



U.S. DEPARTMENT OF HOMELAND SECURITY

FISCAL YEAR 2011

**URBAN AREAS SECURITY INITIATIVE
NONPROFIT SECURITY GRANT PROGRAM**

**GUIDANCE AND APPLICATION KIT
SECTION I – APPLICATION AND REVIEW
INFORMATION**

MAY 2011



U.S. DEPARTMENT OF HOMELAND SECURITY

Title of Opportunity: Fiscal Year (FY) 2011 Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP)

Funding Opportunity Number: DHS-11-GPD-008-000-01

Catalog of Federal Domestic Assistance (CFDA) Number: 97.008

Federal Agency Name: U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA)

Announcement Type: Initial

Dates: Completed applications must be submitted **no later than 11:59 p.m. EDT, June 20, 2011.**

Additional Overview Information:

- **Reformatted NSGP Guidance Kit.** Due to continued stakeholder feedback and recommendations, GPD has reformatted its FY 2011 NSGP Guidance and Application Kit. The Kit is now structured into two separate documents, referred to as *Section I* and *Section II*. While both are important documents for grantees to study and thoroughly familiarize themselves with, *Section I* is intended to help grantees during the application phase of the NSGP, whereas *Section II* is intended to help grantees in understanding the rules and regulations associated with administering federally-funded grant awards.
- **Enhanced Data Collection.** As part of the DHS Performance Management Initiatives, including the Quadrennial Homeland Security Review (QHSR) Report, FEMA will enhance data collection processes and tools to assess the use and impact of FY 2011 NSGP grant funds. Grantees will not be asked to provide additional data, but may be required to modify existing data reporting processes to collect more useful performance information.
- **Revised Scoring Methodology.** Due to the competitive nature of this program, funding preference will be given to nonprofit organizations that have not received prior years funding.
- **Excel-based Investment Justification (IJ) Template.** FEMA has developed a formal, Excel-based IJ template for nonprofit organizations to use when completing and submitting an application.

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PART I.

FUNDING OPPORTUNITY DESCRIPTION

The Fiscal Year (FY) 2011 Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP) provides \$18,962,000 in funding support for target hardening activities to nonprofit organizations that are at high risk of terrorist attack and located within one of the specific UASI-eligible Urban Areas. While this funding is provided specifically to high-risk nonprofit organizations under the *Department of Defense and Full-Year Continuing Appropriations Act, 2011* (Public Law 112-10), the program seeks to integrate nonprofit preparedness activities with broader State and local preparedness efforts. It is also designed to promote coordination and collaboration in emergency preparedness activities among public and private community representatives, State and local government agencies, and Citizen Corps Councils.

PART II.

AWARD INFORMATION

Authorizing Statutes

The *Department of Defense and Full-Year Continuing Appropriations Act, 2011* (Public Law 112-10) and Section 2003 of the *Homeland Security Act of 2002*, as amended by section 101 of the *Implementing Recommendations of the 9/11 Commission Act* (hereafter “9/11 Act”), 6 U.S.C. §604 authorized the FY 2011 NSGP.

Period of Performance

The period of performance of this grant is 36 months. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications as to why an extension is required. For more information on grant extensions, see *Section II, Part I.A.*

Available Funding

In FY 2011, the total amount of funds distributed under this grant program will be \$18,962,000. Each nonprofit organization may apply through their State Administrative Agency (SAA) for up to a \$75,000 grant award. The FY 2011 NSGP funds will be allocated based on high-risk nonprofit organizations, as described under section 501(c)(3) of the Internal Revenue Code of 1986, Title 26 of the U.S.C., and exempt from tax under section 501(a) of such Code. The high-risk nonprofit organizations must be located within one of the specific UASI-eligible Urban Areas listed in Table 1.

Table 1. FY 2011 NSGP Eligible Urban Areas

FY 2011 Tier I Urban Areas			
State/Territory	Urban Area	State/Territory	Urban Area
California	Los Angeles/Long Beach Area	New Jersey	Jersey City/Newark Area
	Bay Area	New York	New York City Area
	San Diego Area	Pennsylvania	Philadelphia Area
District of Columbia	National Capital Region	Texas	Houston Area
Illinois	Chicago Area		Dallas/Fort Worth/Arlington Area
Massachusetts	Boston Area		
FY 2011 Tier II Urban Areas			
State/Territory	Urban Area	State/Territory	Urban Area
Arizona	Phoenix Area	Minnesota	Twin Cities Area
California	Anaheim/Santa Ana Area	Missouri	St. Louis Area
	Riverside Area	Nevada	Las Vegas Area
Colorado	Denver Area	North Carolina	Charlotte Area
Florida	Miami/Ft. Lauderdale Area	Ohio	Cleveland Area
	Tampa Area		Cincinnati Area
	Orlando Area	Oregon	Portland Area
Georgia	Atlanta Area	Pennsylvania	Pittsburgh Area
Maryland	Baltimore Area	Virginia	Norfolk Area
Michigan	Detroit Area	Washington	Seattle Area

Cost Match

In FY 2011, grantees may provide an optional cost match. A grantee’s willingness to contribute an optional cost match will not impact application scores. For a cost match, grantees must match 25 percent (25%) of the Federal funds requested. The grantee’s match may be met through cash or in-kind contributions.

