

**The U.S. Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Fiscal Year (FY) 2017 Nonprofit Security Grant Program (NSGP)**

**NOTE:** Eligible recipients who plan to apply for this funding opportunity but who have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), should take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. New registration can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes Taxpayer Identification Number (TIN) validation with the Internal Revenue Service (IRS) and Commercial and Government Entity (CAGE) validation/assignment with Department of Defense (DoD). This timeframe may be longer if the information you provide is flagged for manual validation by either party. If you notice your registration has had a 'Submitted' status for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or <https://www.fsd.gov>. **Information on obtaining a DUNS number and registering in SAM is available from [Grants.gov](http://www.Grants.gov) at: <http://www.Grants.gov/web/grants/register.html>.** Detailed information regarding DUNS and SAM is also provided in [Section D](#) of this NOFO, subsection, Content and Form of Application Submission.

**A. Program Description**

**Issued By**

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

**Catalog of Federal Domestic Assistance (CFDA) Number**

97.008

**CFDA Title**

Nonprofit Security Grant Program (NSGP)

**Notice of Funding Opportunity Title**

Nonprofit Security Grant Program

**NOFO Number**

DHS-17-GPD- 008-00-01

**Authorizing Authority for Program**

Section 2003 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296) (6 U.S.C. § 604)

**Appropriation Authority for Program**

Department of Homeland Security Appropriations Act, 2017 (Pub. L. No. 115-31)

## **Program Type**

New

## **Program Overview, Objectives, and Priorities**

### **Overview**

The FY 2017 NSGP provides funding support for physical security enhancements to nonprofit organizations that are at high risk of a terrorist attack and located within one of the urban areas receiving funding under the Fiscal Year (FY) 2017 Urban Area Security Initiative (UASI). The program seeks to integrate the preparedness activities of nonprofit organizations that are at high risk of a terrorist attack with broader state and local preparedness efforts. The NSGP also promotes emergency preparedness coordination and collaboration activities between public and private community representatives as well as state and local government agencies. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the NSGP supports the goal to Strengthen National Preparedness and Resilience.

### **Objectives**

The FY 2017 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 National Preparedness Goal (the Goal) defines what it means for the [whole community](#) to be prepared for all types of disasters and emergencies. The National Preparedness System is the instrument the Nation employs to build, sustain, and deliver core capabilities in order to achieve the Goal of a secure and resilient Nation. The FY 2017 NSGP plays an important role in the implementation of the National Preparedness System by supporting the development and sustainment of core capabilities. The core capabilities, outlined in the Goal are essential for the execution of the five mission areas—Prevention, Protection, Mitigation, Response, and Recovery—and the realization of a secure and resilient Nation. The development and sustainment of these core capabilities are not exclusive to any single organization, but rather require the combined effort of the whole community. The FY 2017 NSGP's allowable costs support efforts to build and sustain core capabilities across mission areas. For additional details on priorities and additional costs for this program, please refer to [Appendix B – NSGP Priorities](#).

## **B. Federal Award Information**

### **Award Amounts, Important Dates, and Extensions**

**Available Funding for the NSGP:** **\$25,000,000**

Each nonprofit organization may apply for up to \$75,000 and must apply through their respective State Administrative Agency (SAA).

**Period of Performance:** **Thirty-six (36) months**

Extensions to the period of performance are allowed. For additional information on period of performance extensions, refer to [Section H](#) of this NOFO, *Additional Information - Extensions*.

**Projected Period of Performance Start Date(s):** **September 1, 2017**

**Projected Period of Performance End Date(s):** **August 31, 2020**

**Funding Instrument:** **Grant**

## **C. Eligibility Information**

### **Eligible Applicants**

The SAA is the only entity eligible to apply for FY 2017 NSGP funds on behalf of eligible nonprofit organizations.

Nonprofit organizations must apply for FY 2017 NSGP through their SAA. A list of SAA points of contact is available at: <http://www.fema.gov/media-library/assets/documents/28689?id=6363>. Nonprofit organizations **may not** apply directly to DHS/FEMA for FY 2017 NSGP funds.

SAA's, in coordination with the Urban Area Working Groups (UAWG), are encouraged to notify and actively inform eligible nonprofit organizations of the availability of FY 2017 NSGP funding.

### **Eligibility Criteria**

Eligible nonprofit organizations are those organizations that are:

- 1) Described under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code; refer to links below for additional information:

- <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501-c-3-organizations>
- <https://www.irs.gov/publications/p557/ch03.html>
- <https://www.irs.gov/charities-non-profits>

Note: The Internal Revenue Service (IRS) does not require certain organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c)(3) of the IRC. Such organizations are automatically exempt if they meet the requirements of section 501(c)(3). These organizations are not required to

provide recognition of exemption. For organizations that the IRS requires to apply for and receive a recognition of exemption under 501(c)(3), the state may or may not require recognition of exemption, as long as the method chosen is applied consistently.

- 2) Located within one of the FY 2017 UASI-designated urban areas, listed in [Appendix A- FY 2017 NSGP UASI- Designated Urban Areas](#); and
- 3) Determined to be at high risk of a terrorist attack by the Secretary of DHS.

### **Other Eligibility Criteria**

#### **National Incident Management System (NIMS) Implementation**

Prior to allocation of any Federal preparedness awards in FY 2017, recipients must ensure and maintain adoption and implementation of NIMS. DHS/FEMA describes the specific training and activities involved in NIMS implementation in the NIMS Training Program <https://www.fema.gov/training-0> and the NIMS Implementation Objectives <https://www.fema.gov/implementation-guidance-and-reporting>.

Incident management activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies). Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients should manage resources purchased or supported with DHS/FEMA grant funding according to NIMS resource management guidance. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is available on DHS/FEMA's website under <http://www.fema.gov/resource-management-mutual-aid>.

Nonprofit subrecipients are not required to maintain adoption and implementation of NIMS.

#### **Cost Share or Match**

There is no cost share requirement for the FY 2017 NSGP.

### **D. Application and Submission Information**

#### **Key Dates and Times**

**Date Posted to Grants.gov: June 2, 2017**

**Application Submission Deadline for the SAA: June 22, 2017, 5:00PM EDT**

#### **Application Submission Deadline for Nonprofit Organizations:**

SAAs establish all requirements and deadlines to manage their nonprofit sub-application process in support of their submissions to DHS/FEMA. Deadlines and state requirements may vary from state to state. Contact the SAA for submission deadlines or additional information.

Nonprofit applications are due to the SAA before the application submission deadline for SAAs of June 22, 2017.

All applications **must** be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. Due to the competitive nature of the NSGP, DHS/FEMA will not review applications that are not received by the deadline or consider them for funding. DHS/FEMA may, however, extend the application deadline by request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. Applicants who experience technical issues must notify their DHS/FEMA Headquarters (HQ) Program Analyst before the application deadline. Applicants should contact the Centralized Scheduling and Information Desk (CSID) for FEMA HQ Program Analyst contact information. CSID can be reached by phone at (800) 368-6498 or by e-mail at [askcsid@dhs.gov](mailto:askcsid@dhs.gov), Monday through Friday, 9:00 a.m. – 5:00 p.m. EDT.

**Anticipated Funding Selection Date:** **September 1, 2017**

**Anticipated Award Date:** **No later than September 30, 2017**

#### **Address to Request Application Package**

Application forms and instructions are available at [Grants.gov](http://www.grants.gov) (hardcopies of the NOFO and associated application materials are not available). To access these materials, go to <http://www.grants.gov>, select "Applicants" then "Apply for Grants," read the registration requirements, and register, if necessary (**Allow up to 7-10 business days after submitting before the registration is active in SAM, then an additional 24 hours for Grants.gov to recognize the information**). In order to obtain the application package select "Download a Grant Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

Applicants experiencing difficulties accessing information or which have any questions should call the [Grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726.

