

NONPROFIT SECURITY GRANT PROGRAM

FY 2021 Application Workshop



Missouri Office of Homeland Security Notice of Funding Opportunity

We are pleased to announce the funding opportunity for the:

- ▣ FY 2021 Nonprofit Security Grant Program – Urban Area
- ▣ FY 2021 Nonprofit Security Grant Program - State

The Funding Opportunities are open March 17, 2021 – April 16, 2021
5:00 pm CST

The funding opportunities are made available through the Missouri Department of Public Safety's, electronic WebGrants System, accessible on the internet: <https://dpsgrants.dps.mo.gov>



Key Dates

- March 17, 2021: Application Workshop Available Online
- March 17, 2021: Funding opportunity open in WebGrants
<https://dpsgrants.dps.mo.gov/>
- April 16, 2021: Applications due in WebGrants 5:00 pm CST
WebGrants will not accept any applications after this time
- October 1, 2021: Projected Project Start Date
- September 30, 2023: Projected Project End Date



Funding Opportunities

- ▣ Nonprofit Security Grant Program – Urban Area
 - Funds nonprofit organizations located within the FY 2021 Urban Area Security Initiative (UASI)
 - Entities located within the St. Louis UASI
 - ▣ St. Charles County
 - ▣ Franklin County
 - ▣ Jefferson County
 - ▣ St. Louis County
 - ▣ St. Louis City
- ▣ Nonprofit Security Grant Program – State
 - Funds nonprofit organizations located outside of FY 2021 UASI designated urban areas
 - Entities located in Missouri outside of the St. Louis UASI



Nonprofit Security Grant Program Objectives

- ▣ NSGP provides funding for physical security enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist attack. The NSGP also seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts



Nonprofit Security Grant Program Priorities

- ▣ Given the evolving threat landscape, it is incumbent upon DHS/FEMA to continuously evaluate the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2021, one area attracts the most concern:

- Enhancing the protection of soft targets/crowded places;

Likewise, there are several enduring security needs that crosscut the homeland security enterprise. The following are second-tier priorities that help recipients implement a comprehensive approach to securing communities:

- Effective planning
- Training and awareness campaigns
- Exercises



Nonprofit Security Grant Program Priorities

Priority Areas	Core Capabilities Enhanced	Lifelines	Example Project Types
National Priorities			
Enhancing the Protection of Soft Targets/Crowded Places	<ul style="list-style-type: none"> Operational Coordination Public Information and Warning Intelligence and Information Sharing Interdiction and Disruption Screening, search, and detection Access Control and Identity Verification Physical protection measures Risk management for protection programs and activities 	<ul style="list-style-type: none"> Safety & Security 	<ul style="list-style-type: none"> Private security guards Physical security enhancements <ul style="list-style-type: none"> Closed circuit television (CCTV) security cameras Security screening equipment for people and baggage Access controls Fences gates barriers etc.
Enduring Needs			
Planning	<ul style="list-style-type: none"> Planning Risk management for protection programs & activities Risk & disaster resilience assessment Threats and hazards identification Operational coordination 	<ul style="list-style-type: none"> Safety & Security 	<ul style="list-style-type: none"> Conduct or enhancement of security risk assessments Development of: <ul style="list-style-type: none"> Security plans and protocols Emergency contingency plans Evacuation/shelter in place plans
Training & Awareness	<ul style="list-style-type: none"> Long-term vulnerability reduction Public information & warning 	<ul style="list-style-type: none"> Safety & Security 	<ul style="list-style-type: none"> Active Shooter training Security training for employees Public awareness/preparedness campaigns
Exercises	<ul style="list-style-type: none"> Long-term vulnerability reduction 	<ul style="list-style-type: none"> Safety & Security 	<ul style="list-style-type: none"> Response Exercises



FY 2021 Anticipated Funding

- The Federal Notice of Funding Opportunity lists available funding for the FY 2021 NSGP at the following amounts:
 - NSGP – UA: \$90 million
 - NSGP-S: \$90 million
- The Federal Notice of Funding Opportunity has estimated funding levels for the FY 2021 NSGP-S for Missouri at \$1,500,000
- The Federal Notice of Funding Opportunity does not specify a funding level for the FY 2021 NSGP-UA for Missouri



Maximum Award

- ▣ Applicants with one site may apply for up to \$150,000 per site, for up to three sites, for a maximum of \$450,000 per organization
- ▣ If an applicant applies for projects at multiple sites, regardless of whether the projects are similar in nature, it must include an assessment of the vulnerability and risk unique to each site
- ▣ **If an applicant applies for multiple sites, it must submit one complete Investment Justification (IJ) for each site**



Eligible Applicants

Eligible nonprofit organizations are those organizations that are:

- ▣ 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

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 section 501(c)(3), the state of Missouri requires recognition of exemption to be submitted with the application



Eligible Applicants, Cont.