FEMA administers cost match requirements in accordance with 44 CFR Part §13.24. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

Please refer to *Section II, Part I.E* for additional match guidance to include match definitions, basic guidelines, and governing provisions.

A. Funding Guidelines

DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or

intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

The following pages outline general allowable and unallowable NSGP costs guidance.

1. Management and Administration (M&A). A maximum of up to five percent (5%) of funds awarded may be retained by the State and any funds retained are to be used solely for M&A purposes associated with the NSGP award. M&A costs include the following categories of activities:

- Hiring of full-time or part-time staff or contractors/consultants:
 - To assist with the management of UASI NSGP funds
 - To assist with design, requirements, and implementation of the UASI NSGP
 - Meeting compliance with reporting/data collection requirements, including data calls
- Development of operating plans for information collection and processing necessary to respond to DHS data calls
- Travel expenses directly related to the M&A of UASI NSGP funds
- Meeting-related expenses directly related to M&A of UASI NSGP funds

2. Allowable Costs

Equipment

Allowable costs are focused on target hardening activities. 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 two categories** of items on the Authorized Equipment List (AEL):

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

Equipment Standards

The two allowable prevention and protection categories and equipment standards for the FY 2011 NSGP are listed on the web-based version of the AEL on the Responder Knowledge Base (RKB), at <http://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for

obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Training

Nonprofit organization security personnel may use FY 2011 NSGP funds to attend security-related training courses and programs. Allowable training-related costs under the FY 2011 NSGP are limited to attendance fees for training, and related expenses, such as materials, supplies, and/or equipment. Overtime, backfill, and/or travel expenses are not allowable costs. Allowable training topics are limited to the protection of critical infrastructure key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness. Training conducted using FY 2011 NSGP funds must address a specific threat and/or vulnerability, as identified in the nonprofit's IJ. ***Proposed attendance at training courses and all associated costs leveraging the FY 2011 NSGP must be included in the nonprofit organization's IJ.***

3. Unallowable Costs. The following projects and costs are considered **ineligible** for award consideration:

- **Hiring of Public Safety Personnel.** FY 2011 NSGP funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities
- **Construction.** Construction is prohibited under the FY 2011 NSGP
- **General-use Expenditures.** Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc.), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness functions), general-use vehicles, licensing fees, weapons, weapons systems and accessories, and ammunition are prohibited
- **Overtime and Backfill.** Funds may not be used to support overtime and backfill costs associated with implementation of FY 2011 NSGP activities

Additionally, the following initiatives and costs are considered **ineligible** for award consideration:

- 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

PART III.

ELIGIBILITY INFORMATION

A. Eligible Applicants

The SAA is the only entity eligible to apply for FY 2011 NSGP funds on behalf of eligible nonprofit organizations (as described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such Code) that are at high risk of terrorist attack and are located within one of the specific FY 2011 UASI-eligible Urban Areas. Eligible nonprofit organizations must provide their applications to their respective SAA in order to be considered for FY 2011 NSGP funding.

SAA's, in coordination with the Urban Area Working Groups (UAWGs) and Citizen Corps Councils, are encouraged to actively advertise the availability of the FY 2011 NSGP to eligible nonprofit organizations, especially to organizations that previously have not applied for or received NSGP funding in order to ensure ALL eligible nonprofit organizations are afforded an opportunity to seek funding.

Eligible nonprofit organizations are encouraged to establish membership with their local Citizen Corps Council, where one exists, prior to the application submission deadline. Such membership establishment is encouraged in order to build an integrated, comprehensive community preparedness effort in each community.

Criteria for determining eligible applicants who are at high risk of terrorist attack include, but are not limited to¹:

- Identification and substantiation (e.g., police reports or insurance claims) of prior threats or attacks against the nonprofit organization or closely related organizations (within or outside the U.S.) by a terrorist organization, network, or cell
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as possible target of terrorism
- Role of the applicant nonprofit organization in responding to or recovering from terrorist attacks
- Findings from previously conducted risk assessments including threat or vulnerability

¹ The criteria used for determining eligible applicants must be addressed within the IJ and not attached as a separate document

B. Governance

National Incident Management System (NIMS) Implementation

In accordance with Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the adoption of the NIMS is a requirement to receive Federal preparedness assistance, through grants, contracts, and other activities. The NIMS provides a consistent nationwide template to enable all levels of government, Tribal nations, nongovernmental organizations including voluntary organizations, and private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

Federal FY 2010 NIMS implementation must be considered prior to allocation of any Federal preparedness awards in FY 2011. Since FY 2007, the National Integration Center (NIC) has advised State, Tribal nation, and local governments to self assess their respective progress relating to NIMS implementation objectives in the NIMS Compliance Assistance Support Tool (NIMSCAST).² The list of objectives against which progress and achievement are assessed and reported can be found at <http://www.fema.gov/emergency/nims/ImplementationGuidanceStakeholders.shtm#item2>.