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

Applications will be processed through the [Grants.gov](http://www.grants.gov) portal and DHS/FEMA's Non-Disaster Grants ([ND Grants](#)) System.

#### **Content and Form of Application Submission**

Applying for an award under this program is a multi-step process. To ensure that an application is submitted on time, applicants are advised to start the required steps well in

advance of their submission. Failure of an applicant to comply with any of the required steps before the deadline for submitting the application may disqualify the application from funding.

The steps for applicants to follow in applying for an award under this program are:

1. Applying for, updating, or verifying their Data Universal Numbering System (DUNS) Number;
2. Applying for, updating, or verifying their Employer Identification Number (EIN);
3. Updating or verifying their System for Award Management (SAM) Registration;
4. Establishing an Authorized Organizational Representative (AOR) in [Grants.gov](https://www.grants.gov);
5. Submitting an initial application in [Grants.gov](https://www.grants.gov); and
6. Submitting the final application in the Non Disaster Grants ([ND Grants](https://www.ndgrants.gov)) system.

Each of the required steps associated with the application process are explained in the sections below.

### **Unique Entity Identifier and System for Award Management (SAM)**

Before applying for a DHS/FEMA grant at [Grants.gov](https://www.grants.gov), applicants must have a DUNS number, be registered in SAM, and be approved as an AOR. The steps for completing these pre-application processes are outlined below.

**NOTE: Applicants are encouraged to register early. The registration processes can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact the applicant's ability to meet required submission deadlines.**

### **Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number**

The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form in [Grants.gov](https://www.grants.gov). Instructions for obtaining a DUNS number can be found at the following website:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.

The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711. **DHS/FEMA cannot assist applicants with questions related to obtaining a current DUNS number.**

### **Obtain an Employer Identification Number (EIN)**

DHS/FEMA requires both the EIN and a DUNS number prior to the issuance of a financial assistance award and for grant award payment; both the EIN and a DUNS number are required to register with SAM. The EIN base for an organization is the IRS Tax ID number; for individuals it is their social security number. The social security and

IRS Tax ID numbers are both nine-digit numbers. Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS number since both are 9-digit numbers. If these numbers are not correctly identified in the application, a delay in the issuance of the funding award and/or incorrect payment to a recipient organization may result.

Organizations [applying for an EIN](#) should plan on a minimum of two full weeks to obtain an EIN. For assistance registering an EIN please contact the [IRS helpline](#). *DHS/FEMA cannot assist applicants with questions related to obtaining a current EIN.*

### **Register with the System for Award Management (SAM)**

Applicants applying for grant funds electronically through [Grants.gov](#) must register with SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in the application being rejected by [Grants.gov](#) during the submissions process.

Payment under any DHS/FEMA award is contingent on the recipient's having a current [SAM](#) registration. The SAM registration process must be completed by the applicant. It is imperative that the information provided by the applicant is correct and current. Please ensure that the organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other DHS/FEMA awards.

SAM registration is a multi-step process including validating the EIN with the IRS to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application.

SAM sends notifications to the registered user via email 60, 30, and 15 days prior to expiration of the SAM registration for the Entity. SAM registration may lapse due to inactivity. To update or renew Entity records(s) in SAM, applicants will need to create a SAM User Account and link it to the migrated Entity records.

For assistance registering, please go to [SAM](#) or call 866-606-8220. *DHS/FEMA cannot assist applicants with questions related to registering in SAM or obtaining a current CAGE code.*

### **Authorized Organization Representative (AOR)**

The next step in the registration process is creating a username and password with [Grants.gov](#) to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR. This step is often missed and it is crucial for valid submissions. To read more detailed instructions for creating a profile on [Grants.gov](#) visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

### **AOR Authorization**

After creating a profile on [Grants.gov](http://www.grants.gov), the E-Biz Point of Contact (POC), a representative from the applicant organization who is the contact listed for SAM, will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to [Grants.gov](http://www.grants.gov) and approve an applicant as the AOR, thereby giving granting permission to submit applications. To learn more about AOR Authorization visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track an AOR status visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Applicants are encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not jeopardize required submission deadlines. Approval as an AOR is necessary in order to submit applications online.

### **Electronic Signature**

Applications submitted through [Grants.gov](http://www.grants.gov) constitute an electronically signed application. When submitting the application through [Grants.gov](http://www.grants.gov), the name of the applicant's AOR will be inserted into the signature line of the application.

Applicants experiencing difficulties accessing information or who have any questions should call the [Grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726 or email [Grants.gov](mailto:support@grants.gov) at [support@grants.gov](mailto:support@grants.gov).

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

### **Submitting an Initial Application in Grants.gov**

Following completion of the pre-application procedures above, applicants must submit their initial application through [Grants.gov](http://www.grants.gov). Applicants may need to first create a [Grants.gov](http://www.grants.gov) user profile by visiting the Get Registered section of the [Grants.gov](http://www.grants.gov) website. Successful completion of this step is necessary for DHS/FEMA to determine applicant eligibility. Applicants should complete this initial step on-line which requires completing:

- Standard Form 424 (SF-424), Application for Federal Assistance, and
- [Grants.gov](http://www.grants.gov) Certification Regarding Lobbying.

Both forms are available in the Forms tab under SF-424 Family. The initial application cannot be started or submitted in [Grants.gov](http://www.grants.gov) unless the applicant's registration in SAM is confirmed.



Application forms and instructions are available at [Grants.gov](http://Grants.gov) by selecting *Apply for Grants*. Enter the CFDA number or the Opportunity ID Number noted in this NOFO, select *Download Application Package*, and follow the prompts to download the application package. The information submitted in [Grants.gov](http://Grants.gov) will be retrieved by ND Grants, which will allow DHS/FEMA to determine if an applicant is eligible. **Applicants are encouraged to submit their initial application in [Grants.gov](http://Grants.gov) at least ten days before the June 22, 2017, 5:00 PM (EDT) application deadline.**

For assistance applying through [Grants.gov](http://Grants.gov), please go to the [Grant Application page](#), contact [support@grants.gov](mailto:support@grants.gov), or call 800-518-4726. *DHS/FEMA cannot assist applicants with questions related to registering with [Grants.gov](http://Grants.gov).*

### **Submitting the Final Application in Non Disaster Grants System (ND Grants)**

After submitting the initial application in [Grants.gov](http://Grants.gov), eligible applicants will be notified by DHS/FEMA and asked to proceed with submitting their complete application package in [ND Grants](#). Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

In [ND Grants](#) applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have included all information required:

- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction); and
- Standard Form LLL, Disclosure of Lobbying Activities.

In addition applicants must submit copies of the following in ND Grants:

- Investment Justifications from eligible nonprofits;
- Standard Form 424D, Standard Assurances (Construction) if applying for funds to use for construction;
- Standard Form 424 C Budget Information (Construction) if applying for funds to use for construction;
- SAA Prioritization of Investment Justifications (in rank order) in DHS/FEMA-provided template (OMB Control Number: 1660-0110/FEMA Form 089-24); and
- Indirect Cost Agreement if applicable.

The standard forms can be found here: <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>

For assistance registering for the ND Grants system, please contact [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800) 865-4076.