- ▣ Able to demonstrate, through the application, that the organization is at high risk of a terrorist attack
- ▣ **NSGP-UA**: located within the State of Missouri **inside** of the FY 2021 St. Louis UASI-designated urban area (St. Louis City and the Missouri Counties of Franklin, Jefferson, St. Charles, and St. Louis)
- ▣ **NSGP-S**: located within the State of Missouri **outside** of an FY 2021 St. Louis UASI-designated urban area (St. Louis City and the Missouri Counties of Franklin, Jefferson, St. Charles, and St. Louis)

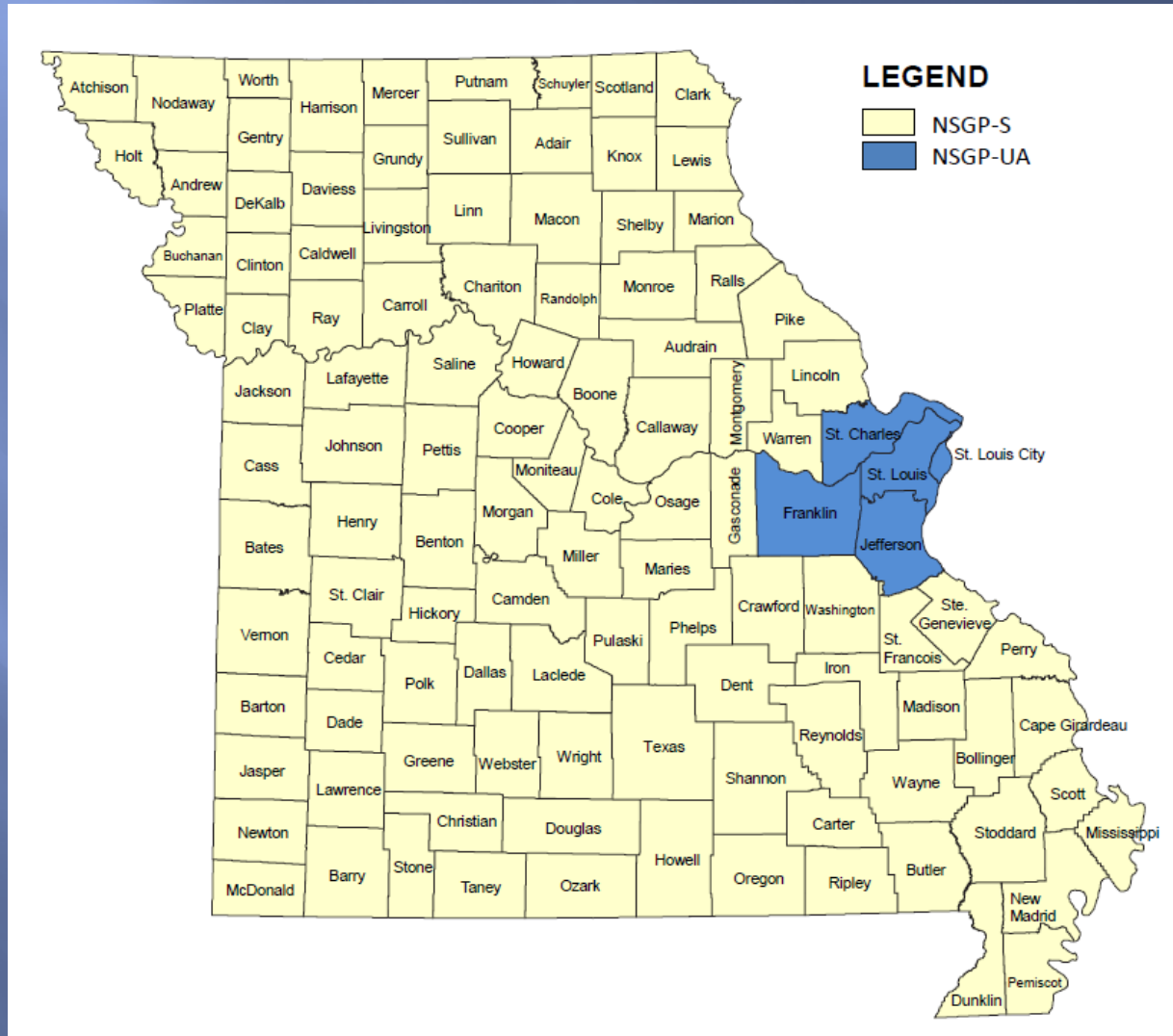


Eligible Applicants, Cont.

- An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a current employee, personnel, official, staff, or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application. Further, the Authorized Organization Representative (AOR)/ Authorized Official must be a duly authorized current employee, personnel, official, or leadership of the recipient and provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR/Authorized Official of the recipient



NSGP-S / NSGP-UA



Application Requirements

- ▣ Applications will only be accepted through the Missouri Department of Public Safety (DPS) online WebGrants System
<https://dpsgrants.dps.mo.gov/index.do>
- ▣ Applicants applying under the NSGP-UA program **MUST** apply under the FY 2021 Nonprofit Security Grant Program – UA funding opportunity in the WebGrants System
- ▣ Applicants applying under the NSGP-S program **MUST** apply under the FY 2021 Nonprofit Security Grant Program – S funding opportunity in the WebGrants System



Application Requirements, Cont.

- NSGP Investment Justification (IJ)
 - ****DO NOT USE FORMS FROM PREVIOUS YEARS****
 - Applicants with one site may apply for up to \$150,000 for that site. Applicants with multiple sites may apply for up to \$150,000 per site, for up to three sites, for a maximum of \$450,000 per applicant.
 - **If an applicant applies for multiple sites, it MUST submit one complete IJ for each site**
 - The IJ must describe each investment proposed for funding. The investments or projects described in the IJ must:
 - Be for the location(s) that the nonprofit occupies at the time of application
 - Address an identified risk, including threat and vulnerability, and build or sustain a core capability identified in the National Preparedness Goal **for that site**, regardless of whether it is submitting for similar projects at multiple sites
 - Demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by DHS/FEMA/OHS
 - Be both feasible and effective at reducing the risks for which the project was designed
 - Be able to be fully completed within the two-year period of performance
 - Be consistent with all applicable requirements outlined in the NOFO and the [Preparedness Grants Manual](#)



Application Requirements, Cont.