All State, Tribal nation, and local government grantees should update their respective NIMSCAST assessments and, if necessary, submit a Corrective Action Plan via NIMSCAST for FY 2010. Corrective Action Plans are only required if a jurisdiction fails to meet one of the NIMS implementation activities. Comprehensive information concerning NIMS implementation for States, Tribal nations, local governments, nongovernmental organizations, and the private sector is available through the NIC at FEMA's NIMS Resource Center at <http://www.fema.gov/nims>.

State, Tribal, and local governments should continue to implement NIMS training guidance (course curricula and instructor qualifications) contained in the *Five-Year NIMS Training Plan*, released in February 2008 and any successor guidance released by FEMA. [Note: Coursework and training developed and/or delivered by National Wildfire Coordinating Group (NWCG) meet the course and instructor requirements of the *Five-Year NIMS Training Plan*.] NIMS training guidance is available on FEMA's NIMS Resource Center at <http://www.fema.gov/emergency/nims/NIMSTrainingCourses>.

The primary grantee/administrator of FY 2011 NSGP award funds is responsible for determining if sub-awardees have demonstrated sufficient progress in NIMS implementation to disburse awards.

State Preparedness Report Submittal

Section 652(c) of the *Post-Katrina Emergency Management Reform Act of 2006* (Public Law 109-295), 6 U.S.C. §752(c), requires any State that receives Federal preparedness assistance to submit a State Preparedness Report to FEMA. States submitted the most

² As defined in the *Homeland Security Act of 2002* (Public Law 107-296), the term "State" means "any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States" 6 U.S.C. 101 (14)

recent State Preparedness Report in May of 2010, which meets this requirement to receive funding under the FY 2011 NSGP.

PART IV.

APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

FEMA makes all funding opportunities available on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the Grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

B. Content and Form of Application

1. **Application via Grants.gov.** All applicants must file their applications using the Administration’s common electronic “storefront” - <http://www.grants.gov>. Eligible grantees must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>.

The application must be started and submitted using <http://www.grants.gov> after Central Contractor Registration (CCR) is confirmed. The on-line application includes the following required form:

- Standard Form 424, Application for Federal Assistance

When applicants apply through <http://www.grants.gov>, the Standard Form 424 in the initial Grants.gov application will need to be submitted. The Standard Form 424 will be retrieved by ND Grants and the system will automatically populate the relevant data fields in the application. Because FEMA will need to conduct an initial review of the application prior to the submission deadline of June 20, 2011, grantees are encouraged to initiate and complete the Standard Form 424 submission within Grants.gov by **no later than June 13, 2011**. Upon the completion of the initial review, FEMA will determine whether an application should proceed further and the applicant will be notified to complete their submission by fulfilling additional application requirements (e.g., budget, IJ, Work Plan, etc.) listed below by **no later than June 20, 2011**.

The application must be completed and final submission made through the ND Grants system located at <https://portal.fema.gov>. If you need assistance registering for the ND Grants system, please contact FEMA's Enterprise Service Desk at (888) 457-3362. Applicants are encouraged to begin their ND Grants registration at the time of solicitation to ensure they have adequate time to start and complete their application submission. The ND Grants system includes the following required forms and submissions:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424C, Budget Information (Construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying
- FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Investment Justifications from eligible nonprofits (Office of Management and Budget [OMB] Number 1660-0110/FEMA Form 089-25)
- SAA Prioritization of Investment Justifications (in rank order) in FEMA-provided template (OMB Number 1660-0110/FEMA Form 089-24)

The program title listed in the CFDA is “*Nonprofit Security Grant Program.*” The CFDA number is **97.008**.

- 2. Dun and Bradstreet Data Universal Numbering System (DUNS) Number.** The applicant must provide a DUNS number with their application. This number is a required field within <http://www.grants.gov> and for CCR. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.
- 3. Valid CCR.** The application process also involves an updated and current registration by the applicant, which must be confirmed at <http://www.ccr.gov>.
- 4. 501(c)(3) Requirement.** Grant recipients are responsible for keeping a copy of the 501(c)(3) registration number or IRS Letter of Recognition of sub-grantees on file. Those grantees who submitted IJ, subsequently selected for award, by nonprofit organizations which do not hold or have not formally applied for a 501(c)(3) registration number, are responsible for maintaining an affidavit and/or other indicia certifying or verifying their 501(c)(3) compliance on file for review by DHS.
- 5. Investment Justification (IJ).** As part of the FY 2011 NSGP application process, 501(c)(3) organizations within eligible Urban Areas must use the FEMA-provided template to develop an IJ that addresses each initiative proposed for funding. These

IJs must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities. The IJ must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by FEMA. Applicants must ensure that the IJ is consistent with all applicable requirements outlined in this application kit. **Failure to address these requirements in the prescribed format could potentially result in the rejection of the IJ from review consideration.** Applicants may only submit **one** IJ on behalf of their nonprofit organization in order to be considered for funding.

