Agreement Applicable to Subrecipients carefully to ensure compliance. This should be retained for reference in your grant file.

Subrecipient Checklist

The Subrecipient Checklist includes a list of the forms that need to be signed, dated, and returned to the MSP/EMHSD. This is for reference only.

Appendix C: Detailed Instructions for Completing the AAF

AAF Template Instructions

Part I – General Information

1.A: Subrecipient Name

Enter the name of the organization.

1.B: Region

Choose N/A.

1.C: Regional Fiduciary

Select “no.”

1.D: Date Sent

Enter the date that the project is submitted to MSP/EMHSD. This date should not be the date the project is developed, but when it is submitted to the EMD_HSGP mailbox.

1.E: Category

Select “Building a capability”.

1.F: Subrecipient Point of Contact

Enter the name of the individual who serves as the subrecipient point of contact.

1.G: Subrecipient Email Address

Enter the email address for the individual identified in 1.F.

1.H: Subrecipient Phone Number

Enter the telephone number for the individual identified in 1.F.

1.I: Project Lead (If applicable)

If different from 1.F, enter the name of the individual who serves as the project lead. Generally, the project lead will be the individual who develops the project and is most knowledgeable about the project. This information may be used if additional project information is necessary for the eligibility review.

1.J: Project Lead Email Address

If applicable, enter the email address of the individual identified in 1.H.

1.K: Project Lead Phone Number

If applicable, enter the telephone number of the individual identified in 1.H.

Part II – Alignment Review

2.A: Grant Year

From the dropdown menu, select 2022.

2.B: Grant Program

From the dropdown menu, select NSGP.

2.C: Investment Title

Select N/A.

2.D: Investment Project Number

Chose 1.

2.E: Investment Project Title

Insert the title of your project, for example "Target Hardening."

2.F: Local Sub-Project Identifier

Do not fill in this section.

2.G: Investment and Investment Project Alignment

Provide a narrative description of how the specific project costs included in the AAF align to the approved investment justification.

2.H: Homeland Security Strategy (SHS or RHSS) Goal

Select n/a.

2.I: Homeland Security Strategy (SHSS or RHSS) Objective

Select n/a.

2.J: Core Capability 1

Select the core capability from the dropdown menu that is best supported by the project. Core capabilities are organized by mission area and some capabilities can span multiple mission areas. Ensure selection of the core capability under the appropriate mission area. "Protection- Physical Protective Measures" and "Prevention- Screening, Search and Detection" are common NSGP core capability selections. Refer to the National Preparedness Goal at <https://www.fema.gov/national-preparedness-goal> for additional information regarding core capabilities.

2.K: Core Capability 2

Up to two core capabilities may be identified, however, only one is required. This box is optional.

Part III – Allowability Review

3.A: Solution Area

From the dropdown menu, select the solution area that will be funded if the AAF is approved. Allowable solution areas are determined by approved projects in the Investment Justification and only one solution area may be included for each AAF. The solution areas are Planning, Equipment, Training, Exercise, and Management & Administration. Contact MSP/EMHSD with any questions about solution areas.

3.B: AEL Number

Enter the appropriate number from the Authorized Equipment List (AEL) for all equipment purchases. The AEL number should be formatted as follows: 14SW-

01-ALRM. If more than one AEL number is necessary, include all applicable AEL numbers in section 3.C, Detailed Description of Costs. NSGP funds can only be used to purchase equipment from categories 14 and 15.

Current AEL numbers can be found at <https://www.fema.gov/authorized-equipment-list>.

3.C: Detailed Description of Costs

This section should provide a description of what the project will fund – i.e., what will be purchased or acquired. The description must relate to the solution area identified in Section 3.A. The description should include a level of detail which provides the reviewer with a full understanding of what will be funded for an accurate determination of allowability. The total quantity, unit cost, and total cost must be listed for each item. Multiple equipment items can be listed on a single AAF.

3.D: Quantity

Enter the quantity of the item(s) you wish to purchase (if applicable).

3.E: Unit Cost

Enter the unit cost of the item(s) you wish to purchase (if applicable).

3.F: Total Cost

Enter the total estimated cost for the project.