## NSGP Nonprofit Application

As part of the FY 2017 NSGP application each eligible nonprofit sub-applicant must submit the following three documents to the SAA:

- ***NSGP Investment Justification (IJ)***  
Each sub-applicant, must develop a formal IJ that addresses each investment proposed for funding. Security enhancements must be for the locations that the nonprofit occupies at the time of application. The investments or projects described in the IJ must:
  1. Address an identified risk, including threat and vulnerability, and build or sustain a core capability identified in the Goal;
  2. Demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by DHS/FEMA;
  3. Be both feasible and effective at reducing the risks for which the project was designed;
  4. Be able to be fully completed within the three-year period of performance; and
  5. Be consistent with all applicable requirements outlined in the NOFO.
- ***Vulnerability/Risk Assessment***  
Each sub-applicant must include its vulnerability/risk assessment on which the request in the IJ is based.
- ***Mission Statement***  
Each sub-applicant must include its Mission Statement and any mission implementing policies or practices that may elevate the organization's risk. Recognizing the impact an organization's ideology, beliefs, or mission may have on their risk of potential terrorist threats, SAA's will use the Mission Statement along with information provided in the applicant's IJ in order to validate the organization type. The central purpose of the organization described in the Mission Statement will be used to validate the organization type identified in the IJ as one of the following: 1) Ideology-based/Spiritual/Religious; 2) Educational; 3) Medical; or 4) Other.

The organization type is a factor when calculating the final score of the application; see Section E. *Application Review Information – Final Score*.

The Vulnerability/Risk Assessment and the Mission Statement are **not** to be submitted in ND Grants but should be maintained by the SAA and must be made available to DHS/FEMA upon request.

Applicants will find additional information regarding the NSGP IJ template, DHS/FEMA Form 089-24 (OMB Control Number: 1660-0110), in [Appendix D –NSGP Investment Justification and Scoring Criteria](#).

## **Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>). Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc) to ensure currency.

## **Funding Restrictions**

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal Government or any other government entity.

### **Environmental Planning and Historic Preservation (EHP) Compliance**

As a Federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grant funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Recipients and subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise DHS/FEMA may not be able to fund the project due to non-compliance with EHP laws, executive orders, regulations, and policies.

Additionally, all recipients are required to comply with DHS/FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FP 108-023-1, [Environmental Planning and Historic Preservation Policy Guidance](#), and GPD EHP Compliance and Reference Documentation at: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>.

## **SAFECOM**

Recipients (including subrecipients) who receive awards under NSGP that wholly or partially provide funding for emergency communication projects and related activities must comply with the most recent version of the [SAFECOM Guidance on Emergency Communications Grants](#). This guidance provides recommendations to recipients regarding interoperable emergency communications projects, including allowable costs, eligible activities, grants management best practices for emergency communications grants, and information on technical standards that ensure greater interoperability. The guidance is intended to ensure that Federally-funded investments are compatible,

interoperable, and support the national goals and objectives for improving emergency communications nationwide.

### **Pre-award Costs**

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and if they are included in the award agreement. To request pre-award costs a written request must be included with the application and signed by the Representative of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval.

### **Cost Principles**

Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

### **Direct Costs**

#### **Planning**

Planning related costs are not allowed under this program.

#### **Organization**

Organization related costs are not allowed under this program.

#### **Equipment**

Equipment related costs are allowed under this program only as described in this NOFO.

Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. § 200.313, located at [http://www.ecfr.gov/cgi-bin/text-idx?SID=c836a011886f180dac489e15c059b1aa&node=sg2.1.200\\_1309.sg2&rgn=div7](http://www.ecfr.gov/cgi-bin/text-idx?SID=c836a011886f180dac489e15c059b1aa&node=sg2.1.200_1309.sg2&rgn=div7).

#### **Training**

Training related costs are allowed under this program only as described in this NOFO.

#### **Exercises**

Exercise related costs are not allowed under this program.

#### **Travel**

Travel costs are not allowed under this program.

#### **Construction and Renovation**

Construction and renovation costs are allowed under this program only as described in this NOFO.

### **Operational Overtime**

Operational Overtime costs are not allowed under this program.

### **Maintenance and Sustainment**

Maintenance and Sustainment related costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in DHS/FEMA Policy FP 205-402-125-1 (<http://www.fema.gov/media-library/assets/documents/32474>).

For additional details on allowable costs under the NSGP, see [Appendix C – Funding Guidelines](#) of this NOFO.

### **Management and Administration (M&A) Costs**

M&A are costs for activities directly related to the management and administration of the award. M&A costs are allowed under this program as described below.

#### **State (recipient) M&A:**

The NSGP is a sub-component of the UASI program and states must ensure that 100 percent (100%) of each individual NSGP award is passed through to the nonprofit organizations awarded funding by DHS/FEMA.

The state may use UASI funding for M&A purposes associated with administering the NSGP award. However, the state's overall M&A withholding for the NSGP and UASI programs may not exceed five percent (5%) of the sum total of the state's combined UASI and NSGP awards.

#### **Nonprofit (subrecipient) M&A:**

Nonprofit organizations that receive a subaward under this program may use and expend up to five percent (5%) of their FY 2017 NSGP funds for M&A purposes associated with the subaward.

M&A activities are those defined as directly relating to the management and administration of NSGP funds, such as financial management and monitoring. Management and administrative expenses must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

M&A costs are not operational costs, they are the necessary costs incurred in direct support of the grant or as a consequence of the grant and should be allocated across the entire lifecycle of the grant. Examples include preparing and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment expenditures for financial accounting purposes; and responding to official informational requests from state and federal oversight authorities.

## **Indirect (Facilities & Administrative [F&A]) Costs**

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application and must be provided to DHS/FEMA before indirect costs are charged to the award.

See [Appendix C - Funding Guidelines](#) for additional details.

## **E. Application Review Information**

### **Application Evaluation Criteria**

Prior to making a Federal award, FEMA is required by 31 U.S.C. § 3321 and 41 U.S.C. § 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing Federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

FY 2017 NSGP applications are to be submitted by nonprofit organizations to their respective SAA and the UAWG. FY 2017 NSGP applications will be reviewed through a two-phased State and Federal review process for completeness, adherence to programmatic guidelines, feasibility, and how well the IJ (project description and justification) addresses the identified risk.

### **Criteria**

The following are FY 2017 NSGP evaluation criteria:

- State and Federal verification that the nonprofit organization is located within one of the FY 2017 UASI-designated urban areas, listed in [Appendix A – FY 2017 NSGP UASI-Designated Urban Areas](#)
- Identification and substantiation of current or persistent threats or attacks (from within or outside the U.S.) by a terrorist organization, network, or cell against the applicant based on their ideology, beliefs, or mission
- Symbolic value of the site(s) as a highly recognized regional and/or national or historical institution(s) that renders the site a possible target of terrorism
- Role of the applicant nonprofit organization in responding to or recovering from terrorist attacks
- Findings from previously conducted threat and/or vulnerability assessments
- Integration of nonprofit preparedness with broader state and local preparedness efforts
- Complete and feasible IJ that addresses an identified risk, including the assessed threat, vulnerability, and consequence of the risk, and proposes building or sustaining a core capability identified in the Goal

- History of prior funding under NSGP. Not having received prior year funding is a positive factor when calculating the state score of the application; see [Section E. Application Review Information – Review and Selection Process](#) for additional information.

For complete information on the criteria used to review and score IJs at the state and Federal levels, please refer to [Appendix D – NSGP Investment Justification and Scoring Criteria](#).

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance.

DHS/FEMA will use the information provided in the application, as well as any supporting documentation, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected)
- Desired outcomes, including expected long-term impact where applicable
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan)
- Project schedule

Recipients (and subrecipients) are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

## **Review and Selection Process**

### **State Review**

Application packages are submitted by the nonprofit organization to the SAA and the UAWG based on the established criteria.

As part of the State Review, the SAAs must:

- Conduct an eligibility review, in coordination with the UAWG;
- Verify that the nonprofit is located within a FY 2017 UASI designated urban area;
- Review and score all complete application packages (including mission statements and vulnerability assessments) using the NSGP Scoring Worksheet provided by DHS/FEMA; see [Appendix E – NSGP Investment Justification Scoring Worksheet](#); Note: A bonus point will be added to the state score for all organizations that have not received NSGP funding in previous years; this will be the final state score;
- Validate the organization type listed in the IJ by assessing the central purpose of the organization described in the Mission Statement, as either 1) Ideology-based/Spiritual/Religious; 2) Educational; 3) Medical; or 4) Other; and

- Prioritize all NSGP IJs by ranking each IJ. Each IJ will receive a **unique rank** (#1 [one] being the highest ranked through the total number of applications the SAA scored).