Applicants must use the FEMA-provided Excel-based NSGP IJ template (OMB Number 1660-0110/FEMA Form 089-25) for their FY 2011 NSGP application submission. If using a more recent version of Excel (e.g., Excel 2007), applicants should save the final version of the IJ in the Excel 2003 format prior to submission. The NSGP IJ template can be found at <http://www.fema.gov/grants> or <http://www.grants.gov>.

Due to the competitive nature of this program, separate attachments **will neither be accepted nor reviewed**. Additionally, scanned or imaged applications will not be accepted. After the NSGP IJ has been completed in Excel, applicants must use the following naming convention when submitting required documents as part of the FY 2011 NSGP: "FY 2011 NSGP <State Abbreviation>_<Urban Area>_<Nonprofit Name>."

Applications should be submitted by the nonprofit organization to the SAA/UAWG, in coordination with the local Citizen Corps Council (if they are separate entities), **no later than 11:59 p.m. EDT, June 9, 2011** to ensure adequate time for a State review of nonprofit applications. If an extension to the deadline is required, nonprofit organizations must consult with their respective SAA/UAWG. The SAA must submit completed applications electronically through <http://www.grants.gov> **no later than 11:59 p.m. EDT, June 20, 2011**. Late applications will neither be considered nor reviewed.

FY 2011 NSGP Investment Justification and Selection Criteria

Question	Scoring Criteria
I. APPLICANT INFORMATION	
<p>Identify the following:</p> <ul style="list-style-type: none"> • Name of the Organization • Physical Address of the Facility to include the City and/or County Name • Year the Original Facility was Constructed • Organization Type (e.g., Medical, Religious, Educational, Community Center, Museum, Other³) • Secular Organization (Yes/No)⁴ • 501(c)(3) Number • Dun and Bradstreet Number⁵ • FY 2011 Urban Area⁶ • FY 2011 NSGP Federal Funding Request • FY 2011 NSGP Total Project Cost • Any Current Contract with DHS⁷ (Yes/No – if yes, please describe) • Membership establishment with local Citizen Corps Council (Yes/No) • Investment Phase – New or Ongoing <p>(1,500 character limit not including spaces)</p>	<p>This information will not be scored</p>
II. BACKGROUND	
<p>Background: Describe the nonprofit organization including:</p> <ul style="list-style-type: none"> • Membership and community served • Involvement in their local Citizen Corps Council • Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible target of terrorism • Any role in responding to or recovering from terrorist attacks <p>(1,800 character limit not including spaces)</p>	<p>The information provided will be scored in terms of its contribution to setting context and its relationship to other questions. Out of 40 points, this section is worth 2 possible points.</p>

³ If the *Other* category is selected, please identify the primary function of the organization

⁴ Please note that the response to this question will not impact the applicant's State score. However, should the applicant graduate to the Federal level to be reviewed and scored, such affiliation criteria will be scored at that Federal level.

⁵ Applications can only be submitted with a **current** and **valid** DUNS number; pending DUNS numbers will **not** be accepted

⁶ The applicant **must** be located within one of the specific UASI-eligible Urban Areas listed in the FY 2011 NSGP Guidance and Application Kit. Please refer to Table 1 – Eligible Urban Areas to determine the organization's Urban Area designation.

⁷ This does not include any DHS or NSGP grant funds previously awarded to the nonprofit organization

Question	Scoring Criteria
III. RISK	
<p>Risk: DHS defines risk as the product of three principal variables: <i>Threat</i>, <i>Vulnerability</i>, and <i>Consequences</i>. In the space below, describe findings from previously conducted risk assessments, including A) Threats, B) Vulnerabilities, and C) Potential Consequences of an attack.</p> <p>(2,200 character limit not including spaces)</p>	<p>The information provided will be scored based on the indication of an understanding of the organization's risk, including threat and vulnerabilities, as well as potential consequences of an attack. Out of 40 points, this section is worth 12 possible points.</p>
<p>III.A. Threat: In considering threat, the applicant should discuss the identification and substantiation of prior threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The applicant should also discuss findings from risk assessment, police findings, and/or insurance claims.</p>	
<p>III.B. Vulnerabilities: In considering vulnerabilities, the applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack</p>	
<p>III.C. Potential Consequences: In considering potential consequences, the applicant should discuss potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack</p>	
IV. TARGET HARDENING	
<p>Target Hardening: In this section, describe the proposed target hardening activity, including the total Federal funds requested, that addresses the identified threat or vulnerability. Allowable costs are focused on target hardening activities as well as security-related training courses and programs limited to the protection of critical infrastructure key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness. Funding can also be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or in protection against the risk of a terrorist attack. This equipment is limited to two categories of items on the Authorized Equipment List (AEL).</p> <ul style="list-style-type: none"> • Physical Security Enhancement Equipment (AEL Category 14) • Inspection and Screening Systems (AEL Category 15) <p>The equipment categories are listed on the web based AEL on the Responder Knowledge Base (RKB), which is sponsored by DHS and located at http://www.rkb.us/. The description must identify the respective AEL category for all requested equipment.</p> <p>(2,200 character limit not including spaces)</p>	<p>Target hardening activity and impact address prevention of, protection against, and/or mitigation of the identified risk(s). Out of 40 points, this section is worth 8 possible points.</p>

