Nonprofit Security Grant Program – National Security Supplement Application Guidance

The Nonprofit Security Grant Program – National Security Supplement (NSGP-NSS) 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 including planning, equipment, training, and exercising 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 to FEMA. 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. This solicitation is in addition to the annual NSGP grant cycle.

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; (3) the percent of the award for cybersecurity; and (4) the percent of the award used for training, awareness campaigns, and exercises.

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 Council on Environmental Quality's Climate and Economic Justice Screening Tool (https://screeningtool.geoplatform.gov/en/) 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 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
For the NSGP-NSS, the maximum award per organization per site is $200,000. An organization can apply for up to three sites/locations per grant cycle. The applicant must complete a vulnerability assessment and an Investment Justification for each site. For further 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 and will work with our partners to help complete assessments, as feasible. The Cybersecurity and Infrastructure Security Agency has an online assessment tool for houses of worship that can be accessed at https://www.cisa.gov/houses-worship-security-self-assessment

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, but not routine operational costs. M&A costs must be based on additional actual expenses and known contractual costs tied directly related to this award, not a straight percentage of the award without justification. Successful recipients can use up to 5% of their federal award for M&A.

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 (AEL), are allowable in the NSGP-NSS program.

- 03OE-03-MEGA   System, Public Address, Handheld or Mobile
- 03OE-03-SIGN   Freestanding and Mountable Signs
- 04AP-05-CRED   System, Credentialing
- 04AP-06-VIDA   Software, Video Analytics
- 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
- 06CP-01-REPT   Repeater
- 06CC-02-PAGE   Services/Systems, Paging
- 06CP-03-ICOM   Intercom
- 06CP-03-PRAC   Accessories, Portable Radio
- 10GE-00-GENR   Generators
- 10PE-00-UPS   Uninterrupted Power Supply
- 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-ASTN   Acoustic Sensor Triangulation Network
- 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 facility or site (active shooter, bomb threat, etc.)
- Use of contract security personnel

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.

Informational Webinars
The Homeland Security State Administrative Agency will host webinars to review grant guidance and timelines, and offer support to potential applicants. Contact the HSSAA at HSSAA for the link to the webinars. The webinars will be offered at the following times.

Friday, November 8	1:00 pm	Tuesday, November 12	10:00 am
Tuesday, November 12	7:00 pm	Thursday, November 14	10:00 am

2024 NSGP-NSS 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 acknowledging your interest and provide other information, as needed.

3. **Complete a Vulnerability Assessment.** The assessment should identify security gaps, specific threats to an organization, or opportunities for improvement to the security of the facility which the projects in the Investment Justification should help resolve.

4. **Submit application materials to HS SAA at hssaa@wv.gov . Please submit information by *Monday, Dec 16th*. If there is an issue in meeting the deadline, contact us (hssaa@wv.gov) and we will help get the materials completed.**
   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 NSGP-NSS 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

5. **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. Submit any supplemental documentation to the HSSAA@wv.gov .

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