



FY 2020 Nonprofit Security Grant Program - State Notice of Funding Opportunity (NOFO)



Grant Issued By:

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

Grant Issued Through:

Missouri Department of Public Safety (DPS), Office of Homeland Security (OHS)

Assistance Listing:

97.008

Program Description

The Fiscal Year (FY) 2020 Nonprofit Security Grant Program (NSGP) is one of three grant programs that constitute Department of Homeland Security (DHS) DHS/Federal Emergency Management Agency's (FEMA's) focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, respond to, and recover from terrorist attacks. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by the DHS to help strengthen the nation's communities against potential terrorist attacks. Among the five basic homeland security missions noted in the 2018 DHS Quadrennial Homeland Security Review, NSGP supports the goal to Strengthen National Preparedness and Resilience.

The 2018-2022 FEMA Strategic Plan creates a shared vision for reducing the risks posed by terrorism and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The NSGP supports the goals of Building a Culture of Preparedness and Ready the Nation for Catastrophic Disasters. We invite our stakeholders and partners to also adopt these priorities and join us in building a more prepared and resilient nation. In FY 2020, there are two funding sources appropriated for nonprofit organizations:

1) ***Nonprofit Security Grant Program - Urban Area (NSGP-UA)***: NSGP-UA funds nonprofit organizations located within FY 2020 Urban Area Security Initiative (UASI)-designated Urban Areas.

Nonprofit organizations located within the St. Louis Urban Area Security Initiative (UASI) (St. Louis City and the Missouri Counties of Franklin, Jefferson, St. Charles, and St. Louis) are not eligible for the Nonprofit Security Grant Program - State. Agencies within the St. Louis UASI must apply through East West Gateway Council of Governments. Additional information located at this link: <https://www.ewgateway.org/regional-security/call-for-applications-nsgp/>

2) ***Nonprofit Security Grant Program - State (NSGP-S)***: Under NSGP-S, each state will receive a target allocation for nonprofit organizations located outside of FY 2020 UASI-designated Urban Areas. Eligible applicant criteria is listed below under Applicant Eligibility Criteria.

For FY 2020, DHS is focused on the criticality of information sharing and collaboration to building a national culture of preparedness and protecting against terrorism and other emerging threats to our national security. DHS and its homeland security mission were born from the “failures among federal agencies and between the federal agencies and state and local authorities to share critical information related to the threat of terrorism” prior to the September 11, 2001, attacks.¹ The threat profile has changed in the last two decades – we now face continuous cyber threats by sophisticated actors, threats to soft targets and crowded places, threats to our democratic election process and threats from new and emerging technologies. But information sharing and cooperation between state, local, and tribal authorities and federal agencies, including all DHS officials, is just as vital, and perhaps even more vital, today. Therefore, for FY 2020, we have identified one priority area, tied to some of the most serious threats that recipients should address with their NSGP funds. Perhaps most importantly, DHS will be focused on forging partnerships to strengthen information sharing and collaboration in each of these priority areas and looking for recipients to remove barriers to communication and cooperation with DHS and other federal agencies.

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.

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 2020, one area attracts the most concern:

1) 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:

- 1) Effective planning;
- 2) Training and awareness campaigns; and
- 3) Exercises.

The table below provides a breakdown of these priority areas for the FY 2020 NSGP, showing both the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. A detailed description of allowable investments for each project type is included in the [Preparedness Grants Manual](#).

Priority Areas	Core Capabilities	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"> Security cameras (CCTV) Security screening equipment for people and baggage Access controls <ul style="list-style-type: none"> 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

NSGP-UA Maximum Award

Each nonprofit organization located within the Urban Area Security Initiative (St. Charles County, Franklin County, Jefferson County, St. Louis County, and St. Louis City) may apply for up to \$100,000 and must apply through East West Gateway Council of Governments, see their website for additional information: <https://www.ewgateway.org/>

NSGP-S Maximum Award

Each nonprofit organization located in Missouri outside of the Urban Area Security Initiative (St. Charles County, Franklin County, Jefferson County, St. Louis County, and St. Louis City) may apply for up to \$100,000, through the Missouri Department of Public Safety, Office of Homeland Security using the WebGrants System at www.dpsgrants.dps.mo.gov

Period of Performance: 24 months

Extensions to the period of performance may be allowed. For additional information on period of performance extensions refer to the Office of Homeland Security Administration Manual for information.

Projected Period of Performance Start Date(s): September 1, 2020

Projected Period of Performance End Date(s): August 31, 2022

Funding Instrument Type: Grant

Applicant 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.

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 may or may not require recognition of exemption, as long as the method chosen is applied consistently.