- ▣ Applicants are required to self-identify with one of the following four categories in the IJ
 - Ideology-based/Spiritual/Religious
 - Educational
 - Medical
 - Other



Application Requirements, Cont.

▣ **Vulnerability/Risk Assessment**

- Each applicant must include a vulnerability/risk assessment unique to the site the IJ is being submitted for. The Vulnerability/Risk Assessment must be submitted as an attachment to the application through the WebGrants System

▣ **Mission Statement**

- Each applicant must include its Mission Statement and any mission implementation policies or practices that may elevate the organization's risk. The Mission Statement must be submitted as an attachment to the application through the WebGrants System



Application Requirements, Cont.

▣ **Audit**

- Each applicant must provide the agency's most recent audit. If the audit is more than three years old, the agency must provide their most recent annual financial statement. The audit/financial statement must be submitted as an attachment to the application through the WebGrants System

▣ **501(c)(3) Documentation**

- Applicants, that are required by the IRS to apply for and receive a recognition of exemption under section 501 (c) (3), must submit recognition of exemption as an attachment to the application through the WebGrants System



Funding Restrictions & Allowable Costs

- ▣ All costs must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, the terms and conditions of the award, or the [Preparedness Grants Manual](#). This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award



Funding Restrictions & Allowable Costs, Cont.

- ▣ Prohibitions on Expending FEMA Funds for Covered Telecommunications Equipment or Services
 - Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons



Funding Restrictions & Allowable Costs, Cont.

- ▣ Effective August 13, 2020, FEMA recipients and subrecipients may not use any FEMA funds under open or new awards to:
 - Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system
 - Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system
 - Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system



Funding Restrictions & Allowable Costs, Cont.

- Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:
 - Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities)
 - For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities)
 - Telecommunications or video surveillance services provided by such entities or using such equipment
 - Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China

- Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." See 2 C.F.R. § 200.471



Funding Restrictions & Allowable Costs, Cont.

▣ Pre-Award Costs

- Pre-award costs are generally not allowable for this program. However, certain pre-award costs can be allowable only with the prior written approval of DHS/FEMA/OHS and only if the costs are included in the award agreement. To request pre-award costs, a written request must be included with the application and signed by the AOR/Authorized Official of the entity. The request letter must outline what the pre-award costs are for, including a detailed budget breakout of pre-award costs from the post-award costs, and a justification for approval. Pre-award security expense are not allowable



Funding Restrictions & Allowable Costs, Cont.

Management and Administration (M&A) Costs

- ❑ Nonprofit organizations that receive a subaward under this program may use and expend up to 5 percent of their FY 2021 NSGP funds for M&A purposes associated with the subaward
- ❑ M&A costs are for activities directly related to the management and administration of the award. M&A activities are those defined as directly relating to the management and administration of NSGP funds, such as financial management and monitoring. M&A 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



Funding Restrictions & Allowable Costs, Cont.

Indirect Facilities & Administrative (F&A) Costs

- Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including provisional rate) and wish to charge the de minimus rate must reach out to the OHS for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the OHS. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon the de minimus rate or cost allocation plan, as applicable



Funding Restrictions & Allowable Costs, Cont.

Planning

- ▣ Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities. Planning must be related to the protection of the facility and the people within the facility and should include consideration of access and functional needs considerations as well as those with limited English proficiency. Examples of planning activities allowable under this program include:
- ▣ Development and enhancement of security plans and protocols
 - Development or further strengthening of security assessments
 - Emergency contingency plans
 - Evacuation/Shelter-in-place plans
 - Coordination and information sharing with fusion center
 - Other project planning activities with prior approval from DHS/FEMA/OHS



Funding Restrictions & Allowable Costs, Cont.

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 sections** of items on the Authorized Equipment List (AEL):
 - Physical Security Enhancement Equipment (Section 14)
 - Inspection and Screening Systems (Section 15)

- In addition to the select items in Sections 14 and 15 listed above, the following equipment is also allowable
 - Notification and Warning Systems (Section 04)
 - 04AP-09-ALRT Systems, Public Notification and Warning
 - Public Address Systems (Section 03)
 - 03OE-03-MEGA System, Public Address, Handheld or Mobile

- The 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 statutory, regulatory, and DHS/FEMA-adopted standards to be eligible for purchase using these funds, including the Americans with Disabilities Act. In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment



Funding Restrictions & Allowable Costs, Cont.

Maintenance and Sustainment

- ▣ Maintenance and sustainment costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable
- ▣ For additional information, see the [Preparedness Grants Manual](#)



Funding Restrictions & Allowable Costs, Cont.

Training

- Training costs are allowed under this program only as described in the NOFO
- Nonprofit organizations may use NSGP funds for the following training-related costs:
 - Employed or volunteer security staff to attend security-related training within the United States
 - Employed or volunteer staff to attend security-related training within the United States with the intent of training other employees or members/congregants upon completing the training (i.e., “train-the-trainer” type courses)
 - Nonprofit organization’s employees, or members/congregants to receive on-site security training
- 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 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 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 using the NSGP must be included in the nonprofit organization’s IJ*



Funding Restrictions & Allowable Costs, Cont.