The SAA will base the ranking on the SAA's subject matter expertise and discretion with consideration to the following factors:

- **Need:** The relative need for the nonprofit organization compared to the other applicants; and
- **Impact:** The feasibility of the proposed project and how effectively the proposed project addresses the identified need.
- Submit the scores from the state review along with the prioritized list of all NSGP projects to DHS/FEMA using the SAA Prioritization Tracker.
- Retain the mission statements and vulnerability assessments submitted by each nonprofit organization.

### **Federal Review**

The highest-scoring IJs from each submitting urban area (at least one from each urban area) are reviewed by a panel made up of DHS/FEMA HQ Program Analysts and Regional Program Analysts or Grants Management Specialists. Federal staff will verify that the nonprofit is located within a FY 2017 UASI designated urban area. Two Federal reviewers will score each IJ using the NSGP Investment Justification Scoring Worksheet.

Determining the number of applications that will advance to the Federal Review:

- 1) FEMA will organize applications in rank order (based on the state scores) from highest to lowest score.
- 2) Federal reviewers will come up with the federal review pool by reviewing the highest scored projects equal to 150% of the available funding, which is \$37.5 million this year. At least one IJ from each submitting Urban Area is guaranteed to be a part of the federal review pool.

### **Final Score**

To calculate an application's final score, the sum of the applicant's state score and the average of the two Federal reviewers' scores will be multiplied:

- By a factor of three for nonprofit groups that are at a high risk of terrorist attacks due to their ideology, beliefs, or mission;
- By a factor of two for medical and educational institutions; and
- By a factor of one for all other nonprofit organizations.

All final application scores will then be sorted in descending order, regardless of urban area, and applicants will be selected from highest to lowest until available FY 2017 NSGP funding has been exhausted. In the event of a tie during the funding determination process, priority will be given to nonprofit organizations that have not received prior year funding, then those ranked highest by their SAA.



DHS/FEMA will use the final results to make funding recommendations to the Secretary of DHS. All final funding determinations will be made by the Secretary of DHS, who retains the discretion to consider other factors and information in addition to DHS/FEMA's funding recommendations.

### **Financial Review**

DHS/FEMA HQ Grants Management Specialists will conduct a financial risk assessment using the following criteria:

- Allowability, allocability, and financial reasonableness of the proposed budget and investment information.
- Whether the recipient meets the financial and legal requirements listed in 2 C.F.R. Part 200.

Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, currently \$150,000, DHS/FEMA is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

DHS/FEMA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205 Federal awarding agency review of risk posed by applicants.

## **F. Federal Award Administration Information**

### **Notice of Award**

Notification of award approval is made through the ND Grants system through an automatic e-mail to the awardee point of contact (the "authorized official") listed in the initial application. The "award date" for NSGP will be the date that DHS/FEMA approves the award. The recipient should follow the directions in the notification to confirm acceptance of the award.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work

under the award through the ND Grants system. Instructions on how to accept or decline an award in the ND Grants system is in the [ND Grants Grantee Training Manual](#).

### **Administrative and National Policy Requirements**

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time the award was made.

Before accepting the award the AOR should carefully review the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

### **Pass-through Funding Requirements**

Pass-through funding is required under this program.

Awards made to the SAA for the FY 2017 NSGP carry additional pass-through requirements. Pass-through is defined as an obligation on the part of the state to make subawards to selected nonprofit organizations. The SAA must provide 100 percent (100 %) of funds awarded under NSGP to successful nonprofit applicants within 45 days of receipt of the funds. A letter of intent (or equivalent) to distribute funds is not sufficient. Award subrecipients that are selected for funding under this program must be provided with funding within 45 days from the date the funds are first made available to the recipient so that they can initiate implementation of approved investments.

For the SAA to successfully meet the pass-through requirement and provide funding to the subrecipients, the SAA must meet the following four requirements:

- There must be some action by the SAA to establish a firm commitment to award the funds to the selected nonprofit organization;
- The action must be unconditional on the part of the SAA (i.e., no contingencies for availability of SAA funds);
- There must be documentary evidence of the commitment of the award of funding to the selected nonprofit organization; and
- The SAA must communicate the terms of the subaward to the selected nonprofit organization.

If a nonprofit organization is selected for a FY 2017 NSGP award and elects to decline the award, the SAA must notify their HQ Program Analyst. The SAA may not re-obligate to another subrecipient.

## Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

## Federal Financial Reporting Requirements

### Federal Financial Report (FFR)

Recipients must report obligations and expenditures reported on a quarterly basis through the FFR (SF-425) to DHS/FEMA. Recipients must file the FFR electronically using the [Payment and Reporting Systems \(PARS\)](#). A FFR must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. The final FFR is due 90 days after the end of the performance period. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

The Federal Financial Reporting Form (FFR) is available online at: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>, SF-425 OMB #4040-0014.

### Financial Reporting Periods and Due Dates

The following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

### Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of Government Accountability Office's (GAO) Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

## Program Performance Reporting Requirements

### Performance Progress Reports (PPR)

Recipients will be required to report on progress towards implementing projects described in their application on a biannual basis.

### Program Performance Reporting Periods and Due Dates

The following reporting periods and due dates apply for the PPR:

Reporting Period	Report Due Date
January 1 – June 30	July 30
July 1 – December 31	January 30

### **Biannual Strategy Implementation Reports (BSIR)**

In addition to the quarterly financial and biannual performance progress reports, recipients are responsible for completing and submitting summer and winter BSIRs in the Grants Reporting Tool (GRT). The BSIR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30 (the summer BSIR report); and January 30 for the reporting period of July 1 through December 31 (winter BSIR report).

The Grants Reporting Tool (GRT) is the system in which NSGP recipients will submit their BSIR information. Recipients should go to the following link and follow the links to create a new account as needed: <https://www.reporting.odp.dhs.gov/>. This report is used to track the progress toward the completion of projects.

### **Closeout Reporting Requirements**

DHS/FEMA will close out the grant award when it determines that all applicable administrative actions and all required work of the NSGP award have been completed by the recipient. This section summarizes the actions that the recipient must take to complete the closeout process in accordance with 2 C.F.R. § 200.343 at the end of the grant’s period of performance or the issuance of a Grant Amendment Notice issued to close out the grant.

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance, as well as the following documentation:

- 1) Final request for payment, if applicable;
- 2) SF-425 – Final Federal Financial Report;
- 3) Final Performance Progress Report;
- 4) A qualitative summary of the impact of accomplishments throughout the entire period of performance. This summary is submitted to the respective FEMA HQ Program Analyst in a Word document; and
- 5) Other documents required by program guidance or terms and conditions of the award.

Additionally, the recipient must liquidate all obligations incurred under the NSGP award no later than 90 calendar days after the end date of the period of performance or issuance of a Grant Amendment Notice that closes out the award, whichever comes first. If recipients fails to liquidate their obligations within this time period, DHS/FEMA may disallow the costs associated with those unliquidated obligations disallowed. Recipients

also are responsible for promptly returning to DHS/FEMA the balance of any funds that have been drawn down, but remain unliquidated.

After final reports have been reviewed and approved by DHS/FEMA, a closeout notice will be completed. The notice will indicate the period of performance as closed, list any remaining funds the recipient has not drawn down that will be deobligated, and address requirements for record retention, and disposition and reporting requirements for any equipment or real property purchased using NSGP funding.