Note: Actual costs will be updated at the time of reimbursement. See Part V - Reimbursement Reporting of this appendix for additional information.

3. G: Detailed Narrative of Intended Use / Outcome

This section should provide a narrative description of why the project is being pursued. While Section 3.C requests an itemized menu of costs associated with the project, this section is asking how the funded assets will be utilized. The aim is not to justify the quality of the project, but rather to describe its purpose – i.e., how it will be used, is the intent within the mission of the grant program, etc.

3.H: Personnel Activity

Check “yes” if the project includes costs for personnel or contractor wages, benefits, overtime, or backfill. If no personnel costs are included in the project, check “no”. See the federal grant program guidance for additional detail on allowable personnel costs.

Reminder: Personnel costs are only allowable if included and approved in the investment justification.

3.I: EHP

Select “yes” if the project includes any activity, regardless of funding source, that involves changes to the natural or built environment, including construction, renovation, and/or installation of any item. Certain training or exercise activities may also require an EHP. If the project does not involve any of these activities, select “no”.

IMPORTANT: Any project, funded in whole or in part with federal dollars, that falls into one of the above categories must undergo an Environmental and Historic Preservation (EHP) review and receive approval prior to initiation of any project activities. If any project activities are initiated prior to the EHP review and approval, regardless of how they are funded, the entire project will be ineligible for reimbursement of federal grant dollars.

Part IV - Training Section

Anyone requesting to use grant funds for training activities must complete this section, addressing each item detailed below, as applicable. This is only required for training requests.

4.A: Course Name

Enter the full name of the course.

4.B: Is Training a FEMA-approved Course?

If the training being requested is a FEMA-approved course, select "yes". If the course is not FEMA-approved, select "no".

4.C: Level of Training

Select from the dropdown menu the level of training that best describes the requested course.

4.D: Date of Course

Provide the anticipated date(s) of the course delivery/participation. This date will be updated based upon actual course delivery/participation at reimbursement.

4.E: Sponsoring Jurisdiction

Enter the name of the organization that is sponsoring the requested training course.

4.F: Training Discipline

Select from the dropdown menu, the primary discipline participating in the requested training.

4.G: Company Name

Enter the name of the company providing the training.

4.H: Training Provider

Enter the name of the individual who will be conducting the training.

4.I: Point of Contact

Enter the name of the appropriate point of contact within the company that is providing the requested training.

4.J: Email

Enter the email address for the identified point of contact.

4.K: Address

Enter the company address for the identified point of contact.

4.L: Phone

Enter the telephone number for the identified point of contact.

Part V – Reimbursement Reporting

Equipment & Training Reporting:

Required for equipment and training reimbursements. All equipment and training reimbursement requests must include the equipment and training reporting information with the request.

Some reimbursement requests may require multiple reimbursement reporting sheets to address Part V. This may happen if the reimbursement request includes multiple disciplines, teams, etc. receiving equipment or participating in training, or if the reimbursement request includes various equipment items.

5.A: Equipment or Training

Select either equipment or training from the dropdown menu.

5.B: NIMS Typed Discipline or State/Local Discipline/Community of Interest Supported

Leave this box blank.

5.C: NIMS Typed Resource Supported

Leave this box blank.

5.D: NIMS Typed Number

Leave this box blank.

5.E: # of Personnel Trained for NIMS Typed Teams

Leave this box blank.

5.F: # of Typed Teams Trained

Leave this box blank.

5.G: State/Local Typed Resource Supported (if applicable)

Enter N/A.

5.H: Typed Equipment Purchased

Enter N/A.

5.I: Comments

Enter a brief explanation of what is included in the reimbursement.

Project Activity Reporting:

Required for all solution areas. All reimbursement requests must be submitted with the Project Activity Reporting information completed. Follow the below instructions to complete the Project Activity Reporting section:

5.J: Organization(s)

Enter the name of the agency/organization listed on page 1 of the AAF.

5.K: Organization(s) Zip Code

Enter the zip code(s) for the agency/jurisdiction(s) listed in 5.J.

5.L: Amount Expended

Enter the actual cost of the project for which reimbursement is being requested.

Note: It may be necessary to include multiple reimbursement reporting sheets for some equipment purchases or training costs to comply with Part V.

