U.S. DEPARTMENT OF HOMELAND SECURITY
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2014 NON-PROFIT SECURITY GRANT PROGRAM (NSGP)

OVERVIEW INFORMATION

Issued By
U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)

Catalog of Federal Domestic Assistance (CFDA) Number
97.008

CFDA Title
Non-Profit Security Grant Program

Program Title
Non-Profit Security Grant Program

Authorizing Authority for Program
Section 2003 of the *Homeland Security Act of 2002,* as amended (Pub. L. No. 107-296), (6 U.S.C. § 604)

Appropriation Authority for Program
The Department of Homeland Security Appropriations Act, 2014 (Pub. L. No. 113-76)

FOA Number
DHS-14-GPD-008-000-01

Key Dates and Time
Application Start Date: 03/18/2014
Application Submission Deadline Date: 05/23/2014 at 11:59:59 p.m. EDT
Anticipated Funding Selection Date: 07/26/2014
Anticipated Award Date: No later than 09/30/2014

Other Key Dates
Period of Performance Start Date: 09/01/2014
Period of Performance End Date: 08/31/2016

Intergovernmental Review
An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at *http://www.whitehouse.gov/omb/grants_spoc* to ensure currency.

FOA EXECUTIVE SUMMARY

The FY 2014 NSGP plays an important role in the implementation of the National Preparedness System by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (the Goal). Building and sustaining core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The FY 2014 NSGP's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Funding Category
Continuing

Date of Origin for Program
01/04/2007

Type of Funding Instrument
Discretionary Grant

Application Process
DHS makes all funding opportunities available through the common electronic "storefront" grants.gov, accessible on the internet at *http://www.grants.gov*. For details on how to apply through grants.gov please read Section IX, "How to Apply."

Eligible Applicants
The State Administrative Agency (SAA) is the only entity eligible to apply for FY 2014 NSGP funds on behalf of eligible non-profit organizations. Eligible non-profit organizations are those organizations described under section 501(c)(3) of the Internal Revenue Code of 1986 which have been determined by the Secretary of Homeland Security to be at high risk of terrorist attack. Eligible non-profits must be located within one of the designated FY 2014 Urban Area Security Initiative (UASI)-eligible Urban Areas, listed in Appendix A.

FULL FUNDING OPPORTUNITY ANNOUNCEMENT

I. Funding Opportunity Description

A. Program Summary
The Non-Profit Security Grant Program (NSGP) provides funding support for hardening and other physical security enhancements to non-profit organizations that are at high risk of a terrorist attack and located within one of the specific Urban Area Security Initiative (UASI)-eligible Urban Areas. The program seeks to integrate the preparedness activities of non-profit organizations that are at high risk of a terrorist attack with broader state and local preparedness efforts. The NSGP also serves to promote coordination and collaboration in emergency preparedness activities among public and private community representatives as well as state and local government agencies.

B. Program Priorities
The FY 2014 NSGP plays an important role in the implementation of the National Preparedness System by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (the Goal). Building and sustaining core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The FY 2014 NSGP's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

C. Program Objectives
The Non-Profit Homeland Security Grant Program objective is to support efforts that:
- Build and sustain core capabilities
- Strengthen governance integration
- Encourage a whole community approach to security and emergency management

For additional details on priorities for this program, please refer to Appendix B – *NSGP Priorities.*

II. Funding Information

A. Available Funding for the FOA
$13,000,000

B. Period of Performance
Twenty-four (24) months

C. Extensions to the Period of Performance
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. Agencies should request extensions sparingly and expect extensions to be granted only

under exceptional circumstances. For additional information on the period of performance extensions, refer to Information Bulletin (IB) 379 located at *http://www.fema.gov/grants/grant-programs-directorate-information-bulletins*.

III.   Eligibility Information

A. Eligibility Criteria
The State Administrative Agency (SAA) is the only entity eligible to apply for FY 2014 NSGP funds on behalf of eligible non-profit organizations. Eligible non-profit organizations are those organizations described under section 501(c)(3) of the Internal Revenue Code of 1986, which have been determined by the Secretary of Homeland Security to be at high risk of terrorist attack due to their ideology, beliefs, or mission. Eligible non-profits must be located within one of the designated FY 2014 Urban Area Security Initiative (UASI)-eligible Urban Areas, listed in Appendix A.

A list of SAA points of contact can be found at *http://www.fema.gov/media-library/assets/documents/28689?id=6363*.

