

State of West Virginia
FY 2023 Nonprofit Security Grant Program
Application Guidance

The Nonprofit Security Grant Program (NSGP) provides funding to enhance the ability of nonprofit organizations to prevent and protect against terrorist and other extremist attacks. NSGP funds are focused on security-related activities and projects to strengthen physical and cyber security. Besides funding, the program aims to integrate plans and actions of nonprofit organizations with broader community preparedness efforts.

The State of West Virginia is soliciting applications from eligible organizations to be included in the federal application that the State will submit in late spring 2023. All organizations in the state wishing to apply should submit application materials to the Homeland Security State Administrative Agency (HS SAA) who compiles and submits them to the federal government. All complete proposals received by the HS SAA will be submitted to FEMA. The federal government determines which projects receive funding and the amount of funding.

Stemming from the statutory authority for this program, the intended outcome is to implement target hardening and other physical security enhancements in nonprofit organization facilities. The federal performance measures for this grant award are: (1) the percent of the award used for contract security; (2) the percent of the award used for target hardening; and (3) the percent of the award used for training and awareness.

Eligibility

Eligible entities are organizations that meet the criteria as described under section 501(c)(3) of the Internal Revenue Service code or are tax-exempt under section 501(a) of the IRS code. Examples of eligible organizations include houses of worship or other religious organizations, non-governmental educational facilities, medical facilities, camps, senior centers, shelters/crisis centers, event venues, and community/social service organizations, so long as they are nonprofits. Information on 501(c)(3) eligibility can be found at <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations>

The following types of entities/organizations are not eligible: utility companies, for-profit hospitals, volunteer fire departments, for-profit transportation providers, homeowner associations, or any governmental entity.

Organizations that represent an underserved population or are located in an underserved community are encouraged to apply and will receive additional consideration from FEMA. FEMA will use the Centers for Disease Control and Prevention's Social Vulnerability Index when assessing whether an organization qualifies for such consideration.

Occupancy Requirement

An organization must currently occupy and utilize a building or facility to qualify for NSGP funding. Funds cannot be acquired for a facility that the organization intends to build or move into in the future.

Unique Entity Identifier (UEI)

Every applicant organization must have a Unique Entity Identifier (UEI) which can be obtained from the federal government's System for Award Management (SAM.gov). If the organization has previously used a Dun & Bradstreet Universal Numbering System (DUNS) number to apply for federal funds, that number will not be acceptable and will disallow the application. An organization can find their UEI on SAM.gov if they have previously received federal funding. It is critically important that every interested organization begin application for a UEI as soon as possible if they do not have a current number.

Maximum Annual Award

The maximum annual award per organization per site is \$150,000. An organization can apply for up to three sites/locations per grant cycle. For information on the process for applying for multiple sites, contact the HS State Administrative Agency.

Match Requirement

There is no required funding to match federal funds received through the NSGP program. No additional funds can be granted to an organization after the initial award in each grant cycle so organizations should not start projects that will cost more than their grant funds if they do not have supplemental money to finish the project. NSGP grant funds may not be used as match for any other federal grant or cooperative agreement.

Environmental & Historic Preservation (EHP) Requirements

Any project that involves building construction/modification or attaching anything to a permanent structure must undergo an Environmental & Historic Preservation (EHP) screening. This would include installation of security cameras, replacement of doors or windows, construction or replacement of fencing, and other similar project activities. The HS SAA will assist successful applicants through the EHP process.

Vulnerability Assessment

An assessment to identify the threats and vulnerabilities which pose the greatest risk is essential to improving the security of any facility and is a required part of the NSGP application. There is not a specific format that must be used in completing the assessment. It is recommended that a person who does not regularly visit the facility assist in completing the assessment to help provide a more complete review. The HS SAA can supply sample assessments for reference. The Cybersecurity and Infrastructure Security Agency has an online assessment tool that can be accessed at <https://www.cisa.gov/houses-worship-security-self-assessment>

Allowable Projects & Activities

Allowable costs are focused on facility hardening and physical security enhancements. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) that is owned or leased by the nonprofit organization, specifically in the prevention of or protection against the risk of a terrorist or other extremist attack. The following categories of equipment, based on the FEMA Authorized Equipment List, are allowable in the 2023 NSGP program.