Question	Scoring Criteria
V. MILESTONES	
<p>Milestones: Provide description and associated key activities that lead to the milestone event over the FY 2011 NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the <u>milestone event will occur</u>.</p> <p>(1,000 character limit not including spaces)</p>	<p>Milestones collectively present a clear sequence of events that will allow the Investment to reach its objectives for this period of performance. Out of 40 points, this section is worth 9 possible points.</p>
VI. PROJECT MANAGEMENT	
<p>Describe the project management, including:</p> <ul style="list-style-type: none"> • Who will manage the project • Description of any challenges to the effective implementation of this project • Coordination of the project with State and local homeland security partners <p>(2,000 character limit not including spaces)</p>	<p>Response describes, at a high-level, the roles and responsibilities of the management team, governance structures, and subject matter expertise required to manage the Investment. Out of 40 points, this section is worth 5 possible points.</p>
VII. IMPACT	
<p>Impact: What measurable outputs and outcomes will indicate that this Investment is successful at the end of the FY 2011 NSGP period of performance? What specific target capability is this investment working to achieve?</p> <p>(1,500 character limit not including spaces)</p>	<p>Response describes how the outcomes will mitigate risks outlined in the Background and Risk sections of the Investment Justification. Out of 40 points, this section is worth 4 possible points.</p>
VIII. OPTIONAL COST MATCH	
<p>Optional cost match: In FY 2011, grantees may provide an optional cost match. A grantee's willingness to contribute an optional cost match will not impact application scores. For a cost match, grantees must match 25 percent (25%) of the Federal funds requested. If the nonprofit organization chooses to participate in the optional cost match, please provide the funding source and amount.</p> <p>(600 character limit not including spaces)</p>	<p>This information will not be scored</p>
BONUS	
FUNDING HISTORY	
<p>Funding History – Previous Request Name and Funding: If the nonprofit organization has received NSGP funding in the past, provide the funding source, funding amount, funding year, and the investment type</p> <p>(700 character limit not including spaces)</p>	<p>Due to the competitive nature of this program, preference will be given to nonprofit organizations that have not received prior years funding. Applicants that have not received NSGP funding in the past will receive an additional one bonus point to their total State application score at the time of submission to FEMA.</p>

C. Environmental Planning and Historic Preservation (EHP) Compliance

FEMA is legally required to consider the potential impacts of all grant-funded projects on environmental resources and historic properties. For NSGP and other preparedness grant programs, this is accomplished via FEMA's EHP Review.

Grantees must comply with all applicable EHP laws, regulations, and Executive Orders (EOs) in order to draw down their FY 2011 NSGP grant funds. Any project with the potential to impact natural resources or historic properties cannot be initiated until FEMA has completed the required FEMA EHP review. Grantees that implement projects prior to receiving EHP approval from FEMA risk de-obligation of funds.

Not all projects require a FEMA EHP review. For example, the following activities would not require a FEMA EHP review: classroom-based training and acquisition of mobile and portable equipment (not involving installation). However, any proposed project funded through NSGP that involves the installation of equipment or ground disturbing activities must undergo the EHP review process.

Upon receiving notification from your Program Analyst (PA) on the type of EHP documentation needed for the FEMA EHP review, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it, with all supporting documentation, to the GPD EHP team at GPDEHPInfo@fema.gov. If you have any additional questions please contact CSID at (800) 368-6498, Monday through Friday, 8:00 a.m. – 6:00 p.m. EST. Refer to Information Bulletins 329, 345, and 356 (located at <http://www.fema.gov/government/grant/bulletins/index.shtml>) and *Section II, Part I.B.5.5.6* for further details on EHP requirements.

D. Submission Dates and Times

All submissions will be received by **no later than 11:59 p.m. EDT, June 20, 2011**. Late applications will neither be considered nor reviewed. Only applications made through <http://www.grants.gov> will be accepted.

PART V.

APPLICATION REVIEW INFORMATION

A. Review Criteria

Applications will be reviewed through a two-phased State and Federal review process for completeness, adherence to programmatic guidelines, feasibility, and how well the IJ addresses the identified risk. For additional information on how IJs are reviewed and scored at the State and Federal level, please refer to the *FY 2011 NSGP Investment Justification and Selection Criteria* within the Guidance.