5.M: Completed Activities

Provide a concise narrative of what was accomplished from the project in relation to the specific reimbursement request. Information provided should be qualitative and, where applicable, quantitative.

Appendix D: EHP Photograph Guidance

Minimum Requirements for Photographs

- Photographs should be in color.
- Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
- Label the photographs to clearly illustrate relevant features of the project, such as the location where equipment will be installed and areas that will experience ground disturbance.
- Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

- Provide photographs in a separate file.
- Place no more than 2 pictures per page.
- Compressing picture files or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
- Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
- Maximum file size for enclosures should not exceed 12 MB. If the total size exceeds 12 MB, send the submission in multiple e-mails.
- If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x.

Options for Creating Photographs

- Obtain an aerial photo. There are multiple online sources for aerial photographs.
- For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or Photoshop. Use that software to crop the image so the photo has the content necessary.
- Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
- Use drawing tools, such as line drawing and shapes, to indicate the location of project features.
- Insert text to label the features and to label the photograph.
- Use drawing tools to identify ground-disturbing activities (if applicable).
- Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form.

Appendix E: Procurement

Procurement Procedures are found at 2 CFR 200.318-326 and Appendix II. You can access the 2 CFR 200 at www.ecfr.gov. This is one of the most common areas for an audit finding to occur, it is important to pay special attention the procurement procedures. The following is a list of some of the important concepts to include in your procurement process. Several job aids have been developed to assist you in being compliant with these regulations. They can be found at www.michigan.gov/emhsd, click Grant Programs on the list at the left of the page, click your grant, then click Procurement.

Procurement Standards

Follow your organization's procurement policy.

Your organization's procurement policy must be followed unless more restrictive requirements are outlined in 2 CFR 200.318-326 and Appendix II of 2 CFR 200. The resource "Methods of Procurement: Federal Regulations vs Your Policy" on the MSP/EMHSD Grant Programs webpage can illustrate the differences. (Directions to the webpage are in the first paragraph of this appendix.)

Contract Provisions

Contract provisions are clauses, terms, and/or conditions that must be followed in the course of executing the contract. They are required for all contracts or purchase orders. You must draft your own contract provisions document to be sent out with all solicitations, formal or informal. A good time to start working on this document is while you are waiting for your EHP approval.

FEMA has developed a template and we have developed job aids to help you work with the template. These resources are listed below and can be found on the MSP/EMHSD Grant Programs webpage. (Directions to the webpage are in the first paragraph of this appendix.)

- FEMA Contract Provisions Template;
- Contract Criteria Table;
- Quick Reference Table for FEMA Contract Provisions Template.

Solicitation and Open Competition Requirements.

All procurements must provide full and open competition.

You Must:

- Incorporate a clear and accurate description of the technical requirements for procurement;
- Include a statement of the qualitative nature of the materials;
- Set forth minimum essential characteristics and standards materials must meet;
- Avoid including detailed product specifications if possible;
- When impractical or uneconomical to make a clear and accurate description of technical requirements, a description of "<brand name> or equivalent" is allowed; the specific features of the named brand must be clearly stated;
- Identify all requirements which must be fulfilled and all other factors that will be considered.

You Must Not:

- Do not place unreasonable requirements on firms to qualify to do business with you;

- Do not require unnecessary experience or excessive bonding;
- Do not engage in noncompetitive pricing practices between firms or between affiliated companies;
- Do not offer a noncompetitive contract to consultants that are already on retainer;
- Do not specify only a “brand name” product; you may say “a product like a (*brand name*)”;
- Do not include any geographic limitations such as “Buy Local” clauses, or other limiting geographic clauses, even if they are part of your organization’s procurement policy.

Conflicts of Interest

You must maintain written standards of conduct covering conflicts of interest. A conflict of interest may occur when the subrecipient is unable or appears to be unable to be impartial in conducting procurement procedures. This appearance may occur when someone working on your project, in any capacity, has or appears to have a relationship of any kind with a potential contractor or vendor.

Other General Requirements

Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement.

Methods of Procurement

Look first to the requirements of your procurement policy. If your policy is more restrictive, you must follow those requirements.