- 03OE-03-MEGA System, Public Address, Handheld or Mobile
- 04AP-05-CRED System, Credentialing
- 04AP-09-ALRT Systems, Public Notification and Warning
- 04AP-11-SAAS Software as a Service
- 05AU-00-TOKN System, Remote Authentication
- 05EN-00-ECRP Software, Encryption
- 05HS-00-MALW Software, Malware/Anti-virus Protection
- 05HS-00-PFWL System, Personal Firewall
- 05NP-00-FWAL Firewall, Network
- 05NP-00-IDPS System, Intrusion Detection/Prevention
- 06CP-01-PORT Radio, Portable
- 06CC-02-PAGE Services/Systems, Paging
- 06CP-03-ICOM Intercom
- 06CP-03-PRAC Accessories, Portable Radio
- 10GE-00-GENR Generators
- 13IT-00-ALRT System, Alert/Notification
- 14CI-00-COOP System, Information Technology Contingency Operations
- 14EX-00-BCAN Receptacles, Trash, Blast-Resistant
- 14EX-00-BSIR Systems, Building, Blast/Shock/Impact Resistant
- 14SW-01-ALRM Systems/Sensors, Alarm
- 14SW-01-DOOR Doors and Gates, Impact Resistant
- 14SW-01-LITE Lighting, Area, Fixed
- 14SW-01-PACS System, Physical Access Control
- 14SW-01-SIDP Systems, Personnel Identification
- 14SW-01-SIDV Systems, Vehicle Identification
- 14SW-01-SNSR Sensors/Alarms, System and Infrastructure Monitoring, Standalone
- 14SW-01-VIDA Systems, Video Assessment, Security
- 14SW-01-WALL Barriers: Fences; Jersey Walls
- 15SC-00-PPSS Systems, Personnel/Package Screening
- 21GN-00-INST Installation
- 21GN-00-TRNG Training and Awareness (including active assailant, first aid, and other similar trainings)

Additionally, the following types of activity are allowable:

- Planning – including the development or revision of safety and security plans, evacuation/shelter-in-place plans, further strengthening of security assessments
- Practical Exercises including all expenses associated with developing, conducting, and evaluating the (active shooter, bomb threat, etc.)
- Limited usage of contract security personnel (can be no more than 50% of the award)

The AEL can be found at <https://www.fema.gov/grants/tools/authorized-equipment-list> The HS SAA can help you ensure that equipment you want to include in your application is allowable and on the AEL.

The following are not allowable in the NSGP program. Organizational operating cost and general use expenses, License Plate Readers, facial recognition software, knox boxes, fire suppression systems, guns/weapons and weapons training, landscaping, proof of concept initiatives, air purification systems/HVAC, sexual predator screening database, and organizational salaries.

Previously completed facility improvements are not eligible for reimbursement through this program.

Timeline

Critical dates in the FY 2023 NSGP application process are:

February 28, 2023	Final Application Guidance released including FY 2023 NSGP Investment Justification template
March 6, 2023, 1:30 pm	NSGP Application Technical Assistance Webinar
March 13, 2023; 7:00 pm	NSGP Application Technical Assistance Webinar
March 16, 2023; 10:00 am	NSGP Application Technical Assistance Webinar
Friday, April 7, 2023	Application information including Vulnerability Assessment, Mission Statement, and FEMA Investment Justification form, due to Homeland Security State Administrative Agency
April 10–29, 2023	During this period, the HS SAA will review the submitted documentation and may follow up with applicants on changes to improve the application.
By May 18, 2023	HS SAA submits federal NSGP application to FEMA
Late July	Notification to state of approved applications
Sept 1, 2023 - Aug 31, 2026	Period of Performance for FEMA approved applications

Management & Administrative Costs

Costs for activities directly related to the management and administration of the award are allowable. These would include activities such as financial management, report preparation, and monitoring, not operational costs. M&A costs must be based on actual expenses and known contractual costs, not a straight percentage of the award without justification. Successful recipients can use up to 5% of their federal award for M&A.

FY 2023 NSGP Application Checklist

1. **Obtain a Unique Entity Identifier (UEI) from www.SAM.gov** . If you have previously received federal funding with a DUNS number, you can log on to www.SAM.gov and find your UEI. If you have not received federal funding, you will need to register and a UEI will be assigned. To register for a UEI, you will need your organization's Employer Identification Number (EIN). A DUNS number is numeric, while a UEI is alphanumeric.
2. **Notify the WV Homeland Security State Administrative Agency of your intent to apply.** Send an email to hssaa@wv.gov indicating your interest in applying. We will send a response and also an Agency Contact Sheet.
3. **Submit Agency Contact Sheet.** Completion of this sheet will help us ensure we are sharing information with the right points of contact. On the sheet, the Programmatic and Financial points of contact need to be two different people. You may also add additional contacts as appropriate. We can limit the sharing of application and general information to the individuals you designate.
4. **Complete a Vulnerability Assessment.** The assessment should identify security gaps, specific threats to an organization, or opportunities for improvement to the facility security which the projects in the Investment Justification address.
5. **Submit application materials to HS SAA at hssaa@wv.gov** .
 - a. Organizational Mission Statement – submit a copy of your organization's mission statement, preferably on letterhead.
 - b. Vulnerability Assessment – submit a current assessment completed in the last two years.
 - c. Completed Investment Justification – make sure to use the FY 2023 Investment Justification form, which is posted on the WV Emergency Management Division website at <https://emd.wv.gov/grants/pages/non-profit-security-grant-program.aspx>
6. **Send supplemental documentation to provide context, if needed.** To help give a broader understanding of the particular security issues that an organization is trying to resolve by the grant application, additional documentation can be submitted, but is not required. For example, if a security incident has occurred at the facility, you may submit a police report or insurance settlement documentation.

Contact Information

The NSGP Program is administered by the WV Homeland Security State Administrative Agency.

Phone: 304 558-5380

Email: hssaa@wv.gov

Website: www.emd.wv.gov then click on the "Grants" tab

Points of Contact: David Hoge or Kevin Cook