In addition, NSGP state-level recipients are responsible for closing out all subawards made to individual nonprofits as described in 2 C.F.R. § 200.343. Recipients must ensure that they complete the closeout of these subawards in time to submit all necessary documentation and information to DHS/FEMA during the closeout of their own grant award.

## **G. DHS/FEMA Awarding Agency Contact Information**

### **Contact and Resource Information**

#### **Centralized Scheduling and Information Desk (CSID)**

CSID is a non-emergency comprehensive management and information resource developed by DHS/FEMA for grants stakeholders. CSID provides general information on all DHS/FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, state, and local levels. When necessary, recipients will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at [askcsid@dhs.gov](mailto:askcsid@dhs.gov), Monday through Friday, 9:00 a.m. – 5:00 p.m. EDT.

#### **GPD Grant Operations Division**

GPD's Grant Operations Division Business Office provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the DHS/FEMA Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov).

#### **FEMA Regional Offices**

DHS/FEMA Regional Offices also may provide fiscal support, including pre- and post-award administration and technical assistance such as conducting cash analysis, financial monitoring, and audit resolution to the grant programs included in this solicitation. GPD will provide programmatic support and technical assistance. DHS/FEMA Regional Office contact information is available at the following link:

[https://www.fema.gov/pdf/floodplain/nfip\\_sg\\_appendix\\_a.pdf](https://www.fema.gov/pdf/floodplain/nfip_sg_appendix_a.pdf).

#### **GPD Environmental Planning and Historic Preservation (GPD EHP)**

The FEMA GPD EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD

projects or the EHP review process, should be sent to [gpdehpinfo@fema.gov](mailto:gpdehpinfo@fema.gov). EHP Technical Assistance, including the EHP Screening Form, can be found [online](#).

### **Systems Information**

*Grants.gov*. For technical assistance with [Grants.gov](http://Grants.gov), please call the [Grants.gov](http://Grants.gov) customer support hotline at (800) 518-4726.

*Non-Disaster (ND) Grants*. For technical assistance with the ND Grants system, please contact [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800) 865-4076.

## **H. Additional Information**

### **National Preparedness**

DHS/FEMA coordinates with local, state, tribal, and territorial governments as well as the private and nonprofit sectors to facilitate whole community, risk driven, and capabilities-based approach to preparedness. This approach is grounded in the identification and assessment of risk through the Threat and Hazard Identification and Risk Assessment (THIRA). For additional information on THIRA, please refer to the following website: <http://www.fema.gov/threat-and-hazard-identification-and-risk-assessment>. Urban Areas and States must maintain and update their THIRAs, and States their SPRs, annually to ensure that the community's shared understanding of risk evolves to account for changes in the risk landscape, including successful mitigation efforts, emerging threats, hazards, and associated consequences. Information on the National Preparedness System can be found at <https://www.fema.gov/national-preparedness-system>. Additional details regarding how the National Preparedness System is supported by the NSGP can be found in [Appendix B – NSGP Priorities - Program Specific Priorities](#).

### **Active Shooter Preparedness**

DHS aims to enhance national preparedness through a whole community approach by providing the necessary products, tools, and resources to help all stakeholders prepare for and respond to an active shooter incident. To that end, DHS has developed a comprehensive "Active Shooter Preparedness" website, which includes a variety of informational resources. The website address is: <https://www.dhs.gov/active-shooter-preparedness>.

In addition, within the Homeland Security Information Network (HSIN), the Joint DHS and FBI Countering Violent Extremism (CVE) and Active Shooter Web Portal provides a restricted-access forum to share Unclassified For Official Use Only (FOUO), Sensitive but Unclassified (SBU), and Law Enforcement Sensitive (LES) Information. The portal provides users and training practitioners with accurate, appropriate, and relevant CVE and Active Shooter training development resources, subject matter expert information, and outreach initiatives. It also has forums to provide feedback, products useful to others, and allows participants to ask questions concerning CVE or the Active Shooter Program. Persons with a job-related duty, public service interest, or who support a CVE

and/or Active Shooter program can request access into this Portal. Additional information can be found on the DHS website at: <https://www.dhs.gov/cveas-portal#>.

Nonprofit organizations are encouraged to review the referenced active shooter guidance, evaluate their preparedness needs, and consider applying for NSGP funding to address any needs identified in this area (see [Appendix C – Funding Guidelines](#) for allowable costs). To address training needs associated with active shooter incidents, DHS/FEMA's Emergency Management Institute provides a free, web-based training course entitled *IS-907: Active Shooter: What You Can Do*, available at the following website: <https://training.fema.gov/is/courseoverview.aspx?code=IS-907>.

## **Payments**

DHS/FEMA utilizes the DHS/FEMA [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing and tracking payments.

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, the recipients must complete a Standard Form 1199A, Direct Deposit Form.

## **Monitoring**

Recipients will be monitored on an annual and as needed basis by DHS/FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions, and other support may be needed.

## **Conflict of Interest**

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable state, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to DHS/FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the Federal award. Recipients and pass-through entities must disclose any real or potential conflicts to Program Analyst within five days of learning of the conflict of interest. Similarly, subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the recipient's conflict of interest policies, or any applicable state, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of DHS/FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or DHS/FEMA employees.

### **Investment Modifications**

NSGP is competitive, with applications recommended for funding based on the threat, vulnerability, and consequence to a specific facility/location. As a result, any change in scope of the grant-funded activity after the award is made has the potential to negatively impact the competitive process used to recommend NSGP awards. DHS/FEMA will generally not approve FY 2017 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.

Furthermore, FY 2017 NSGP project funding is based on the ability of the proposed project to mitigate the risk factors identified in the IJ. For this reason, DHS/FEMA may reject requests to significantly change the physical security enhancements that are purchased with FY 2017 NSGP funding where DHS/FEMA believes approval of the request would change or exceed the scope of the originally approved project. DHS/FEMA will consider all requests to deviate from the security project as originally proposed on a case by case basis.

### **Extensions**

Extensions to this program are allowed. Extensions to the initial period of performance identified in the award will only be considered through formal, written requests to the recipient's FEMA HQ Program Analyst and must contain specific and compelling justifications as to why an extension is required. SAAs are advised to coordinate with the FEMA HQ Program Analyst as needed, when preparing an extension request. All extension requests must address the following:

- 1) Grant program, fiscal year, and award number;
- 2) Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
- 3) Current status of the activity/activities;
- 4) Approved period of performance termination date and new project completion date;
- 5) Amount of funds drawn down to date;
- 6) Remaining available funds, both Federal and non-Federal;
- 7) Budget outlining how remaining Federal and non-Federal funds will be expended;



- 8) Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
- 9) Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work, as described in the investment justification and approved by DHS/FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the grant sub-recipient with vendors or sub-recipients prevent completion of the project within the existing period of performance;
- The project must undergo a complex environmental review that cannot be completed within the existing Period of Performance;
- Projects are long-term by design and therefore acceleration would compromise core programmatic goals; and
- Where other special circumstances exist.

Recipients must submit all proposed extension requests to DHS/FEMA for review and approval no later than 120 days prior to the end of the period of performance. In accordance with GPD policy, extensions are typically granted for no more than a six month time period.