Small Purchase Procurement

Relatively simple and informal procurements. *You must follow the thresholds as outlined in your procurement policy first.* The small purchase threshold is up to \$250,000 unless your procurement policy is more restrictive. At least three informal quotes are required (save documentation).

Sealed Bids

For sealed bids to be feasible, the following conditions should be present:

- Must be used for construction projects;
- Complete, adequate, and realistic specification or purchase description is available;
- Two or more responsible bidders are willing and able to compete effectively for the business;
- The contract is a firm fixed price contract;
- Selection is made principally based on price – lowest responsible bidder gets the contract.

Sealed Bid Requirements

The invitation to bid must:

- Include any specifications and pertinent attachments, and define the items or services required so that someone not familiar with the project can respond;
- Publicly advertised, providing adequate response time; advertising resources may include Facebook, MI-Live or other resource available to the public;
- Solicit from an adequate number of known suppliers (minimum of three), and including at least one socio-economic firm;

- Set a date, place, and time for opening the bids; bids must be publicly opened at that stated place and time;
- Award a firm fixed price contract, in writing, to the lowest responsive bidder;
- You may consider the following when evaluating price:
 - ✓ Discounts (payment discounts only count when prior history demonstrates you take them);
 - ✓ Transportation costs;
 - ✓ Life cycle costs.

Competitive Proposals/Request for Proposals

Competitive proposals/Request for Proposals are used when conditions are not appropriate for the use of sealed bids. This may be when the best product or service for the project is not well-defined. The following requirements apply:

- Publicly advertised, providing adequate response time; advertising resources may include Facebook, MI-Live or other resource available to the public;
- Solicitation must identify all evaluation factors and their relative importance;
- Any vendor response to publicized request for proposals must be considered;
- Solicit from an adequate number of known suppliers (minimum of three, including at least one that is considered a socio-economic firm);
- Set a date, place, and time for opening the bids; bids must be publicly opened at that stated place and time;
- Must have a written method for conducting technical evaluations and selection;
- Contracts are awarded to the responsible firm whose proposal is most advantageous to the project, with price and other factors considered. You are not required to accept the lowest bid.

Competitive Proposals/Request for Qualifications

Competitive Proposals/Request for Qualifications are used only when procuring engineering or architectural services. The qualifications of the business to provide the service are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation; price is not used as a selection factor.

Contracting with Socio-Economic Firms

You must take all affirmative steps to assure small and minority businesses, women's business enterprises, and labor surplus area (socio-economic) firms are used when possible.

Affirmative steps include:

- Divide total requirements into smaller tasks or quantities when economically feasible;
- Establish delivery schedules which encourage participation from socio-economic firms where requirements permit;
- Use the services and assistance of the Small Business Administration and the Minority Business Development Agency. This may be accomplished by utilizing the SBA Dynamic Small Business Search database. The resource "SBA Search Tool Quick Reference Guide" will walk you through accessing and maneuvering through this database (see instruction in the first paragraph of this appendix);
- Require prime contractors to follow the steps outlined above.

Contract Types and Other Requirements

Cost plus a percentage of cost and percentage of construction cost methods of contracting are prohibited.

When there is No Price Competition

Profit is negotiated as a separate element. Factors to consider:

- Complexity of the work to be performed;
- Risks borne by the contractor and contractor's investment;
- Amount of subcontracting;
- Quality of the company's record and past performance;
- Industry profit rates in surrounding geographical area for similar work.

Estimated Cost Contracts

Costs or prices based on estimated costs for contracts are allowed only when the costs are allowable grant costs or purchases.

Time and materials contract

This type of contract generates an open-ended contract price and provides no positive profit incentive for cost control or labor efficiency. Subrecipients entering into this type of contract must assert a high degree of contractor oversight to obtain reasonable assurance that the most efficient methods and effective cost controls are utilized.

Contract costs are the sum of:

- The actual cost of materials;
- Direct labor hours charged at fixed hourly rates;
- Rate reflects wages, general and administrative expenses, and profit.

This type of contract may be used only when:

- There is a determination that no other contract is suitable (clearly document why no other contract was suitable in your procurement records).
- The contract includes a ceiling price that the contractor exceeds at their own risk.