Exercises

- Funding may be used to conduct security-related exercises. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, and documentation. Exercises afford organizations the opportunity to validate plans and procedures, evaluate capabilities, and assess progress toward meeting capability targets in a controlled, low-risk setting. All shortcomings or gaps – including those identified for children and individuals with access and functional needs – should be identified in an improvement plan. Improvement plans should be dynamic documents with corrective actions continually monitored and implemented as part of improving preparedness through the exercise cycle
- The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. For additional information on HSEEP, refer to https://www.fema.gov/sites/default/files/documents/FEMA_2021-Preparedness-Grants-Manual_02-19-2021.pdf. In accordance with HSEEP guidance, subrecipients are reminded of the importance of implementing corrective actions iteratively throughout the progressive exercise cycle. This link provides access to a sample AAR/IP template: <https://pretoolkit.fema.gov/web/hseep-resources/improvement-planning>. Recipients are encouraged to enter their exercise data and AAR/IP in the [Preparedness Toolkit](#)



Funding Restrictions & Allowable Costs, Cont.

Construction & Renovation

- ❑ Construction and renovation costs are allowed under this program only as described in the NOFO
- ❑ For construction costs to be allowed, they must be specifically approved by DHS/FEMA/OHS in writing prior to the use of any program funds for construction or renovation. Limits on the total amount of grant funding that may be used for construction or renovation may apply
- ❑ NSGP funding may not be used for construction and renovation projects without prior written approval from DHS/FEMA. Recipients are required to submit a SF-424C Budget and budget detail citing the project costs and an SF-424D Form for standard assurances for the construction project. The total cost of any construction or renovation paid for using NSGP funds may not exceed 15% of the NSGP award
- ❑ NSGP recipients using funds for construction projects must comply with the Davis-Bacon Act (codified as amended at 40 U.S.C. §§ 3141 et seq.). See 6 U.S.C. § 609(b)(4)(B) (cross-referencing 42 U.S.C. § 5196(j)(9), which cross-references Davis-Bacon). 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>



Funding Restrictions & Allowable Costs, Cont.

Contracted Security

- ❑ Contracted security personnel are allowed under this program only as described in the NOFO and comply with guidance set forth in [IB 421b](#) and [IB 441](#). The nonprofit organization must be able to sustain this capability in future years without NSGP funding, and a sustainment plan will be required as part of the closeout package for any award funding this capability. Contracted security costs described in the IJ should include the hourly/daily rate, the number of personnel, and anticipated number of hours/days the personnel will work over the course of the period of performance. NSGP funds may not be used to purchase equipment for contracted security
- ❑ NSGP recipients may not use more than 50 percent of their awards to pay for personnel activities unless a waiver is approved by FEMA



Unallowable Costs

Unallowable Costs

- The following projects and costs are considered **ineligible** for award consideration:
 - Organization costs, and operational overtime 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
 - Cameras for license plate readers/license plate reader software
 - Cameras for facial recognition software
 - Weapons or weapons-related training
 - Knox boxes



Changes in Scope or Objective

- ❑ NSGP is competitive, with applications recommended for funding based on threat, vulnerability, consequence, and their mitigation to a specific facility/location. However, consistent with 2 C.F.R § 200.308(c)(1)(i), Change in Scope Notification, DHS/FEMA/OHS requires prior written approval of any change in scope/objective of the grant-funded activity after the award is issued
- ❑ DHS/FEMA/OHS will generally not approve NSGP change-of-scope requests resulting from the following situations:
 - Subrecipients that relocate their facilities after submitting their application who are requesting a change of scope to allow them to use NSGP funds towards projects at the new facility
 - 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
- ❑ Subrecipients may not proceed with implementing any scope/objective changes prior to receiving written approval from DHS/FEMA through OHS



WebGrants Application

- <https://dpsgrants.dps.mo.gov/index.do>
- Log in or register as a new agency

Log In

User ID:*

Password:*

[Forgot User Id?](#)

[Forgot Password?](#)

Missouri Department of
Public Safety

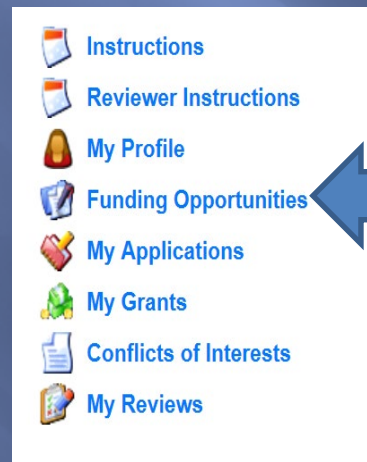
New to WebGrants - Missouri Department of Public Safety?

[Register Here](#)



Application Instructions

- ❑ Select “Funding Opportunities” and select the applicable funding opportunity:
 - FY 2021 Nonprofit Security Grant Program – UA
 - FY 2021 Nonprofit Security Grant Program - S



ID	Agency	Program	Opportunity Title	Application Deadline
123707	Missouri Office of Homeland Security Grants	Non Profit Security Grant Program (NSGP)	TEST - FY 2021 Nonprofit Security Grant Program - State (NSGP-S)	04/16/2021



Application Instructions, Cont.

□ Funding Opportunity Page

Opportunity Details		Copy Existing Application Start a New Application	
123707-TEST - FY 2021 Nonprofit Security Grant Program - State (NSGP-S)			
Non Profit Security Grant Program (NSGP) Application Deadline: 04/16/2021 5:00 PM			
Award Amount Range:	Not Applicable	Program Officer:	Joni McCarter
Project Start Date:	10/01/2021	Phone:	573-526-9020 x
Project End Date:	09/30/2023	Email:	joni.mccarter@dps.mo.gov
Award Announcement Date:			
Maximum Status Report Approval Levels	1		
CFDA Number:	97.008		
Description			
FY 2021 Nonprofit Security Grant Program Notice of Funding Opportunity (NOFO)			
Grant Issued By:			
U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)			



Application Instructions, Cont.