Criteria for determining that an eligible applicant is at high risk of a terrorist attack include, but are not limited to:

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

i.   Cost Match
Cost match is not required under this program

ii. Maintenance of Effort
Maintenance of effort is not required under this program.

iii. Pass through funding
Pass through funding is required under this program.

Awards made to the SAA from FY 14 NSGP funds carry additional pass-through requirements. The SAA must obligate 100 percent of the funds awarded under NSGP to successful applicants within 45 days of receipt of the funds. The non-profit organizations that are selected for funding under this program must receive their funds within 45 days from the date the funds are first made available to the SAA. A letter of intent (or equivalent) to distribute funds is not sufficient.

Pass-through is defined as an obligation on the part of the State to make funds available to non-profit organizations. Four requirements must be met:

- There must be some action by the SAA to establish a firm commitment to award the funds to the selected non-profit organization;
- The action must be unconditional on the part of the SAA (i.e., no contingencies for availability of SAA funds);
- There must be documentary evidence of the commitment of the award of funding to the selected non-profit organization; and
- The SAA must communicate the terms of the funding award to the selected non-profit organization.

iv. Other Eligibility Requirements

National Incident Management System (NIMS) Implementation
Prior to allocation of any Federal preparedness awards in FY 2014, State Administrative Agencies (SAAs) must ensure and maintain adoption and implementation of NIMS. Non-profit sub-grantees are not required to maintain adoption and implementation of NIMS.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and national Tier I NIMS Resource Types can be found at *http://www.fema.gov/resource-management.*

FEMA developed the NIMS Guideline for Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes, and identifies tools which Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although State, local, Tribal, and private sector partners—including nongovernmental organizations—are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so in order to leverage the Federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information can be found at *http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.*

IV. Funding Restrictions

A. Restrictions on Use of Award Funds
Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any 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.

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

ii. Direct Costs

Management and Administration (M&A)
Management and Administration (M&A) costs are allowed under this program. M&A are costs for activities directly related to the management and administration of the award. A maximum of up to 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. Any funds retained by the SAA to pay for M&A costs supporting NSGP must be taken from the M&A allowance for UASI. Recipient non-profit organizations may also use up to 5% of their FY 2014 NSGP funds for M&A purposes associated with the award.

Planning
Planning related costs are not allowed under this program.

Organization
Grantee organization costs for managing the grant and to carry out the grant's activities are allowed under this program.

Equipment
Equipment costs are allowed under this program.
Applicants should analyze the cost 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 CFR Part 215, located at *http://www.whitehouse.gov/omb/fedreg/2004/040511_grants.pdf.*

Training
Training related costs are allowed under this program.

Exercises
Exercise related costs are not allowed under this program.

Travel
Travel costs are not allowed under this program

Construction and Renovation
Construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. See Appendix C, Section 3 for additional details.

Operational Overtime
Operational Overtime costs are not allowed under this program.

Maintenance and Sustainment
Maintenance and sustainment costs are not allowed under this program.

Critical Emergency Supplies
Critical Emergency Supply related costs are not allowed under this program.

iii. **Indirect Costs**
Indirect costs are allowable under this program, but only if the applicant has an approved indirect cost rate agreement with the cognizant Federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application.

iv. **Other Cost Requirements**

Environmental Planning and Historic Preservation (EHP) Compliance
As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project.

EHP Policy Guidance can be found in FP 108-023-1, *Environmental Planning and Historic Preservation Policy Guidance*, at *http://www.fema.gov/media-library/assets/documents/85376.*

SAFECOM Guidance for Emergency Communications Grants Compliance
Grantees (including sub-recipients) who receive awards under the NSGP that wholly or partially provide funding for emergency communication projects and related activities should comply with the most recent version of the *SAFECOM Guidance on Emergency Communications Grants* *http://www.safecomprogram.gov/grant/Default.aspx*. This Guidance provides recommendations to grantees regarding interoperable emergency communications projects, including allowable costs, eligible activities, grants management best practices for emergency communications grants, and information on technical standards that ensure greater interoperability. The Guidance is intended to ensure that Federally-funded investments are compatible, interoperable, and support the national goals and objectives for improving emergency communications nationwide. Grantees (including sub-recipients) investing in broadband-related investments should review IB 386: Clarification on Use of DHS/FEMA Public Safety Grant Funds for Broadband-Related Expenditures and Investments, and consult their FEMA Headquarters Program Analyst on such Investments before developing applications.