## Appendix A – FY 2017 NSGP UASI-Designated Urban Areas

State/Territory	Urban Area
Arizona	Phoenix Area
California	Anaheim/Santa Ana Area
	Bay Area
	Los Angeles/Long Beach Area
	Riverside Area
	Sacramento Area
	San Diego Area
Colorado	Denver Area
District of Columbia	National Capital Region
Florida	Miami/Fort Lauderdale Area
	Tampa Area
Georgia	Atlanta Area
Illinois	Chicago Area
Indiana	Indianapolis Area
Maryland	Baltimore Area
Massachusetts	Boston Area
Michigan	Detroit Area
Minnesota	Twin Cities Area
Missouri	St. Louis Area
Nevada	Las Vegas Area
New Jersey	Jersey City/Newark Area
New York	New York City Area
North Carolina	Charlotte Area
Ohio	Cleveland Area
Oregon	Portland Area
Pennsylvania	Philadelphia Area
	Pittsburgh Area
Texas	Dallas/Fort Worth/Arlington Area
	Houston Area
	San Antonio Area
Utah	Salt Lake City Area
Virginia	Hampton Roads Area
Washington	Seattle Area

## **Appendix B – FY 2017 NSGP Priorities**

### **The Alignment of NSGP to the National Preparedness System**

The Nation uses the National Preparedness System to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (the Goal). The Goal is “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 objective of the National Preparedness System is to facilitate an integrated, whole community, risk informed, capabilities-based approach to preparedness. The guidance, programs, processes, and systems that support each component of the National Preparedness System enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government (<http://www.fema.gov/whole-community>).

The FY 2017 NSGP contributes to the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities. The core capabilities are essential for the execution of critical tasks identified in the National Planning Frameworks for each of the five mission areas outlined in the Goal. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The NSGP allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas described in the Goal.

Emphasis is placed on capabilities that address the greatest risks to the security and resilience of the United States.

The FY 2017 NSGP supports investments that improve the ability of organizations nationwide to:

- Prevent a threatened or an actual act of terrorism;
- Protect our citizens, residents, visitors, and assets against the greatest threats and hazards;
- Mitigate the loss of life and property by lessening the impact of future disasters;
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and/or
- Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

The core capabilities contained in the Goal are highly interdependent and require the use of existing preparedness networks and activities, improved training and exercise programs, innovation, and appropriate administrative, finance, and logistics.

To support building, sustaining, and delivering these core capabilities, recipients will use the components of the National Preparedness System, which are: Identifying and Assessing Risk; Estimating Capability Requirements; Building and Sustaining Capabilities; Planning to Deliver Capabilities; Validating Capabilities; and Reviewing and Updating. For more information on each component, read the National Preparedness System description available at

<http://www.fema.gov/national-preparedness-system>. Recipients are expected to use the components when using grant funds to address their capability gaps.

### **Building and Sustaining Capabilities**

The FY 2017 NSGP focuses on the development and sustainment of core capabilities as outlined in the Goal. Particular emphasis will be placed on building and sustaining capabilities that address high consequence events that pose the greatest risk to the security and resilience of the United States.

Capabilities are the means to accomplish a mission, function, or objective based on the performance of related tasks, under specified conditions, to target levels of performance.

Working together, individuals, government and nonprofit officials, and elected leaders can develop plans to allocate resources effectively and reduce risk. For these plans to be effective, those involved must consider methods to reduce and manage risk as well as how to sustain appropriate levels of capability and address potential gaps in order to achieve the Goal.

Achieving the Goal will require participation and resources from the whole community. Not all capabilities can be addressed in a given local, state, or Federal funding cycle, nor can funding be expected to flow from any one source. Officials must prioritize the achievement of certain capabilities to most effectively ensure their security and resilience while understanding the effects of not addressing other identified needs. Building and sustaining capabilities will include a combination of organizational resources, equipment, training, and education. Consideration must also be given to finding, connecting to, and strengthening community resources by using the expertise and capacity of the whole community: individuals, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. Officials are encouraged to use program design and delivery practices that ensure representation and services for under-represented diverse populations that may be more impacted by disasters including children, seniors, individuals with disabilities or access and functional needs, individuals with diverse culture and language use, individuals with lower economic capacity and other underserved populations. Jurisdictions must also use mutual aid agreements to fill needs and work with partners to develop regional capabilities. Ultimately, a jurisdiction may need to rely on other levels of government or partners to address a particular need. This expectation should be communicated well before an event occurs when the capabilities are most urgently needed.

### **Strengthening Governance Integration**

DHS/FEMA preparedness grant programs are intended to support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response and Recovery that are necessary to prepare for incidents that pose the greatest risk to the Nation's security. Each program reflects the Department's intent to build and sustain an integrated network of national capabilities across all levels of government and the whole community. Disparate governance structures must be integrated and refined to ensure resources are targeted to support the most critical needs of a community based on risk driven, capabilities-based planning. Strong and inclusive governance systems better ensure that disparate funding streams are coordinated and applied for maximum impact.

DHS/FEMA requires that all governance processes that guide the allocation of preparedness grant funds adhere to the following guiding principles:

- *Prioritization of Investments* – resources must be allocated to address the most critical capability needs.
- *Transparency* – stakeholders must be provided visibility on how preparedness grant funds are allocated and distributed, and for what purpose.
- *Substantive Local Involvement* – the tools and processes that are used to inform the critical priorities, which DHS/FEMA grants support must include local government representatives. At the state and regional levels, local risk assessments must be included in the overarching analysis to ensure that the threats and hazards of primary concern to the jurisdiction are accounted for.
- *Flexibility with Accountability* –FEMA recognizes that unique preparedness gaps exist at the local level. However, grant recipients are responsible for ensuring the effective use of grant funds to address those gaps and for maintaining and sustaining existing capabilities.
- *Support of Regional Coordination* – Inter/intra-state partnerships and dependencies at the state and regional levels, including those within metropolitan areas, must be recognized.

## Appendix C – Funding Guidelines

NSGP grant recipients and subrecipients may only use NSGP grant funds for the purpose set forth in the grant award, and must use funding in a way that is consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants or cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal Government or any other government entity.

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and if they are included in the award agreement. To request pre-award costs a written request must be included with the application, signed by the Authorized Organizational Representative of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval.

The following information outlines general allowable and unallowable NSGP costs guidance.

### 1. Management and Administration (M&A)

M&A activities are those costs defined as directly relating to the management and administration of NSGP funds, such as financial management and monitoring. The amount of M&A is specified in each fiscal year's NOFO. M&A costs include the following categories of activities:

- Hiring of full-time or part-time staff or contractors/consultants responsible for activities relating to the management and administration of NSGP funds
- Meeting-related expenses directly related to M&A of NSGP funds

### 2. Indirect Costs

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to DHS/FEMA before indirect costs are charged to the award.

### 3. Allowable Costs

#### Equipment

Allowable costs are focused on target hardening and physical security enhancements. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist attack. This equipment is **limited to select items in the following two categories** of items on the Authorized Equipment List (AEL):

- Physical Security Enhancement Equipment (Category 14)

- Inspection and Screening Systems (Category 15)

The two allowable prevention and protection categories and equipment standards for the NSGP are listed on DHS AEL located on the DHS/FEMA site at <http://www.fema.gov/authorized-equipment-list>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds, including the Americans with Disabilities Act. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316.

### **Maintenance and Sustainment**

The use of DHS/FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, as described in DHS/FEMA Policy FP 205-402-125-1 (Additional guidance is provided in DHS/FEMA Policy FP 205-402-125-1, *Maintenance Contracts and Warranty Coverage Funded by Preparedness Grants*, located at: <http://www.fema.gov/media-library/assets/documents/32474>), under all active and future grant awards, unless otherwise noted.

Grant funds are intended to support the National Preparedness Goal and fund projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to provide recipients the ability to meet this objective, the policy set forth in GPD's [IB 379: Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding](#) allows for the expansion of eligible maintenance and sustainment costs which must be in (1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program, and (3) be tied to one of the core capabilities in the five mission areas outlined in the Goal. Additionally, eligible costs may also support equipment, training, and critical resources that have previously been purchased with either Federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars.