Appendix F: Detailed Instructions for Completing the BSIR

BSIR Template Instructions

Funding Validation Worksheet

The Funding Validation worksheet should be completed prior to completing the individual project worksheets.

General Information

Complete the General Information section of the Funding Validation worksheet, per the instructions below.

Note: General Information provided in the Funding Validation worksheet will populate the corresponding data fields in the project worksheets.

1.A: Subrecipient Name

Enter the name of the organization.

1.B: Subrecipient Point of Contact

Enter the name of the individual who serves as the subrecipient point of contact for the grant program and grant year for which the EMHSD BSIR is being completed.

1.C: Subrecipient E-Mail Address

Enter the e-mail address for the individual identified in 1.B.

1.D: Subrecipient Phone Number

Enter the telephone number for the individual identified in 1.B.

1.E: EMHSD BSIR Submission Date

Enter the date the EMHSD BSIR is submitted to MSP/EMHSD.

1.F: Reporting Period

Select the applicable reporting period from the dropdown menu. The EMHSD BSIR is completed twice a year and the reporting periods do not change. When reporting in July, activities are from January-June and when reporting in January, activities are from July-December.

1.G: Calendar Year

Select the current calendar year from the dropdown menu.

1.H: Agency/Organization

Select other.

Funding Validation Table

The next step is to complete the Funding Validation Table. Enter the award amount.

In the "Project Title" column, enter the title of your project. There is no required title format. An example title is "Target Hardening."

Enter the total project allocation in the column titled "Allocation." The project allocation is the total award amount on your application.

In the column titled "Expended," enter the total amount expended thus far. This amount is cumulative over the entire period of performance.

The column titled "Balance" will auto-populate.

After completing the Funding Validation worksheet, proceed to the EMSHD BSIR project worksheet that correlates with the listed project number. Complete all necessary information following the instructions provided below.

Project Worksheet

Note: Some data fields will be automatically populated during initial entry on the Funding Validation worksheet.

Part I –General Information

The BSIR Submission Date will automatically populate from the Funding Validation worksheet.

1.A: Subrecipient Name

This section will automatically populate from the Funding Validation worksheet.

1.B: Agency/Organization

This section will automatically populate from the Funding Validation worksheet.

1.C: Year

This section will automatically populate from the Funding Validation worksheet.

1.D: Reporting Period

This section will automatically populate from the Funding Validation worksheet.

Part II –Investment Project Summary & Detail

2.A: Grant Year

Select the grant year from the dropdown menu for the specific EMHSD BSIR being completed. The grant year is included in the subrecipient grant agreement.

2.B: Grant Program

Select NSGP from the dropdown menu.

2.C: Investment Title

Select "other/N/A."

2.D: Project Number

Enter 1 as the project number.

2.E: Project Title

Enter Project Title from the funding validation page.

3.A: Summary of Investment Project Activities

Provide a concise narrative of completed project activities for the previous six months. EXAMPLES: Completed and received approved AAF. Completed and

received approved EHP. Began procurement process. Began installation of bollards. Submitted reimbursements. Etc.

4.A: Project Status

Select the option from the dropdown menu that best reflects the current status of the project.

4.B: Project Type

Select "Assess vulnerability of &/or harden/protect critical infrastructure and key assets." It is the third one in the list.

4.C: Core Capability

Select the core capability from the dropdown menu that is best supported by the project activities. "Protection- Physical Protective Measures and Prevention-Screening, Search and Detection" are typical NSGP core capability selections.

4.D: Project Management Step

Select the option from the dropdown menu that best reflects the current management step of the project.

5.A: Solution Area Sub-Categories

For each funded solution area, select the Solution Area Sub-Category from the dropdown menu that best describes the project activities. Up to two sub-categories may be selected for each solution area.

5.B: Milestone Completion

For each milestone included in a project, identify if the milestone is complete by selecting Yes or No. The milestones are the ones in your IJ unless they were updated following the roll out meeting.

5.C: Discipline

Select Non-profit.

Appendix G: Advance Payment Request

Advance Procedures

If necessary, your organization may request an advance of grant funds by following the requirements below.