V. Application Review Information and Selection Process

A. Application Review Information
FY 2014 NSGP Applications will be reviewed through a two-phased State and Federal review process for completeness, adherence to programmatic guidelines, feasibility, and how well the Investment Justification (IJ) (project description and justification) addresses the identified risk. For additional information on how IJs are reviewed and scored at the State and Federal level, please refer to Appendix D – *NSGP Investment Justification and Scoring Criteria.*

FY 2014 NSGP evaluation criteria include items such as:
- Verification that the non-profit organization is located within one of the designated FY 2014 Urban Area Security Initiative (UASI)-eligible Urban Areas, listed in Appendix A
- 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 based on their ideology, beliefs, or mission
- Symbolic value of the site(s) as a highly recognized regional and/or national or historical institution(s) that renders the site a possible target of terrorism
- Role of the applicant non-profit organization in responding to terrorist attacks
- Findings from previously conducted threat and/or vulnerability assessments
- Integration of non-profit preparedness with broader State and local preparedness efforts
- Complete, feasible IJs that address an identified risk, including threat and vulnerability, and build or sustain a core capability identified in the Goal
- Not having received prior years' NSGP funding
- Risk profile

B. Application Selection Process

Applications are submitted by non-profit organizations to their respective State Administrative Agency (SAA) and the Urban Area Working Group (UAWG). The SAA, in coordination with the UAWG, will review and score all Investment Justifications. The SAA then provides those scores from the State Review, along with a prioritized list of the proposed projects to FEMA, which is ranked in consideration of two factors: (1) the relative need for the non-profit organization compared to the other applicants; and (2) the potential impact of the non-profit organization in achieving maximum prevention and/or protection results at minimal cost.

i. State Review

Applications, to include the organization's Mission Statement, are submitted by the non-profit organization to the SAA/UAWG (if they are separate entities) based on the established criteria. Once eligibility has been determined, the SAA reviews and scores compliant Investment Justification using the NSGP Scoring Worksheet provided by FEMA. Recognizing the impact an organization's ideology, beliefs, or mission may have on their risk of potential terrorist threats, SAA's must use the Mission Statement along with information provided in the applicant's Investment Justification in order to validate the organization type when preparing the SAA Prioritization Tracker. The SAA is required to provide the scores from the State review along with a prioritized list of NSGP projects. Each application should receive a unique rank. Rankings should be developed based on these two factors:

- **Need**: The relative need for the non-profit organization compared to the other applicants
- **Impact**: The potential impact of the non-profit organization in achieving maximum prevention and/or protection results at minimal cost

ii. Federal Review

The highest-scoring IJs from each submitting Urban Area are reviewed by a panel of Federal evaluators. In order to determine the number of applications that will advance to the Federal Review, FEMA will multiply the available FY 2014 NSGP funding by 1.5 (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%).

iii. Final Score

To calculate the final score, the sum of each applicant's Federal and State scores will be multiplied by a factor of three for nonprofit groups that are at a high risk of terrorist attacks due to their ideology, beliefs, or mission, by a factor of two for medical and educational institutions, and by a factor of one for all others. All final application scores will then be sorted in descending order and awardees will be selected for funding from highest to lowest until the available FY 2014 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 and those ranked highest by their SAA. FEMA will use the final results to make funding recommendations to the Secretary of Homeland Security.

VI. Federal Award Administration Information

A. Notice of Award

Notification of award approval is made through the ND Grants system through an automatic e-mail to the awardee point of contact (the "authorized official") listed in the initial application. The date the approval of award is the "award date." The awardee should follow the directions in the notification to accept the award. Funds will remain on hold until the grantee accepts the award through the ND Grants System and all other conditions of award have been satisfied, or the award is otherwise rescinded.

Grantees must accept their awards no later than 90 days from the award date. The grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the grantee accepts the award through the ND Grants System and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

B. Administrative and Federal Financial Requirements

Before accepting the award the authorized official should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal awards. Grantees must accept all conditions in this FOA as well as any Special Terms and Conditions in the Award notice to receive an award under this program.

i. Standard Terms and Conditions

All successful applicants for all DHS grant and cooperative agreements must comply with DHS Standard Administrative Terms and Conditions available at: *https://www.dhs.gov/publication/fy14-dhs-standard-terms-and-conditions*.

ii. Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at *https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true*.

