



## FY2021 NONPROFIT SECURITY GRANT PROGRAM

### OVERVIEW

#### WHAT IS NSGP?

- The Nonprofit Security Grant Program (NSGP) is a competitive grant program intended to provide federal funding for physical security enhancements and other security-related activities to nonprofit organizations that are at risk of a terrorist attack.
- The NSGP seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts.

#### WHAT IS THE PERIOD OF PERFORMANCE?

- The period of performance under FY2021 NSGP is 36 months.
  - Projected Period of Performance Starts: Sept. 1, 2021.
  - Projected Period of Performance Ends: Aug. 31, 2024.

### ELIGIBILITY

#### WHO IS ELIGIBLE TO APPLY AS A SUB-RECIPIENT?

- Nonprofit organizations that are described as an Internal Revenue Service (IRS) 501(c)(3) entity and exempt from tax under section 501(a) of the Internal Revenue Code.
  - Organizations such as churches, mosques and synagogues are considered automatically exempt if they meet the requirements of sections 501(c)(3) and do not have to apply for and receive a recognition of exemption from the IRS.
  - For organizations that the IRS requires to apply for and receive a recognition of exemption under section 501(c)(3), the state administrative agency (SAA) may or may not require the applicant to validate their exemption status, as long as the method chosen to validate this information is applied consistently.
- Able to demonstrate, through the application, that the organization is at high risk of a terrorist attack.
- **Note:** The only entity eligible to complete the federal NSGP application is the state administrative agency (SAA). Nonprofits must submit their applications to the SAA, in this case IDHS, who then applies to FEMA on behalf of all applicants in the state with a completed application.

## WHAT TYPE OF ENTITIES ARE NOT ELIGIBLE TO APPLY UNDER NSGP?

- Utility Companies
- For-profit transportation companies, such as a company offering bus service
- For-profit hospitals
- Organizations active in politics, lobbying and advocacy work
  - Volunteer Fire Departments
  - Community Service Organizations (Kiwanis, Rotary and Lions Clubs)
- Labor, agricultural or horticultural organizations
  - Labor unions, county fairs and flower societies are examples of these types of groups.
- *This is not an exhaustive list.*

## FY2021 FUNDING

For FY2021 NSGP, applicants may apply up to \$150,000.

## ALLOWABLE COSTS

### PLANNING

Security or emergency planning expenses and the materials required to conduct planning activities.

- Must be related to the protection of the facility and the people within and should include consideration of individuals with access and functional needs as well as those with limited English proficiency.
- Examples of allowable planning activities include, but are not limited to:
  - Development/enhancement of security plans
  - Emergency contingency or continuity of operations plans
  - Evacuation/shelter-in-place plans and security risk management plans
  - Emergency response plans

### TRAINING/EXERCISES

Limited to an organization's security personnel, staff, members and volunteers only.

- Offsite or onsite security training is allowed.
- Train-the-trainer courses are allowed.

SERVICE

INTEGRITY

RESPECT

- Allowable training-related costs are limited to attendance fees and related expenses such as materials, supplies and/or equipment.
  - Travel is not a reimbursable cost.
- Allowable training/exercise topics include physical and cybersecurity, target hardening and terrorism awareness/employee preparedness topics, such as Community Emergency Response Team (CERT) training, active shooter training, and emergency first aid training.
  - Applications should include specific details about any proposed training/exercises, to include topic, organizational attendees/participants, length, and what vulnerability the activity will help mitigate.

*Note: If there is any question on whether a specific training fits the criteria, please submit a [Grants Management Support Ticket](#).*

## EQUIPMENT

Authorized Equipment List (AEL) Categories 14 and 15 only; examples include:

- Access Control Equipment
- Surveillance Equipment (Cameras)
- Impact resistant Doors and Gates
- Intrusion Detection Sensors and Alarms
- Exterior Lighting
- Physical Perimeter Security (fencing, walls, jersey barriers)
- Screening and Inspection Equipment
- Backup computer hardware, operating system, data storage, and application software.
- Train-the-trainer courses are allowed.

Allowable equipment outside AEL Categories 14 and 15 include ONLY the following:

- Handheld Radios (AEL 06CP-01-PORT – Radio, Portable)
- Public Warning Systems (03OE-03-MEGA – System, Public Address, Handheld or Mobile)

## PERSONNEL

Contracted security protection is the only allowable cost in the personnel category through NSGP.

- Funds may not be used to purchase equipment for contracted security.
- Application should justify proposed contract security personnel spending in the target hardening narrative section of the application.
  - Example: Number of Personnel, Frequency of Use, Hourly Rate.

SERVICE

INTEGRITY

RESPECT

## MANAGEMENT & ADMINISTRATION

Up to 5 percent of a sub-recipient's FY2021 NSGP award may be used for their M&A purposes.

- Are not operational costs; must be justifiable in order to receive reimbursement.
- Examples: reporting, financial management, correspondence & monitoring.
- Include in Section IV of the Investment Justification (the application) to fully account for the project budget.