- Funding Opportunity Attachments
 - Notice of Funding Opportunity
 - Application Workshop
 - Investment Justification
 - DHS/FEMA Preparedness Grants Manual
- Website Links

Attachments

Click on the File Name to open attachment

Description	File Name	File Size
DHS/FEMA Preparedness Grants Manual	FEMA_2021-Preparedness-Grants-Manual_02-19-2021.pdf	2.1 MB
Investment Justification	FY 2021 Nonprofit Security Grant Program Investment Justification.xlsx	215 KB
FY 2021 Nonprofit Security Grant Program Notice of Funding Opportunity Test	Test FY 2021 Nonprofit Security Grant Program Notice of Funding Opportunity.docx	135 KB
FY 2021 Nonprofit Security Grant Program Application Workshop Test	Test FY2021 NSGP Application Workshop.pptx	1.3 MB

Website Links

Click on the URL to go to website

URL

<https://dps.mo.gov/dir/programs/ohs/grantstraining/>

Description

Missouri Department of Public Safety, Office of Homeland Security Website



Investment Justification

Nonprofit Security Grant Program (NSGP) Investment Justification Template Introduction

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 84 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0110) NOTE: Do not send your completed form to this address.

Security Warning:

When opening the IJ template, some users may see a note that says "Security Warning: some active content has been disabled." Click on the [Options ...] button next to the message, select "Enable this content," then click on the [OK] button. If this is not done, the text boxes may not function properly.

As part of the Nonprofit Security Grant Program (NSGP) application, eligible 501(c)(3) organizations must develop a formal Investment Justification (IJ) that addresses each initiative proposed for funding. These IJs must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities, as well as how the investment supports the building or sustaining of core capabilities within the National Preparedness Goal (the Goal). For more information on the Goal see: <http://www.fema.gov/national-preparedness-goal>. Additionally, the IJ must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by the Federal Emergency Management Agency (FEMA). Applicants must ensure that the IJ is consistent with all applicable requirements outlined below. Each IJ must be for one facility/location.

FEMA has developed guidelines that establish the required IJ content and helps ensure that submissions are organized in a consistent manner while addressing key data requirements. This template (Office of Management and Budget [OMB] Number: 1660-0110/FEMA Form Number: 089-25) may be used by applicants to complete and submit their IJ. Failure to address these data elements in the prescribed format could potentially result in the rejection of the IJ from

Applications must use the following file naming convention when submitting required documents for the NSGP-UA: "FY2021_NSGP_UA <State Abbreviation>_<Urban Area>_<Nonprofit Name>"; and

If using Excel 2007, applicants are required to save the final version of the IJ in the Excel 97-2003 format before submitting. Excel 2007 or PDF formats cannot be accepted. Instructions on saving the IJ template in the Excel 97-2003 format are below in the "Helpful Hints" Section.

Applications should be submitted by the nonprofit organization to the State Administrative Agency (SAA). Applicants should contact their respective SAA to get information on the application deadline and other SAA requirements. If an extension to the deadline is required, nonprofit organizations must consult with their respective SAA/UAWG. The NSGP Scoring Worksheet will be used by the SAA to review and score NSGP applications consistent with the guidelines provided in the NSGP IJ and Selection Criteria as well as ensure consistency with programmatic requirements. The NSGP Scoring Worksheet will be available on Grants.gov.

Introduction

Investment Justification



Investment Justification, Cont.

Helpful Hints:

Moving through the Investment Justification:

While entering information in the IJ template, applicants should try to minimize the use of the Tab and Enter keys to move between data entry fields. As the template consists of a combination of text boxes and cells, using these keys may cause the cursor to move to an undesired location.

Copying & Pasting in the Investment Justification:

Some applicants may find it helpful to begin drafting their IJ information in MS Word and then pasting this into the Excel-based template. However, please be aware that, when copying and pasting information from Word into the text boxes in the template, any formatting will not carry over. Also, right-clicking in the text boxes in Excel will not provide the usual pop-up menu where you can select Cut, Copy, Paste, or any of the usual such options. To copy from a text box, users must select the text, then use the [Edit] menu in Excel 2003 or the [Home] tab in Excel 2007 and select [Copy]. To paste data into a text box, click in the text box, then use the [Edit] menu in Excel 2003 or the [Home] tab in Excel 2007

Character Count:

The data entry fields included in the IJ allow for the maximum number of characters noted for that section, plus an additional number of characters to account for spaces. Once that limit has been reached, users will not be able to include any additional text.

Spell Check:

When using Spell Check in MS Excel, it will not review information entered into the data entry boxes. Therefore, it is suggested that applicants use MS Word to ensure that the entered information is spelled correctly. To use Spell Check in MS Word:

In MS Word 2003

- a) Click on the [Tools] menu
- b) Select [Spelling] and all spelling issues will be displayed

In MS Word 2007

- a) Click on the [Review] tab near the top of the screen
- b) Click on [Spelling & Grammar] and all spelling issues will be displayed

Saving in Excel 2003 Format:

As stated above, if using Excel 2007 to complete the IJ template, applicants are required to save the final version in the Excel 97-2003 format before submitting. To do that:

- a) Click on the Office Button at the top left of the Excel window
- b) Hover over [Save As] in the list
- c) Click on [Excel 97-2003 Workbook]
- d) In the "Save As" Window, chose a location and file name for the new file. Be sure to use the file naming convention or format above.

To begin entering information into the IJ, click on the "Investment Justification" tab below.



Investment Justification, Cont.