FY 2011 NSGP evaluation criteria include items such as:

- Identification and substantiation of prior threats or attacks (from within or outside the U.S.) by a terrorist organization, network, or cell against the applicant
- Symbolic value of the site(s) as a highly recognized national or historical institution(s) that renders the site as possible target of terrorism
- Role of the applicant nonprofit organization in responding to terrorist attacks
- Findings from previously conducted threat and/or vulnerability assessments
- Integration of nonprofit preparedness with broader State and local preparedness efforts to include coordination with the Citizen Corps Council
- Complete, feasible IJs that address an identified risk, including threat and vulnerability
- Recipient of prior years' NSGP funding
- Applicants may provide an optional cost match; however, an applicant's willingness to contribute an optional cost match will not impact application scores. For a cost match, grantees must match 25 percent (25%) of the Federal funds requested.
- Type of institution applying for NSGP funding

B. Review and Selection Process

Applications will be reviewed in two phases to leverage local knowledge and understanding of the applicant's risk of a terrorist attack, while also ensuring coordination and alignment with Federal, State, and local preparedness efforts.

- **State Review:** Applications should be submitted by the nonprofit organization to the SAA/UAWG, in coordination with the local Citizen Corps Council (if they are separate entities), **no later than 11:59 p.m. EDT, June 9, 2011** to ensure adequate time for a State review of nonprofit applications. If an extension is required, nonprofit organizations must consult with their respective SAA/UAWG.

The SAA, in coordination with the UAWG, is encouraged to conduct a high-level, cursory review of all submitted applications from nonprofit organizations to first determine eligibility based on the established criteria. Once eligibility has been determined, the SAA will review and score compliant IJs by leveraging State and local knowledge. FEMA will provide each SAA with the *FY 2011 NSGP Scoring Worksheet* (see Part VI. Other Information) and *FY 2011 Prioritization of Investment Justifications Template*, which will allow the SAA to provide the scores from the State Review along with a prioritized list of NSGP projects, ranked in consideration of two factors:

- Need – The relative need for the nonprofit organization compared to the other applicants
 - Impact – The potential impact of the nonprofit organization in achieving maximum prevention and/or protection results at minimal cost
- **Federal Review:** The highest-scoring IJs from each submitting Urban Area will be reviewed by a panel of Federal evaluators from across various components within DHS. In order to determine the number of applications that will advance to the Federal Review, FEMA will multiply the available FY 2011 NSGP funding by 150 percent (150%). Applicants will then be selected from each submitting Urban Area, based on their State scores, using a top-down approach until the cumulative funding amount *requested* has reached 150 percent (150%).

To calculate the final score, the sum of each applicant's Federal and State scores will be multiplied by three (3) for nonprofit organizations with religious affiliation, by two (2) for medical and educational institutions, and by one (1) for all others. Final scores will then be sorted in descending order and nonprofit organizations will be selected for funding from highest to lowest until the available FY 2011 NSGP funding has been exhausted. In the event of a tie during the funding determination process, priority will be given to nonprofit organizations that have not received prior year funding. FEMA will use the final results to make funding recommendations to the Secretary of Homeland Security.

NOTE: Upon award, recipients may only fund Investments that were included within the FY 2011 IJs that were submitted to FEMA and evaluated through the Federal review process.

C. Anticipated Announcement and Award Dates

FEMA will evaluate, act on applications, and make awards on or before September 30, 2011.

D. Intergovernmental Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application

to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. Executive Order 12372 can be referenced at <http://www.archives.gov/federal-register/codification/executive-order/12372.html>. The names and addresses of the SPOCs are listed on OMB's home page available at http://www.whitehouse.gov/omb/grants_s poc.

PART VI. OTHER INFORMATION

Section A. FY 2011 NSGP Investment Justification Template

FY 2011 NSGP Investment Justification	
I. Applicant Information	
Identify the Following:	
Name of the Organization	<input style="width: 100%;" type="text"/>
Physical Address of the Facility to include the City and/or County Name	<input style="width: 100%;" type="text"/>
Year the Original Facility was Constructed	<input style="width: 100%;" type="text"/>
Organization Type	<input style="width: 100%;" type="text"/>
If Other, please identify the primary function of the organization.	<input style="width: 100%;" type="text"/>
Secular Organization (yes/no)	<input style="width: 100%;" type="text"/>
501(c)(3) Number:	<input style="width: 100%;" type="text"/>
Dun and Bradstreet Number:	<input style="width: 100%;" type="text"/>
<small>Applications can only be submitted with a current and valid DUNS number; pending DUNS numbers will not be accepted.</small>	
FY 2011 Urban Area	<input style="width: 100%;" type="text"/>
FY 2011 NSGP Federal Funding Request	<input style="width: 100%;" type="text"/>
<small>Each nonprofit organization may only apply for up to a \$75,000 grant award</small>	
FY 2011 NSGP Total Project Cost	<input style="width: 100%;" type="text"/>
Any Current Contract with DHS (yes/no)	<input style="width: 100%;" type="text"/>
<small>This does not include any DHS or NSGP grant funds previously awarded to the nonprofit organization.</small>	
If Yes, please describe:	<input style="width: 100%; height: 40px;" type="text"/>
Membership establishment with local Citizen Corps Council?	<input style="width: 100%;" type="text"/>
<small>Please note that membership establishment with a local Citizen Corps Council is no longer a requirement under FY 2011 NSGP; however, nonprofit organizations are strongly encouraged to establish membership, where one exists.</small>	
Investment Phase - New or Ongoing	<input style="width: 100%;" type="text"/>