## UNALLOWABLE COSTS

Several types of proposed projects and activity are not allowed under the grant program, including, but not limited to:

- Organizational operating costs
- Hiring of public safety personnel
- General-use expenditures
- Overtime
- Development of risk or vulnerability assessments
- License plate reader systems (LPRs)
- Facial recognition software
- Knox Boxes
- Guns/weapons
- Landscaping
- Initiatives in which federal agencies are the beneficiary or that enhance federal property
- Initiatives that study technology development
- Proof-of-concept initiative
- Any pre-award costs (including grant writer fees)
- Sexual predator screening database
- Development of the investment justification
- Weapons training

## FY2021 APPLICATION OVERVIEW

The following documents must be included for an application to be considered complete. Incomplete applications will not be reviewed by IDHS or recommended for federal review.

1. **Mission Statement**
2. **Completed Vulnerability Assessment**
3. **Completed Investment Justification**
4. **Any Supporting Documentation**
  - a. Supports threat to facility, if applicable, such as police or insurance reports.

*This information should be submitted to [grants@dhs.in.gov](mailto:grants@dhs.in.gov). Include “NSGP 2021” and the organization’s legal name in the subject line.*

### MISSION STATEMENT

- Should be on official letterhead, if available.
- Provides the “who, what and why” of the organization.
- No official format but should state the intent/purpose of the organization and any mission implementing policies or practices that may elevate the organization’s risk.
- Used to validate information in the investment justification.
- Used to categorize the facility (faith-based, education, medical, other).

### VULNERABILITY ASSESSMENT

- Applicants should keep in mind that the vulnerability assessment is the foundation from which the investment justification is built upon.
- Addresses the threats, vulnerabilities and consequences of potential events at a site or location.
- Equipment requested in the investment justification should directly link to the threats, vulnerabilities and potential consequences to the facility, as identified in the vulnerability assessment.
  - Equipment that does not appear to directly tie to the findings identified in the vulnerability assessment may not be funded or may be placed on hold by FEMA.
- While there are no specific requirements for the vulnerability assessment, FEMA encourages organizations to have someone with a security, law enforcement, military or emergency service background conduct the vulnerability assessment.

### INVESTMENT JUSTIFICATION

- Describes the “who, what, when, where, why and how” of the applicant’s plan for target hardening of its facility
- Must have a physical address – absolutely no P.O. Box numbers.

SERVICE

INTEGRITY

RESPECT

- One site and one address only per investment justification.
- Must be for the location the organization occupies at the time of the application.

## INVESTMENT JUSTIFICATION

- Is submitted by applicants in the required, standardized Microsoft Excel fillable form.
  - The investment justification has seven subsections that need to be fully addressed (Sections I-VII).
  - *Submissions in any format other than the Excel will not be reviewed by IDHS.*
- Should be consistent with the findings of the vulnerability assessment and address target hardening initiatives that will mitigate identified vulnerabilities.
  - Example: If the first vulnerability in the vulnerability assessment is exterior lighting, then the first part of the target hardening narrative will address exterior lighting, and the first line item will be exterior lighting.
- Establishes the project timeline and milestones for completion of proposed investments and identifies key individuals that will be involved in implementing and administering the award.

## INVESTMENT JUSTIFICATION SECTION I – APPLICANT INFORMATION

- Includes the following fields that must be filled out:
  - Legal name of the organization.
  - Physical address of the facility to include the city and/or county name. This is the address the applicant is currently occupying at the time of the application.
  - Year the facility was constructed.
  - Organization type: Short narrative description of the organization’s ideology, beliefs and mission.
  - 501(c)(3) Tax-exempt organization: The applicant must check yes or no.
    - If the applicant checks no, they are not eligible to apply under NSGP and the application will not be reviewed.
  - DUN & Bradstreet Number: Applications can only be submitted with a current and valid DUNS number; pending DUNS numbers will not be accepted.

## INVESTMENT JUSTIFICATION SECTION I – APPLICANT INFORMATION

- Includes the following fields that must be filled out:
  - FY2021 Urban Area: Must select “Not within a UASI-designated urban area” from the dropdown.

SERVICE

INTEGRITY

RESPECT

- FY2021 NSGP Federal Funding Request: Up to \$150,000
- Any Current Contract with U.S. DHS (not IDHS): The applicant must select yes or no.
  - This question does not include previously awarded NSGP funding.
  - If the applicant selects yes, they must provide a narrative response describing the contract.
- Investment Phase: The applicant must select new or ongoing.

## **INVESTMENT JUSTIFICATION SECTION II – BACKGROUND INFORMATION**

- Includes the following narrative fields that must be filled out:
  - Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible target of terrorism.
  - Any role in responding to or recovering from terrorist attacks.
    - Applicants may also detail their involvement in their community in emergency preparedness activities or response.

Applicants should thoroughly address both questions.