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>

2. Able to demonstrate, through the application, that the organization is at high risk of a terrorist attack; and
3. NSGP-S, located within the State of Missouri outside of an FY 2020 St. Louis UASI-designated urban area (St. Louis City and the Missouri Counties of Franklin, Jefferson, St. Charles, and St. Louis)

Application and Submission Information

1. Key Dates and Times

a. Application Start Date: March 2, 2020

b. Application Submission Deadline: March 20, 2020, 5:00 pm CST

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

NSGP-S Nonprofit Organization Specific Application Instructions

Applications will only be accepted through the Missouri Department of Public Safety (DPS) online WebGrants System. <https://dpsgrants.dps.mo.gov/index.do>

A pre-recorded webinar with instructions on how to apply through the WebGrants System will be available on the DPS website under Grant Applications and Forms, FY 2020 Nonprofit Security Grant Program (NSGP): <https://dps.mo.gov/dir/programs/ohs/grantstraining/>

As part of the FY 2020 NSGP application, each eligible nonprofit applicant must submit the following documents:

1. NSGP Investment Justification (IJ)

Each applicant may apply for up to \$100,000. The funding may be requested for multiple sites, but the organization must submit a complete IJ for each site, with only one site per IJ.

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;
- Demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by DHS/FEMA;
- 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; and
- Be consistent with all applicable requirements outlined in the NOFO and the [Preparedness Grants Manual](#).

2. Vulnerability/Risk Assessment

Each applicant must include its vulnerability/risk assessment on which the request(s) in the IJ is based.

3. Mission Statement

Each applicant must include its Mission Statement and any mission implementing policies or practices that may elevate the organization's risk.

4. Audit

Each applicant must provide the most recent audit. If the audit is more than three years old, the agency must provide their most recent annual financial statement. This will be supplied as an attachment to the application through the WebGrants System.

5. 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 with their application through the WebGrants System.

Allowable Costs

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 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 Representative/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.

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

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
- Other project planning activities with prior approval from DHS/FEMA/OHS

Organization

Organization costs are not allowed under this program.

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)

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 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.

Applicants should analyze the costs and 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 but not limited to 2 C.F.R. §§ 200.310, 200.313, and 200.316; 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.

Maintenance and Sustainment

Maintenance and sustainment 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 (<https://www.fema.gov/media-library/assets/documents/32474>). For additional information, see the Preparedness Grants Manual.

Training

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

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/exercise>. 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://preptoolkit.fema.gov/web/hseep-resources/improvement-planning>. Recipients are encouraged to enter their exercise data and AAR/IP in the Preparedness Toolkit at <https://preptoolkit.fema.gov/web/hseep-resources>.

Construction and Renovation

Construction and renovation costs are allowed under this program only as described in this 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. All recipients of NSGP funds must request and receive prior approval from DHS/FEMA before any NSGP funds are used for any construction or renovation. 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.*). 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>.

Operational Overtime

Operational overtime costs are not allowed under this program.

Contracted Security

Contracted security personnel are allowed under this program only as described in this NOFO. The recipient 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. NSGP funds also may not be used to purchase equipment for 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](#). NSGP funds may not be used to purchase equipment for contracted security. The recipient must be able to sustain this capability in future years without NSGP funding.

Travel

Domestic travel costs are allowed under this program only as described in this NOFO. International travel is not an allowable cost under NSGP unless approved in advance by DHS/FEMA/OHS.

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 2020 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.

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 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. 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. 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.

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

NSGP Investment Modifications – Changes in Scope or Objective

Changes in scope or objective of the award—whether as a result of intended actions by the subrecipients—require FEMA/OHS prior written approval, in accordance with 2 C.F.R. §§ 200.308(c)(1)(i), 200.407. 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. *See* 2 C.F.R. § 200.308(b), (c). Scope/objective changes will be considered on a case-by-case basis, provided the change does not negatively impact the competitive process used to recommend NSGP awards.

- A written request from the NSGP subrecipient on its letterhead, outlining the scope or objective change, including the approved projects from the subrecipient's IJ, the funds and relative scope or objective significance allocated to those projects, the proposed changes, and any resulting reallocations as a result of the change of scope or objective;
- An explanation why the change of scope or objective is necessary;
- Validation from the OHS that any deviations from the approved IJ are addressed in the vulnerability assessment submitted by the subrecipient at the time of application; and
- The subrecipient request must also address whether the proposed changes will impact its ability to complete the project within the award's period of performance.
- 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; 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.

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/OHS may reject requests to significantly change the physical security enhancements that are purchased with NSGP funding where DHS/FEMA/OHS believes approval of the request would change or exceed the scope of the originally approved project. DHS/FEMA/OHS will consider all requests to deviate from the security project as originally proposed on a case-by-case basis, *consistent with 2 C.F.R. § 200.308(c)(1)(i)*.

Subrecipients may not proceed with implementing any scope/objective changes prior to receiving written approval from DHS/FEMA through OHS.

Contact Information:

Additional information and resources can be located on the Missouri Department of Public Safety, Office of Homeland Security: <https://dps.mo.gov/dir/programs/ohs/grantstraining/>

WebGrants System, application submission site: <https://dpsgrants.dps.mo.gov/index.do>

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