NSGP Investment Justification

I. Nonprofit Organization Applicant Information

Identify the Following:

Legal Name of the Organization	<input type="text"/>
Physical Address of the Facility <small>(One Investment Justification per facility; include city, state, and zip code)</small>	<input type="text"/>
County	<input type="text"/>
Year the Original Facility was Constructed	<input type="text"/>
Organization Type (Short description of organization's ideology, beliefs and mission) <small>(400 character max- not including spaces)</small>	<input type="text"/>
Membership and community served	<input type="text"/>
501(c)(3) Tax-exempt designation	<input type="text"/>
Dun and Bradstreet Number <small>Applications can only be submitted with a current and valid DUNS number; pending DUNS numbers will not be accepted.</small>	<input type="text"/>
Urban Area Security Initiative - designated Urban Area (if applicable)	<input type="text"/>
NSGP Federal Funding Request	<input type="text"/>
NSGP Total Project Cost	<input type="text"/>
Any Current Contract with DHS (yes/no) <small>This does not include any DHS or NSGP grant funds previously awarded to the nonprofit organization.</small>	<input type="text"/>

Introduction **Investment Justification**



Investment Justification, Cont.

- Applicant Contact Information
 - An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) **a current employee, personnel, official, staff, or leadership of the non-federal entity**; and 2) **duly authorized to apply** for an award on behalf of the non-federal entity at the time of application. Further, the Authorized Organization Representative (AOR)/ Authorized Official must be a duly authorized current employee, personnel, official, or leadership of the recipient and provide an **email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR/Authorized Official of the recipient**

Applicant Contact Information

I certify that I am an employee of the aforementioned nonprofit organization or have been hired by the nonprofit organization to apply on their behalf for the NSGP.

Name and e-mail address or phone number



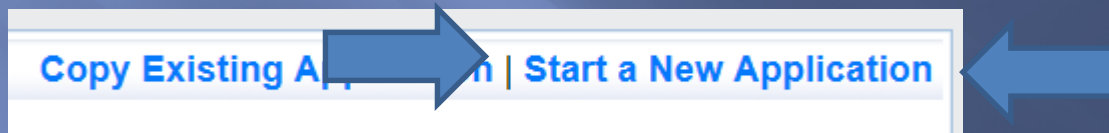
Investment Justification, Cont.

- ▣ All items included on the Investment Justification form will need to be completed
- ▣ Projects requesting items in excess of the maximum award will need to be covered by the applicant agency



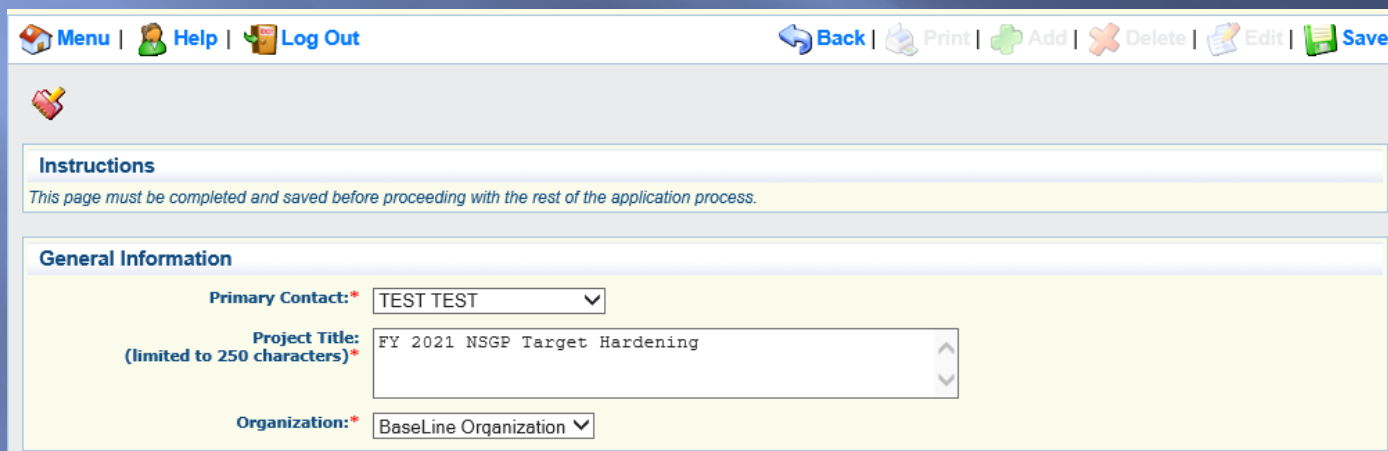
Application Instructions, Cont.

- ▣ After completing the IJ
- ▣ Select “Start New Application”



Application Instructions, Cont.

- ❑ After selecting “Start a New Application”, complete the “General Information” section
- ❑ “Project Title” should be short and specific to the project, see example below
- ❑ After completing the “General Information,” click “Save”



The screenshot shows a web application interface. At the top, there is a navigation bar with links for Menu, Help, and Log Out. To the right of the navigation bar are action buttons: Back, Print, Add, Delete, Edit, and Save. A large blue arrow points to the Save button. Below the navigation bar is a section titled 'Instructions' with a yellow background and the text: 'This page must be completed and saved before proceeding with the rest of the application process.' Below the instructions is a section titled 'General Information' with a yellow background. It contains three fields: 'Primary Contact:*' with a dropdown menu showing 'TEST TEST', 'Project Title: (limited to 250 characters)*' with a text input field containing 'FY 2021 NSGP Target Hardening', and 'Organization:*' with a dropdown menu showing 'BaseLine Organization'.