II. Background

Background

Describe the nonprofit organization including:

- Membership and community served
- Involvement in their local Citizen Corps Council
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible target or terrorism
- Any role in responding to or recovering from terrorist attacks

(1,800 character max - not including spaces)



III. Risk

Risk:

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

A) Threat: In considering threat, the applicant should discuss the identification and substantiation of prior threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The applicant should also discuss findings from risk assessment, police findings, and/or insurance claims.

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

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

(2,200 character max - not including spaces)

IV. Target Hardening

Target Hardening:

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

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

The equipment categories are listed on the web based AEL on the Responder Knowledge Base (RKB), which is sponsored by DHS and located at <http://www.rkb.us/>. The description must identify the respective AEL category for all requested equipment.

(2,200 character max - not including spaces)

V. Milestones

Milestones:

Provide description and associated key activities that lead to the milestone event over the FY 2011 NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Applicants should provide no more than 10 milestones.

(1,000 character max - not including spaces)

	Milestone	State Date	Completion Date
Remaining Characters in Table: 1000			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

VI. Project Management

Describe the project management, including:

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

(2,000 character max - not including spaces)

VII. Impact

What measurable outputs and outcomes will indicate that this Investment is successful at the end of the FY 2011 NSGP period of performance?
What specific target capability is this investment working to achieve?

(1,500 character max - not including spaces)

VIII. Optional Cost Match

In FY 2011, grantees may provide an optional cost match. A grantee's willingness to contribute an optional cost match will not impact application scores. For a cost match, grantees must match 25 percent (25%) of the Federal funds requested. If the nonprofit organization chooses to participate in the optional cost match, please provide the funding source and amount.

(600 character max - not including spaces)

Bonus: Funding History

Nonprofit applicants that have not received NSGP funding in the past will receive one bonus point to their final State score at the time of application submission to FEMA. If the nonprofit organization has received NSGP funding in the past, provide the funding source, funding amount, funding year, and the investment type.

NSGP Funding in the Past <i>(yes/no)</i>	<input type="text"/>
Year(s) NSGP Funding Received	<input type="text"/>
Funding Amount	<input type="text"/>
Investment Type	<input type="text"/>

Additional Information

Section B. FY 2011 NSGP Scoring Worksheet Template

The FY 2011 NSGP Scoring Worksheet below will be used by the SAA to review and score FY 2011 NSGP applications consistent with the guidelines provided in the FY 2011 NSGP IJ and Selection Criteria as well as ensure consistency with programmatic requirements. **SAAs will receive a separate, Excel-based FY 2011 NSGP Scoring Worksheet upon the release of the Guidance.** Each applicant's final score along with the SAA's prioritization will be used to populate the FY 2011 NSGP Prioritization of Investment Justifications which will be used to determine the applicants that will advance to the Federal review process and make funding recommendations to the Secretary of Homeland Security.

FISCAL YEAR (FY) 2011 NONPROFIT SECURITY GRANT PROGRAM (NSGP) INVESTMENT JUSTIFICATION SCORING WORKSHEET	
Did Not	The applicant provided no response
Poor	The applicant's response is incomplete and does not address all of the required information
Partial	The applicant's response is complete but minimally addresses all of the required information
Adequate	The applicant's response is complete and moderately addresses all of the required information
Thorough	The applicant's response is complete and fully addresses all of the required information
<i>I. Applicant Information (Unscored)</i>	
1. Did the applicant provide all of the required information?	
No	The applicant did not provide all of the required information
Yes	The applicant did provide all of the required information
<input type="checkbox"/>	
<i>II. Background (Total of 2 possible points)</i>	
2. Did the applicant provide a description of their nonprofit organization to include:	
	<ul style="list-style-type: none"> ▪ Membership and community served ▪ Integration of nonprofit preparedness with broader State and local preparedness efforts to include coordination with the Citizen Corps Council ▪ Symbolic value of the site as a highly recognized national or historical institution that renders the site as a possible target of terrorism ▪ Any role in responding to or recovering from terrorist attacks
0	= The applicant did not provided any of the required information regarding their nonprofit organization
1	= The applicant provided some of the required information regarding their nonprofit organization
2	= The applicant provided all of the required information regarding their nonprofit organization
Score	<input type="checkbox"/>
<i>III. Risk (Total of 12 possible points)</i>	
3. In considering threat, how well did the applicant address findings from previously conducted risk assessments, police reports, and/or insurance claims?	
0	= The applicant did not address findings from previously conducted risk assessments, police reports, and/or insurance claims
1	= The applicant poorly addressed findings from previously conducted risk assessments, police reports, and/or insurance claims
2	= The applicant partially addressed findings from previously conducted risk assessments, police reports, and/or insurance claims
3	= The applicant adequately addressed findings from previously conducted risk assessments, police reports, and/or insurance claims
4	= The applicant thoroughly addressed findings from previously conducted risk assessments, police reports, and/or insurance claims
Score	<input type="checkbox"/>