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

C. Reporting Requirements

Awardees are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

i. Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The

audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and the requirements of Subpart F of 2 C.F.R. Part 200, located at *http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6*.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at *http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012*. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

ii. **Financial Reporting Periods and Due Dates**
The following reporting periods and due dates apply to financial reporting:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

iii. **Federal Financial Report (FFR).**
Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically using PARS. . The form is available at *http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf.* A FFR report must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

iv. **Program Performance Reporting Requirements**
Performance Progress Report (SF-PPR)
Awardees are responsible for providing updated performance reports twice a year using the SF-PPR (OMB Control Number: 0970-0334). The SF-PPR is due within 30 days after the end of the reporting period Grantees must complete the cover page of the SF-PPR and submit it as an attachment to the ND Grants system. The SF-PPR can be accessed online at *http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf*.

The following reporting periods and due dates apply to program reporting:

Reporting Period	Report Due Date
January 1 – June 30	July 30
July 1 – December 31	January 30

D. Monitoring

Grant Award recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

E. Closeout

Pursuant to 44 C.F.R. §13.50 (b) Reports: Within 90 days after the expiration or termination of the grant, the grantee must submit all financial, performance, and other reports required as a condition of the grant.

Within 90 days after the end of the period of performance grantees must submit the following:

1) Final request for payment, if applicable;
2) SF-425 –Final Federal Financial Report SF-PPR – Final Performance Progress Report
3) A qualitative narrative summary on the impact of those accomplishments throughout the entire period of performance submitted to the respective Regional Program Analyst in a Word document;
4) SF-428B – Tangible Personal Property Report – Inventory of all tangible personal property acquired using funds from this award. The form is available at *http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428-b.pdf;*
5) When applicable, SF-429 – Real Property Status Report – Inventory of all construction projects using funds from this award. The form is available at *http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf*; and
6) Other documents required by program guidance or terms and conditions of the award.

In order to close an award, grantees must be current on, and have submitted, all required reports per the terms and conditions of the grant award. Once the grant has officially been closed, the grantee will receive a Grant Adjustment Notice (GAN) which will provide information regarding the amount of any deobligated funds, equipment disposition, and record retention requirements for closed awards.

If FEMA has made reasonable attempts through multiple contacts to close out awards within the required 180 days, FEMA may waive the requirement for a particular report and administratively close the award. If this action is taken, consideration for subsequent awards to the grantee may be impacted or restricted.

The grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

F. Extensions

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to the grantee's respective GPD Headquarters Program Analyst and must contain specific and compelling justifications as to why an extension is required. Grantees are advised to coordinate with the GPD Headquarters Program Analyst as needed, when preparing an extension. All extension requests must address the following:

1) Grant Program, Fiscal Year, and award number;
2) Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3) Current status of the activity/activities;
4) Approved period of performance termination date and new project completion date;
5) Amount of funds drawn down to date;
6) Remaining available funds, both Federal and non-Federal;
7) Budget outlining how remaining Federal and non-Federal funds will be expended;
8) Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9) Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Awardees must submit all proposed extension requests to DHS/FEMA for review and approval no later than 120 days prior to the end of the period of performance. In accordance with GPD policy, extensions are typically granted for no more than a six month time period. For more details please review Information Bulletin 379 at *http://www.fema.gov/pdf/government/grant/bulletins/info379.pdf*.

VII.   DHS FEMA Contact Information

A. For Financial, Programmatic, or Administrative Questions Pre-Award and Post-Award

i.   Centralized Scheduling and Information Desk (CSID)

CSID is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. When necessary, grantees will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-

6498 or by e-mail at *askcsid@dhs.gov*, Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

ii. Grant Programs Directorate Grant Operations Division

GPD's Grant Operations Division Business Office provides financial support and technical assistance. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to *ASK-GMD@dhs.gov*. The Grant Operations division manages, administers, and conducts application budget review, creates the award package, approves, amends and closes out awards.

iii. FEMA Regions

FEMA Regions may also provide fiscal support, including pre- and post-award administration and technical assistance such as conducting cash analysis, financial monitoring, and audit resolution to the grant programs included in this solicitation. GPD will provide programmatic support and technical assistance. For a list of contacts, please go to *http://www.fema.gov/about/contact/regions.shtm*.

iv. Systems Information

Grants.gov

For technical assistance with Grants.gov, please call the Grants.gov customer support hotline at (800) 518-4726.