Application Instructions, Cont.

- ▣ Select “Go to Application Forms”

General Information	Go to Application Forms
System ID: 123735	
Project Title: FY 2021 NSGP Target Hardening	
Primary Contact: TEST TEST	
Organization: BaseLine Organization	


- ▣ Complete each of the four “Application Forms” with all required information then “Save” and “Mark Complete”
- ▣ All forms must be marked complete in order to “Submit”

Application Forms	Application Details Submit Withdraw	
Form Name	Complete?	Last Edited
General Information	✓	03/15/2021
Contact Information		
Audit Form		
Named Attachments		



Application Instructions, Cont.

- ▣ There are four Application Forms
 - General Information
 - Contact Information
 - Audit
 - Named Attachments
- ▣ To start each form select the form name



Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/15/2021	
Contact Information			
Audit Form			
Named Attachments			



Contact Information

▣ Authorized Official

- The Authorized Official is the individual who has the authority to legally bind the applicant into a contract
- Generally the applicant's elected or appointed chief executive
 - ▣ President or Board Chair of a nonprofit



Contact Information, Cont.

Contact Information

Authorized Official

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive.

If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official. If applicable please upload copy of 501C3 documentation in the Named Attachments section of this application

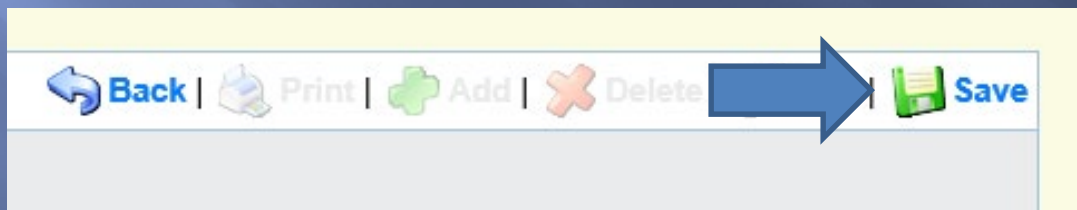
*** If your agency does not fall into the above category or you are unsure of who the Authorized Official should be for your agency, please contact the Missouri Office of Homeland Security at (573) 526-9203***

Authorized Official:*	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Title (Mr.Ms.etc)	First Name	Last Name
Job Title:*	<input type="text"/>		
Agency:*	<input type="text"/>		
Mailing Address:*	<input type="text"/>		
Street Address 1:	<input type="text"/>		
Street Address 2:	<input type="text"/>		
*	<input type="text"/>	Missouri	<input type="text"/>
	City	State	Zip Code
Email:*	<input type="text"/>		
Phone:*	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Office	Ext.	Cell
Fax:*	<input type="text"/>		

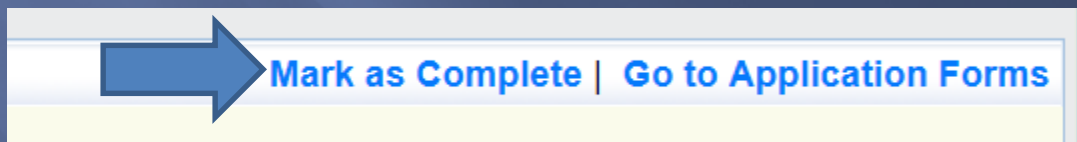


Contact Information, Cont.

- Please complete all contact information for
 - Authorized Official
 - Project Director
 - Fiscal Officer
 - Project Contact Person
- Required fields are designated with a red asterisk *
- Click “Save” at the top of the screen after entering all of the information



- Then “Mark as Complete”



Contact Information, Cont.

- ▣ Select the Organization Type from the drop-down list
 - Ideology-based/Spiritual/Religious
 - Educational
 - Medical
 - Other

Select type of nonprofit organization from the drop-down list.

Organization Type*

Ideology-based/Spiritual/Religious ▼

Nonprofit Organization Type



Named Attachments

Instructions











The investment justification can be accessed through the blue link and must be completed and attached to the application prior to submission.

[2021 NSGP Investment Justification](#)

The Vulnerability Assessment/Risk Assessment and Mission Statement must also be attached prior to submission.

Named Attachments

[Mark as Complete](#) | [Go to Application Forms](#)

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
Required Attachments:						
Investment Justification Form:						
Vulnerability / Risk Assessment:						
Mission Statement:						
Required if applicable:						
Audit:						
501(c)(3) Documentation:						
Other items that may be applicable to the project:						
Other:						
Other:						
Other:						
Other:						
Other:						



Named Attachments, Cont.

Attach File

The investment justification can be accessed through the blue link and must be completed and attached to the application prior to submission.
[2021 NSGP Investment Justification](#)

The Vulnerability Assessment/Risk Assessment and Mission Statement must also be attached prior to submission.