III. Risk (Total of 12 possible points)

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

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

Score

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

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

Score

IV. Target Hardening (Total of 8 possible points)

6. Did the applicant describe how the proposed target hardening activity will mitigate the identified risk(s)?

- 0 = The applicant **did not** provide a description of how the proposed target hardening activity will mitigate the identified risk(s)
- 1 = The applicant provided a **poor** description of how the proposed target hardening activity will mitigate the identified risk(s)
- 2 = The applicant provided a **partial** description of how the proposed target hardening activity will mitigate the identified risk(s)
- 3 = The applicant provided an **adequate** description of how the proposed target hardening activity will mitigate the identified risk(s)
- 4 = The applicant provided a **thorough** description of how the proposed target hardening activity will mitigate the identified risk(s)

Score

IV. Target Hardening (Total of 8 possible points)

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

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

Score

V. Milestones (Total of 9 possible points)

8. Did the applicant provide specific milestones that present a clear sequence of events that will allow the Investment to reach its objectives during the FY 2011 NSGP period of performance?

- 0 = **No**, the applicant **did not** provide specific milestones that present a clear sequence of events that will allow the Investment to reach its objectives during the FY 2011 NSGP period of performance (**please proceed to question 13**)
- 1 = **Yes**, the applicant **did** provide specific milestones that present a clear sequence of events that will allow the Investment to reach its objectives during the FY 2011 NSGP period of performance (**please proceed to question 11**)

9. How well do the milestones collectively present a clear sequence of events that effectively build upon each other and would allow the applicants to reach its intended objectives during the FY 2011 NSGP period of performance?

- 0 = The milestones identified **do not** present a clear sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2011 NSGP period of performance
- 1 = The milestones present a **poorly** defined sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2011 NSGP period of performance
- 2 = The milestones present a **partially** defined sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2011 NSGP period of performance
- 3 = The milestones present a **adequately** defined sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2011 NSGP period of performance
- 4 = The milestones present a **thoroughly** defined sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2011 NSGP period of performance

Score

10. How well did the applicant describe the milestones as well as associated key activities that lead to the milestone event over the FY 2011 NSGP period of performance?

- 0 = The applicant **did not** provide a description of milestones and associated activities that lead to the milestone event over the FY 2011 NSGP period of performance
- 1 = The applicant provided a **poor** description of milestones and associated activities that lead to the milestone event over the FY 2011 NSGP period of performance
- 2 = The applicant provided a **partial** description of milestones and associated activities that lead to the milestone event over the FY 2011 NSGP period of performance
- 3 = The applicant provided an **adequate** description of milestones and associated activities that lead to the milestone event over the FY 2011 NSGP period of performance
- 4 = The applicant provided a **thorough** description of milestones and associated activities that lead to the milestone event over the FY 2011 NSGP period of performance

Score

VI. Project Management (Total of 5 possible points)

11. Has the applicant described, at high-level, the roles and responsibilities of the management team, governance structures, and subject matter expertise required in managing the Investment?

- 0 = No, the applicant **did not** describe the management team's roles and responsibilities, governance structure, or subject matter expertise required to manage the Investment
- 1 = Yes, the applicant **did** describe the management team's roles and responsibilities, governance structure, and subject matter expertise required to manage the Investment

Score

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

- 0 = The applicant **did not** justify the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment
- 1 = The applicant **poorly** justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment
- 2 = The applicant **partially** justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment
- 3 = The applicant **adequately** justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment
- 4 = The applicant **thoroughly** justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment

Score

VII. Impact (Total of 4 possible points)

13. Did the applicant provide a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification?

- 0 = The applicant **did not** provide a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification
- 1 = The applicant **poorly** provided a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification
- 2 = The applicant **partially** provided a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification
- 3 = The applicant **adequately** provided a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification
- 4 = The applicant **thoroughly** provided a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification

Score

VII. Optional Cost Match (Unscored)

14. Did the applicant choose to participate in the FY 2011 NSGP optional cash or in-kind cost match? (Note: The participation in the optional cost match will not have an impact on the scoring process or the amount of funding awarded under FY 2011 NSGP)

- No** = The applicant **did not** choose to participate in the FY 2011 NSGP optional cash or in-kind cost match
- Yes** = The applicant **did** choose to participate in the FY 2011 NSGP optional cash or in-kind cost match

Total Score

Total Investment Justification Score:

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

0