## **INVESTMENT JUSTIFICATION SECTION III – RISK**

- Includes the following narrative fields that must be completed:
  - Threat
    - The applicant should describe any incidents that have occurred at its facility, or any threats such as verbal threats or vandalism made against the organization or people that represent the organization. The applicant should also describe any threats identified in a risk assessment here as well, or that were substantiated after an event in a police report or insurance claim, with associated dates.
  - Vulnerability
    - The applicant should detail and summarize the findings from the vulnerability assessment they submitted with their application in this section, spelling out exactly what physical weaknesses at its location that make it an attractive target for exploitation by those wanting to do the organization harm.
  - Consequence
    - The applicant should thoroughly address the short and long-term impacts locally to its facility, organization and community should an incident occur at its site.

## INVESTMENT JUSTIFICATION SECTION IV – TARGET HARDENING

- Includes the following narrative fields that must be completed, capturing the following:
  - **All** proposed target hardening activities and associated costs.
    - All proposed projects and activity should be thoroughly detailed, costs justified and link to vulnerability assessment established.
      - Example 1: Fencing: 240 feet of 8-foot chain-length fencing topped with 1 foot of barbed wire, to address vulnerability to breaching along the west side of the facility.
        - 240 feet x \$208.33 per foot = \$50,000
      - Example 2: \$5,000 for 8 exterior cameras, 3 located on lighting poles in the parking lot, 1 adjacent to the main entrance to the facility, and 1 on each corner of the building (4 corners), to address inability to monitor the exterior of our facility and identify suspicious activity.
        - 8 cameras x \$625 = \$5,000
    - Proposed contracted security personnel, planning, training and exercise costs are also captured, detailed and linked to vulnerabilities in the vulnerability assessment in this section, similar to the examples above.
- Includes a section to list all physical security equipment proposed for purchase in the narrative portion of Section IV.
  - Must include the correct AEL number/s and title(s) of all proposed equipment purchases, the vulnerability in Section III addressed and the total amount requested per item.
  - Also, any personnel, training, exercise and planning costs should be listed along with the vulnerability in Section III it addresses, and the total amount requested per item.
- Total funds requested must match in both the narrative and budget portion of Section IV, along with the total federal funding requested in Section I.
  - Any discrepancies across the three requested funding amounts will result in a financial hold by FEMA.

## INVESTMENT JUSTIFICATION SECTION V – MILESTONES

- Includes fields that capture key activities and dates that sequentially build upon each other toward the completion of all approved projects in the application.
- Common milestones include, but are not limited to:
  - Award notification and completion of award paperwork
  - Time to secure bids that meet federal procurement requirements.

SERVICE

INTEGRITY

RESPECT



- Time to select and award contracts to vendors.
- Environmental and Historic Preservation paperwork completion, submission and approval.
- Installation and testing of equipment.
- Vendor payments and grant closeout paperwork.
- Applicants should be detailed and include a comprehensive and realistic list of sequential milestones in this section.
  - This is a 36-month grant – paperwork and the project will take time to complete.

### INVESTMENT JUSTIFICATION SECTION VI – PROJECT MANAGEMENT

- Includes a narrative field that captures the name, phone number, email address and experience of the individual(s) listed that will be involved in carrying out all funded projects and activities.
  - All individuals that will be involved in the management and implementation of awarded projects should be listed in this section.
  - If multiple individuals are listed, their roles and responsibilities for various phases of the project implementation should be detailed. Also include each individual’s experience in executing those responsibilities in similar projects.
  - If multiple individuals are listed in Section IV, the overall governing structure of the group should be explained.
  - Section VI also includes a narrative section where the applicant must describe any potential project challenges as well as coordination with local homeland security partners.

### INVESTMENT JUSTIFICATION SECTION VII – IMPACT

- Includes a narrative field where the applicant is to describe how the projects it proposed in the investment justification will mitigate known threats and vulnerabilities.
  - Example Answer: Installation of the 2 requested cameras on the west exterior of our facility will better help our organization monitor and surveil the adjacent empty lot in order to identify suspicious activity in advance of an event. This will help to greatly mitigate the vulnerabilities identified in our vulnerability assessment related to the lack of security along our west side perimeter and the threat of a facility breach in that area.
  - The section also includes a narrative section for applicants to identify the core capabilities the proposed projects and activities in their investment justification will help to address.
    - Applicants can identify the core capabilities their proposed projects and activities help to achieve at the following link: [Mission Areas and Core Capabilities FEMA.gov](https://www.fema.gov/mission-areas-and-core-capabilities).

## FY2021 APPLICATION REVIEW PROCESS

- Two-Phase review process
  - IDHS will review first and submit the state application to FEMA.
  - Federal Review
- Results used to inform the final funding decisions made by the Secretary of Homeland Security

## QUESTIONS OR ADDITIONAL ASSISTANCE

- All forms needed to complete the FY2021 NSGP application are posted on the IDHS Nonprofit Security Grant Program's website: <https://www.in.gov/dhs/grants-management/grants-management/nonprofit-security-grant-program/>
- Please submit any questions or assistance requests through a Grant Management Support Ticket: <https://www.in.gov/dhs/grants-management/grants-management/>.
  - Please reference Nonprofit Security Grant Program and list any specific questions.