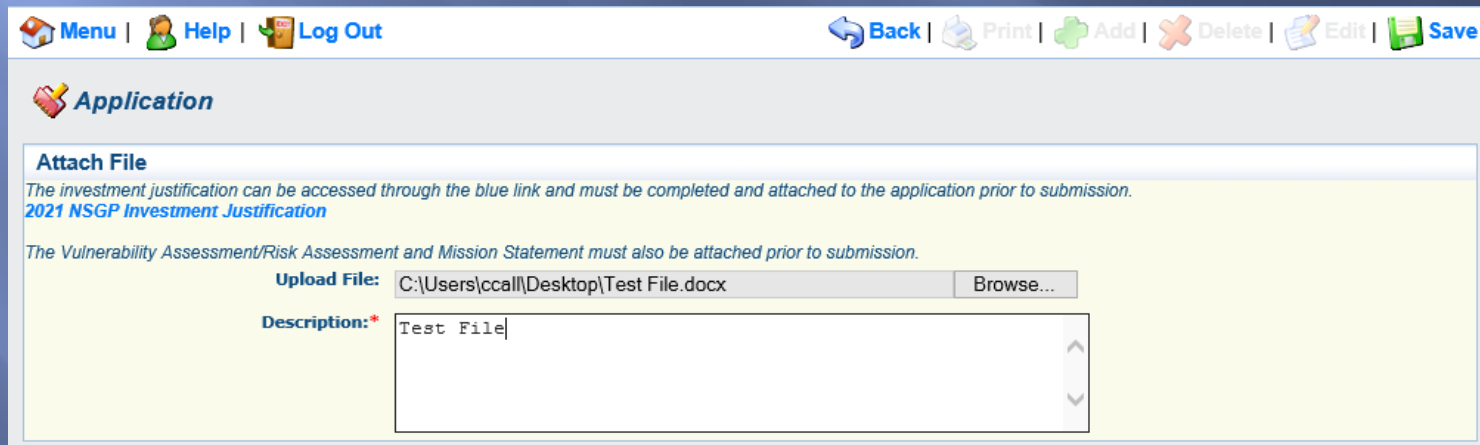
Upload File:

Description:*



Named Attachments, Cont.

- ❑ Select the file to upload
- ❑ Select Open
- ❑ Enter Description of the file
- ❑ Select Save



The screenshot shows a web application interface with a navigation bar at the top containing 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. Below the navigation bar is a section titled 'Application' with a folder icon. Underneath, there is a section titled 'Attach File' with a blue link: 'The investment justification can be accessed through the blue link and must be completed and attached to the application prior to submission. [2021 NSGP Investment Justification](#)'. Below this, a note states: 'The Vulnerability Assessment/Risk Assessment and Mission Statement must also be attached prior to submission.' The main form area contains an 'Upload File:' field with the text 'C:\Users\ccall\Desktop\Test File.docx' and a 'Browse...' button. Below the file field is a 'Description:*' label followed by a text input field containing 'Test File'.



Named Attachments, Cont.

- Continue for all applicable attachments
- When all documents have been attached, select “Mark as Complete”



Named Attachments		Mark as Complete Go to Application Forms				
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
Required Attachments:						
Investment Justification Form:	Test File	Test File.docx	docx	12 KB	03/15/2021	
Vulnerability / Risk Assessment:				12 KB		
Mission Statement:				12 KB		
Required if applicable:						
Audit:				12 KB		
501(c)(3) Documentation:				12 KB		
Other items that may be applicable to the project:						
Other:				12 KB		
Other:				12 KB		
Other:				12 KB		
Other:				12 KB		
Other:				12 KB		

Last Edited By: TEST TEST, 03/15/2021




Audit Form

- ❑ OHS is required to conduct a risk assessment on each subrecipient
- ❑ Provide answers to all Audit Questions
- ❑ Select “Save” and “Mark as Complete”

Audit Form

1. Has the Applicant Agency exceeded the federal expenditure threshold of \$750,000 in federal funds during agency's last fiscal year?:* Yes No
If the applicant agency exceeded the federal expenditure threshold in their last fiscal year, they must have their Single Audit or Program Specific Audit completed and submitted to the OHS within nine (9) months after the end of the audited fiscal year.

2. Date last audit completed:* 

3. By checking this box the applicant agency understands they are required to upload a copy of the agencies most recent completed audit in the Named Attachments section of this application:*

4. Does the applicant agency have new personnel that will be working on this award?:* Yes No
New personnel is defined as working with this award type less than 12 months.

5. Does the applicant agency have a new fiscal or time accounting system that will be used on this award?:* Yes No
New fiscal or time accounting system is defined as a system being utilized less than 12 months within the applicant agency.

6. Does the applicant agency receive any direct Federal awards?:* Yes No
Direct grants are grant that you apply directly to the federal government for and there is no intermediary agency such as OHS.

7. Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?:*



Submit Application

- When all forms are complete select “Submit”
- Applications cannot be edited after selecting “Submit”, ensure application is complete and accurate prior to completing this step

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	03/15/2021	
Contact Information	✓	03/15/2021	
Audit Form	✓	03/15/2021	
Named Attachments	✓	03/15/2021	

APPLICATIONS MUST BE SUBMITTED PRIOR TO THE DEADLINE APRIL 16, 2021 5:00 PM CST

WEBGRANTS WILL NOT ACCEPT APPLICATIONS AFTER THE DEADLINE



Awarded Projects

- ▣ Compliance Workshop will be scheduled for awarded applicants
- ▣ Environmental Historical Preservation (EHP) Review
 - Subrecipients proposing projects that have the potential to impact the environment must participate in the FEMA EHP review process
 - The review process must be completed before funds are released to carry out the proposed project
 - Any projects that make a change to a building or the ground must complete an EHP Screening Form and submit it to OHS for review. This includes drilling holes into the walls or any ground disturbance

If an EHP is required for a project, but not completed prior to the project starting, the project will not be reimbursed



Office of Homeland Security

- ▣ Points of contact for WebGrants system issues
 - Chelsey Call, (573) 526-9203, Chelsey.call@dps.mo.gov
 - Maggie Glick, (573) 522-6125, Maggie.glick@dps.mo.gov
 - Joni McCarter (573) 526-9020, Joni.mccarter@dps.mo.gov