### **Construction and Renovation**

NSGP funding may not be used for construction and renovation projects without prior written approval from DHS/FEMA. All recipients of NSGP funds must request and receive approval from DHS/FEMA before any NSGP funds are used for any construction or renovation. Additionally, recipients are required to submit a SF-424C Budget and budget detail citing the project costs. The total cost of any construction or renovation paid for using NSGP funds may not exceed the greater amount of \$1,000,000 or 15 percent (15%) of the NSGP award. Recipients and subrecipients are also encouraged to have completed as many

steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all state and EHP laws and requirements). Projects for which the recipient believes an Environmental Assessment (EA) may be needed, as defined in [DHS Instruction Manual 023-01-001-01, Revision 01, FEMA Directive 108-1 and FEMA Instruction 108-1-1](#), must also be identified to the FEMA HQ Program Analyst within six months of the award and completed EHP review materials must be submitted no later than 12 months before the end of the period of performance. EHP review packets should be sent to [gpdehpinfo@fema.gov](mailto:gpdehpinfo@fema.gov).

NSGP Program recipients using funds for construction projects must comply with the *Davis-Bacon Act* (40 U.S.C. § 3141 *et seq.*). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the *Davis-Bacon Act*, including Department of Labor (DOL) wage determinations, is available from the following website: <https://www.dol.gov/whd/govcontracts/dbra.htm>.

### **Training**

Nonprofit organization security personnel may only use NSGP funds to attend security-related training courses and programs within the United States. Allowable training-related costs under the NSGP are limited to attendance fees for training, and related expenses, such as materials, supplies, and/or equipment. Overtime, backfill, and/or travel expenses are not allowable costs. Allowable training topics are limited to the protection of critical infrastructure key resources, including physical and cybersecurity, target hardening, and terrorism awareness/employee preparedness including programs such as Community Emergency Response Team (CERT) training, Active Shooter training, and emergency first aid training. Training conducted using NSGP funds must address a specific threat and/or vulnerability, as identified in the nonprofit organization's IJ. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills.

***Proposed attendance at training courses and all associated costs leveraging the NSGP must be included in the nonprofit organization's IJ.***

### **4. Unallowable Costs**

The following projects and costs are considered **ineligible** for award consideration:

- Planning, organization, exercise, operational overtime, and travel costs
- Hiring of Public Safety Personnel
- General-use Expenditures
- Overtime and Backfill
- Initiatives that do not address the implementation of programs/initiatives to build prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities
- The development of risk/vulnerability assessment models



- Initiatives that fund risk or vulnerability security assessments or the development of the IJ
- Initiatives in which Federal agencies are the beneficiary or that enhance Federal property
- Initiatives which study technology development
- Proof-of-concept initiatives
- Initiatives that duplicate capabilities being provided by the Federal Government
- Organizational operating expenses
- Reimbursement of pre-award security expenses

## Appendix D – NSGP Investment Justification Scoring Criteria

### I. APPLICANT INFORMATION

#### Identify the following:

- Legal Name of the Organization
- Physical Address of the Facility: the City, State, Zip Code, and County Name. (Only on facility per Investment Justification)
- Year the Original Facility was Constructed
- Organization Type (Short description of organization's ideology, beliefs, or mission)
- Membership and community served
- 501(c)(3) Tax-exempt designation
- Current Dun and Bradstreet Number
- FY 2017 UASI Urban Area in which the organization is located
- NSGP Federal Funding Request (up to \$75,000)
- NSGP Total Project Cost
- Any Current Contract with DHS (not including previously awarded DHS funding) (Yes/No – if yes, please describe)
- Investment Phase – New or Ongoing

**Scoring Criteria:** This information will not be scored

### II. BACKGROUND

**Background:** Describe the nonprofit organization including:

- Symbolic value of the site(s) as a highly recognized national or historical institution or significant institution within the community that renders the site as a possible target of terrorism
- Any previous or existing role in responding to or recovering from terrorist attacks

**Scoring Criteria:** The information provided will be scored in terms of its contribution to setting context and its relationship to other questions. Out of 40 points, this section is worth 2 possible points.

### III. RISK

**Risk:** DHS defines risk as the product of three principal variables: *Threat*, *Vulnerability*, and *Consequences*. In the space below, describe findings from previously conducted risk assessments, including A) Threats, B) Vulnerabilities, and C) Potential Consequences of an attack.

**III.A. Threat:** In considering threat, the applicant should discuss the identification and substantiation of prior threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The applicant should also discuss findings from risk assessment, police findings, and/or insurance claims at the location where the physical security enhancements will be installed.

**III.B. Vulnerabilities:** In considering vulnerabilities, the applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.

**III.C. Potential Consequences:** In considering potential consequences, the applicant should discuss potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack.

**Scoring Criteria:** The information provided will be scored based on the indication of an understanding of the organization's risk, including threat and vulnerabilities, as well as potential consequences of an attack. Out of 40 points, this section is worth 12 possible points.

#### **IV. TARGET HARDENING**

**Target Hardening:** In this section, describe the proposed target hardening activity, including the total Federal funds requested, that addresses the identified threat or vulnerability. Allowable costs are focused on target hardening activities as well as security-related training courses and programs limited to the protection of critical infrastructure key resources, including physical and cybersecurity, target hardening, and terrorism awareness/employee preparedness. Funding can also be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or in protection against the risk of a terrorist attack. This equipment is **limited to two categories** of items on the Authorized Equipment List (AEL).

- Physical Security Enhancement Equipment (AEL Category 14)
- Inspection and Screening Systems (AEL Category 15)

The two allowable prevention and protection categories and equipment standards for the NSGP are listed on DHS AEL located on the DHS/FEMA site at <http://www.fema.gov/authorized-equipment-list>. The description must identify the respective AEL number, category, and funding amount for **all** requested equipment. For investments addressing multiple sites, this section must detail which security enhancements are proposed for each site.

**Scoring Criteria:** Target hardening activity and impact address prevention of, protection against, and/or mitigation of the identified risk(s). Out of 40 points, this section is worth 14 possible points.

#### **V. MILESTONES**

**Milestones:** Provide description and associated key activities that lead to the milestone event over the NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the **milestone event will occur**.

**Scoring Criteria:** Milestones collectively present a clear sequence of events that will allow the Investment to reach its objectives for this period of performance. Out of 40 points, this section is worth 4 possible points.

#### **VI. PROJECT MANAGEMENT**

**Describe the project management, including:**

- Who will manage the project
- Description of any challenges to the effective implementation of this project
- Coordination of the project with State and local homeland security partners

**Scoring Criteria:** Response describes, at a high-level, the roles and responsibilities of the management team, governance structures, and subject matter expertise required to manage the Investment. Out of 40 points, this section is worth 3 possible points.

## **VII. IMPACT**

**Impact:** What measurable outputs and outcomes will indicate that this investment is successful at the end of the NSGP period of performance? Which specific National Preparedness Goal core capabilities does this investment work to achieve? Explain how this investment supports the building or sustaining of the National Preparedness Goal core capabilities.

**Scoring Criteria:** Response describes how the outcomes will mitigate risks outlined in the Background and Risk sections, as well as how the investment supports building or sustaining the identified National Preparedness Goal core capabilities. Out of 40 points, this section is worth 5 possible points.

### **BONUS - FUNDING HISTORY**

**Funding History – Previous Request Name and Funding:** If the nonprofit organization has received NSGP funding in the past, provide the funding source, funding amount, funding year, and the investment type

**Scoring Criteria:** Due to the competitive nature of this program, preference will be given to nonprofit organizations that have not received prior years funding. Applicants that have not received NSGP funding in the past will receive an additional one bonus point to their total State application score at the time of submission to DHS/FEMA.