Advance Request Conditions

- Requests for advances must be for \$10,000 or more.
- The advance must be requested in a formal letter and include all documentation listed below together in an advance request packet.
- Advance funds must be placed in an interest-bearing account.
- Any interest earned over \$500 must be returned to MSP/EMHSD.
- **All invoices and proof of payment must be dated within 90 days of receipt of the advance.**
- **All goods and services must be received within 60 days of receipt of the advance to ensure the 90-day advance liquidation is met.**

Advance Request Packet Required Documentation

- All advances must be requested in a formal letter. The letter must include the following:
 - Grant program title and grant year.
 - Dollar amount of advance request.
 - A line item budget including each item to be purchased with the advanced funds.
 - Certification that goods and services will be received within 60 days of receiving advanced funds and proof of payment will be dated and submitted to MSP/EMHSD within 90 days of receipt of advance funds.
 - Advance request letters omitting any of the above criteria will not be considered.
- Approved purchase order(s).
- Vendor's quote/invoice.
- Signed and approved Alignment and Allowability Form (AAF).

Storage of Advance Funds

- Subrecipient must place advanced funds in an interest-bearing account.
- Subrecipient may keep interest earned up to \$500 per year to cover administrative expenses for all federal grant funds combined.
- Subrecipient must notify the MSP/EMHSD quarterly, in writing, of any interest earned over \$500.

- Subrecipients must send the MSP/EMHSD a check payable to the State of Michigan for any interest earned over \$500.
- Interest received by the MSP/EMHSD is returned to the federal government.

Advance Timeframe

Advances cannot be outstanding for longer than 90 days. All invoices and proof of payment must be dated within 90 days of the advanced payment issue date.

When advance purchases are completed, subrecipient must submit:

- Reimbursement cover sheet (EMD-054) and indicate it is advance documentation.
- Copy of supporting paid invoices.
- Copy of cancelled checks.
- Copy of approved alignment and allowability form (AAF).
- A check for unused portion of advance made payable to the State of Michigan.
- Details forms (if necessary).

Appendix H: Reimbursement Forms

Calculated fields on reimbursement forms are protected and cannot be accessed electronically.

Keep copies of your documentation so you have it on hand for an audit.

Reimbursement forms are available at <http://www.michigan.gov/emhsd>:

Grants Programs → NSGP → Grant Forms → Finance Forms

EMD-054

A separate EMD-054 must be completed for each reimbursement request, grant solution area and individual exercise. Submit only one Solution Area per reimbursement request. Solution areas are: Planning, Equipment, Training, Exercise, and Management & Administration.

EMD-056

An EMD-056 must be completed whenever requesting reimbursement for equipment, supplies and other items.

Attach documentation to support equipment, supplies, and other items on the reimbursement request:

- Copy of paid invoice, including the following date and signature, or initials, of individual approving invoice to be paid.
- Proof of payment:
 - Bank copy of canceled check (front and back)
 - Credit card receipt or statement
 - Detailed receipt indicating item, service, date and method of payment.
 - Financial institution system-generated report showing outlay of funds
 - Copy of approved AAF (and EHP if applicable)

EMD-055

An EMD-055 must be completed when requesting payroll reimbursement. Each change in an employee's wage rate requires completion of an additional line, even if it is the same employee.

The Fringe Benefit Rate Calculation Worksheet must be filled out when submitting payroll reimbursement requests if fringe benefits are included. The Fringe Benefit Rate Calculation Worksheet is on the "Instructions" tab of the Payroll Reimbursement Detail.

Attach documentation to support payroll reimbursement request.

- Proof of payment:
 - Copy of Payroll Ledger, which includes employee name, pay date, amount paid and check or EFT number
 - Copy of actual pay stubs for employees proving that payment was made and when

- Timecards for employees are not proof of payment and will only be accepted as supporting documentation that accompanies proof that payment was made
- Activity detail report for each employee.
- Copy of approved AAF.

Appendix I: Equipment Inventory and Disposition

Equipment List

Pursuant to 2 CFR 200, part 200.313, all equipment purchased with federal grant funds must be maintained in an equipment inventory list. Equipment is defined as tangible personal property (including information technology systems) having a useful life or more than one year and a per unit acquisition cost of \$5,000 or greater.