## Appendix E – FY 2017 NSGP Scoring Worksheet

### FISCAL YEAR (FY) 2017 NONPROFIT SECURITY GRANT PROGRAM (NSGP) INVESTMENT JUSTIFICATION SCORING WORKSHEET

**State:**

**Urban Area:**

**Name of the Nonprofit Organization:**

**FY 2017 NSGP Federal Funding Request:**

Scoring Legend	
Did Not	The applicant provided no response
Poor	The applicant's response is incomplete and does not address all of the required information
Partial	The applicant's response is complete but minimally addresses all of the required information
Adequate	The applicant's response is complete and moderately addresses all of the required information
Thorough	The applicant's response is <b>complete</b> and <b>fully</b> addresses all of the required information

#### I) Applicant Information (Unscored)

1. Did the applicant provide all of the required information in the Applicant Information Section?

Response	Response Description
No	The applicant did not provide all of the required information
Yes	The applicant did provide all of the required information

Score:

#### II) Background (Total of 2 possible points)

2. Did the applicant provide a description of their nonprofit organization to include:

- Symbolic value of the site as a highly recognized national or historical institution or significant institution within the community that renders the site as a possible target of terrorism?
- Any role in responding to or recovering from terrorist attacks?

Score	Score Description
0	The applicant did not provide a response to all of the required information regarding their nonprofit organization
1	The applicant provided some of the required information regarding their nonprofit organization
2	The applicant provided all of the required information regarding their nonprofit organization

Score:

### III) Risk (Total of 12 possible points)

3. In considering threat, how well did the applicant address findings from previously conducted risk assessments, police reports, and/or insurance claims?

Score	Score Description
0	The applicant did not address findings from previously conducted risk assessments, police reports, and/or insurance claims
1	The applicant poorly addressed findings from previously conducted risk assessments, police reports, and/or insurance claims
2	The applicant partially addressed findings from previously conducted risk assessments, police reports, and/or insurance claims
3	The applicant adequately addressed findings from previously conducted risk assessments, police reports, and/or insurance claims
4	The applicant thoroughly addressed findings from previously conducted risk assessments, police reports, and/or insurance claims

Score:

4. In considering vulnerabilities, how well did the applicant describe the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack?

Score	Score Description
0	The applicant did not address the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack
1	The applicant poorly addressed the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack
2	The applicant partially addressed the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack
3	The applicant adequately addressed the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack

Score	Score Description
4	The applicant thoroughly addressed the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack

Score:

5. In considering potential consequences, how well did the applicant address potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack?

Score	Score Description
0	The applicant <b>did not</b> address potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack
1	The applicant <b>poorly</b> addressed potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack
2	The applicant <b>partially</b> addressed potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack
3	The applicant <b>adequately</b> addressed potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack
4	The applicant <b>thoroughly</b> addressed potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack

Score:

#### IV) Target Hardening (Total of 14 possible points)

6. How well does the proposed target hardening activity mitigate the identified risk(s) and/or vulnerabilities?

Score	Score Description
0	The applicant <b>did not</b> provide a description of how the proposed target hardening activity will mitigate the identified risk(s)
1	The applicant provided a <b>poor</b> description of how the proposed target hardening activity will mitigate the identified risk(s)
2	The applicant provided a <b>partial</b> description of how the proposed target hardening activity will mitigate the identified risk(s)

Score	Score Description
3	The applicant provided an <b>adequate</b> description of how the proposed target hardening activity will mitigate the identified risk(s)
4	The applicant provided a <b>thorough</b> description of how the proposed target hardening activity will mitigate the identified risk(s)

Score:

7. Did the applicant's proposed target hardening activity focus on the prevention of and/or protection against the risk of a terrorist attack?

Score	Score Description
0	The applicant's target hardening activity <b>did not</b> focus on the prevention of and/or protection against the risk of a terrorist attack
1	The applicant's target hardening activity <b>poorly</b> focused on the prevention of and/or protection against the risk of a terrorist attack
2	The applicant's target hardening activity <b>partially</b> focused on the prevention of and/or protection against the risk of a terrorist attack
3	The applicant's target hardening activity <b>adequately</b> focused on the prevention of and/or protection against the risk of a terrorist attack
4	The applicant's target hardening activity <b>thoroughly</b> focused on the prevention of and/or protection against the risk of a terrorist attack

Score:

8. Did the applicant propose projects that are allowable based on the priorities of the program?

Score	Score Description
0	The proposed projects are not allowable based on the priorities of the program
1	The proposed projects are partially allowable and the unallowability will compromise the successful implementation of the project.
2	The proposed projects are partially allowable but could be resolved with a minor modification to the proposed project
3	The proposed projects are all allowable based on the priorities of the program.

Score:

9. Did the applicant propose projects that are feasible based on the priorities of the program?

Score	Score Description
0	The proposed projects are not feasible based on the priorities of the program



Score	Score Description
1	The proposed projects could be feasible but require significant changes.
2	The proposed projects could be feasible but require minor changes.
3	The proposed projects are feasible based on the priorities of the program.

Score:

**V) Milestones (Total of 4 possible points)**

10. How well did the applicant describe the milestones and the associated key activities that lead to the milestone event over the FY 2017 NSGP period of performance?

Score	Score Description
0	The applicant did not provide a description of milestones and associated activities that lead to the milestone event over the FY 2017 NSGP period of performance
1	The applicant provided a poor description of milestones and associated activities that lead to the milestone event over the FY 2017 NSGP period of performance
2	The applicant provided a partial description of milestones and associated activities that lead to the milestone event over the FY 2017 NSGP period of performance
3	The applicant provided an adequate description of milestones and associated activities that lead to the milestone event over the FY 2017 NSGP period of performance
4	The applicant provided a thorough description of milestones and associated activities that lead to the milestone event over the FY 2017 NSGP period of performance

Score:

**VI) Project Management (Total of 3 possible points)**

11. How well did the applicant justify the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment?

Score	Score Description
0	The applicant <b>did not</b> justify the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment
1	The applicant <b>partially</b> justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment

Score	Score Description
2	The applicant <b>adequately</b> justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment
3	The applicant <b>thoroughly</b> justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment

Score:

## VII) Impact (Total of 5 possible points)

12. How well did the applicant describe the outcomes/outputs that would indicate that the investment was successful?

Score	Score Description
0	The applicant did not discuss what outcomes/outputs indicate that the investment was successful
1	The applicant poorly discussed what outcomes/outputs indicate that the investment was successful
2	The applicant partially discussed what outcomes/outputs indicate that the investment was successful
3	The applicant adequately discussed what outcomes/outputs indicate that the investment was successful
4	The applicant thoroughly what outcomes/outputs indicate that the investment was successful

Score:

13. Did the applicant describe how the investment supports building or sustaining the identified Goal Core Capabilities?

Score	Score Description
0	The applicant did not provide a description of how the investment supports building or sustaining the identified Goal Core Capabilities
1	The applicant provide a description of how the investment supports building or sustaining the identified Goal Core Capabilities

Score:

### Total Investment Justification Score

Based on a possible score of **40**, this Investment Justification scored a:

## **Appendix F – Helpful Hints for Nonprofit Organizations**

**Has the nonprofit organization/sub-applicant contacted the State Administrative Agency (SAA) to?**

- Verify the state’s application deadline
- Obtain information on any additional state requirements

**Are the following components included in the application package?**

- Mission statement
- Vulnerability Assessment
- Investment Justification (IJ)
- Supporting documentation that substantiates threat, if applicable
- Any other state required information

**Are the following items addressed within the IJ?**

- Clearly identify risk , vulnerabilities, and consequences
- Description of findings from a previously conducted vulnerability assessment
- Details of any incident(s) that include description, dates etc.
- Brief description of any supporting documentation such as police reports or photographs
- Explanation of how the investments proposed will mitigate or address the vulnerabilities identified from a vulnerability assessment
- Establish a clear linkage with the investment(s) and core capabilities (See National Preparedness Goal)
- All proposed activities are allowable costs
- Realistic milestones that consider Environmental Planning and Historic Preservation review process if applicable
- Description of the project manager(s) level of experience