For any items purchased that meet the definition of equipment, you must maintain an equipment inventory list that includes the following information:

Grant Name and year	Cost
Description of property	Location
Serial number or other ID#	Use and condition
% Participation in federal award	Disposition date (if applicable)
Who holds title	Sale Price (if applicable)
Acquisition date	

Your equipment inventory must be submitted to MSP/EMHSD within 30 days of the end of your fiscal year, annually. Subrecipients are also required to conduct a physical equipment inventory every two years and reconcile the physical inventory to the equipment inventory list.

To assist with equipment reporting requirements MSP/EMHSD has developed a spread sheet that includes all required information. You are not required to use the spreadsheet, but if using your own list, it must contain all required information. The MSP/EMHSD spreadsheet can be requested by emailing EMD_HSGP@michigan.gov.

Equipment Use

There are specific federal regulations that pertain to the use of equipment purchased with grant funds. Equipment must be used in the program or project for which it was acquired and cannot be used to replace non-grant funded assets. A control system must be in place to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated. Adequate maintenance procedures must be developed to keep the property in good condition.

Equipment Disposition

When original or replacement equipment acquired under the award is no longer needed for the original project or program or for other activities currently or previously supported by FEMA, subrecipients must contact MSP/EMHSD to request instructions to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313. Regardless of the fair market value of the equipment, a review prior to disposition is required for any equipment listed on the equipment inventory. Subrecipients must send an email to EMD_HSGP@Michigan.gov explaining what will be done with the equipment and request equipment disposition instructions. You will be asked specific questions based on the category of disposition you choose and must submit the responses to the questions. Disposition request will be evaluated for compliance and the requester will be notified of the results and any further instructions.

Appendix J: Acronym List

AAF	Alignment and Allowability Form
AEL	Authorized Equipment List
BSIR	Biannual Strategy Implementation Report
CBRNE	Chemical, Biological, Radiological, Nuclear or Explosive
CFR	Code of Federal Regulations
DUNS	Data Universal Numbering System
EHP	Environmental and Historic Preservation
EIN	Employer Identification Number
GPD	Grant Program Directorate
IB	Information Bulletin
IJ	Investment Justification
NOFO	Notice of Funding Opportunity
NPD	National Preparedness Directorate
NPG	National Preparedness Goal
NPS	National Preparedness System
PoP	Period of Performance
PPD	Presidential Policy Directive
SAA	State Administrative Agency

Appendix K: MSP/EMHSD Points-of-Contact (POC)

Subject Matter	POC	Phone	Email
Audit / Site Visit	Ms. Sherrie Loader	517-285-7495	LoaderS@michigan.gov
District Coordinator, Region 1	Lt. Jeffery Yonker	517-719-9767	YonkerJ@michigan.gov
District Coordinator, Region 2N	Lt. Timothy Ketvirtis	586-726-6709	KetvirtisT@michigan.gov
District Coordinator, Region 2S	Lt. Lamarr Johnson	734-237-5000	McQueenN@michigan.gov
District Coordinator, Region 3	Lt. Charles Barker	810-223-8466	BarkerC@michigan.gov
District Coordinator, Region 5	Lt. Joshua Collins	517-202-5545	CollinsJ1@michigan.gov
District Coordinator, Region 6	Lt. Orville Theaker	269-953-6099	TheakerO@michigan.gov
District Coordinator, Region 7	Lt. Michael DeCastro	989-705-3805	DecastroM@michigan.gov
District Coordinator, Region 8	Lt. Steven Derusha	906-227-7504	DerushaS1@michigan.gov
NSGP Program Analyst	Vacant		
NSGP Program Analyst	Mr. Paul Lounsberry	517-256-3920	LounsberryP@michigan.gov
NSGP Financial Analyst	Ms. Mikaela Lodes	517-388-8567	LodesM1@michigan.gov
Financial Management and Audit Section Manager	Ms. Tammy Eaton	517-230-7494	EatonT@michigan.gov
Risk Reduction and Recovery Section Manager	Ms. Penelope Burger	517-898-0551	BurgerP@michigan.gov
Preparedness Grants Unit Manager	Ms. Kim Richmond	517-204-0211	RichmondK@michigan.gov
Project Submittals	N/A	N/A	EMD_HSGP@michigan.gov