ND Grants

For technical assistance with the ND Grants system, please contact *ndgrants@fema.gov* or (800) 865-4076.

v. GPD Environmental Planning and Historic Preservation (GPD-EHP)

The FEMA GPD-EHP Team provides guidance and information about the EHP review process to grantees and sub-grantees. All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.gov. EHP Technical Assistance, including the EHP Screening Form, can be found at *http://www.fema.gov/media-library-data/20130726-1806-25045-2839/gpd_ehp_screening_form_omb_1660_0115_june_2011.pdf*.

vi. Telephone Device for the Deaf (TDD)

The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: (800) 462-7585.

vii. Hard copies of the FOA

Hard copies of the FOA are not available.

VIII. Other Critical Information

National Preparedness

DHS coordinates with local, State, territory, Tribal, and Federal governments as well as the private and non-profit sectors to facilitate an all-of-nation/whole community, risk driven, and capabilities-based approach to preparedness. This risk driven, capabilities-based approach is grounded in the identification and assessment of risk through the Threat and Hazard Identification and Risk Assessment (THIRA). For additional information on THIRA, please refer to the following website: http://www.fema.gov/threat-and-hazard-identification-and-risk-assessment. Urban Areas and States must maintain and update their THIRAs, and States their SPRs, annually to ensure that the community's shared understanding of risk evolves to account for changes in the risk landscape, including successful mitigation efforts, emerging threats, hazards, and associated consequences. Information on the National Preparedness System can be found in the National Preparedness System Description (released Nov 2011), which is posted on the FEMA website at *http://www.fema.gov/national-preparedness/national-preparedness-system*. Additional details regarding the National Preparedness System and how it is supported by NSGP can be found in Appendix B, Priorities.

IX. How to apply

A. Application Overview
The SAA is the only entity eligible to apply for FY 2014 NSGP funds on behalf of eligible non-profit organizations

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. **Applicants should allow at least 15 business days (three weeks) to complete the five steps of applying listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating or verifying their Data Universal Numbering System (DUNS) Number;
2. Applying for, updating or verifying their Employer Identification Number (EIN) Number;
3. Updating or verifying their System for Award Management (SAM) Registration;
4. Submitting an initial application in grants.gov; and
5. Submitting the complete application in ND Grants system.

To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application in Grants.gov (Step 4) at least ten (10) days before the May 23, 2014 application deadline.

1. **Obtain a 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 for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one. Applicants can receive a DUNS number at no cost by calling DUNS number request line at (866) 705-5711. FEMA <u>cannot</u> assist applicants with questions related to obtaining a current DUNS number.

2. **Obtain an Employer Identification Number (EIN)**
   FEMA requires both the EIN and a DUNS number prior to the issuance of a funding award and for grant award payment; both are also required to register with SAM (see below). The EIN base for an organization is the IRS Tax ID number, for individuals it is their social security number, both of which are nine-digit numbers. Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS since both are 9-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a grantee organization.
   Organization applicants applying for an EIN should plan on a minimum of 2 full weeks to obtain an EIN. If you need assistance registering an EIN, please go to *http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online.* FEMA cannot assist applicants with questions related to obtaining a current EIN.

3. **Register with the System for Award Management (SAM)**
   Payments are contingent on the information provided in SAM and must be completed by the applicant at *http://www.sam.gov*. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.
   SAM registration is a multi-step process including validating your EIN with the Internal review Service (IRS) to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application. If you need assistance registering with SAM, please go to *https://www.fsd.gov/fsd-gov* or call 866-606-8220. FEMA cannot assist applicants with questions related to obtaining a current CAGE code.

4. **Initial Application Submission in Grants.gov**
   All applicants submit their initial application through Grants.gov. Applicants may need to first create a Grants.gov user profile by visiting the Get Registered section of the grants.gov website. Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Applicants should complete this step at *http://www.grants.gov*. The initial on-line application in grants.gov requires completing:
   - Standard Form (SF) 424 (SF 424), Application for Federal Assistance, and
   - Grants.gov Certification Regarding Lobbying Form.

Both forms are available in the Forms tab under SF-424 Family. The initial application cannot be started or submitted in Grants.gov unless the applicants' registration in SAM is confirmed.

Application forms and instructions are available at Grants.gov. To access these materials, go to *http://www.grants.gov*, select *Apply for Grants*, enter the CFDA number or the FOA Number noted in this FOA, select *Download Application Package*, and follow the prompts to download the application package. The information submitted in grants.gov will be retrieved by ND Grants, which will allow FEMA to determine if an applicant is eligible. Applicants should review these forms before applying to ensure they have all the information required. **To ensure adequate time to complete the full application process, applicants are encouraged to submit their initial application at least ten (10) days before the May 23, 2014 application deadline.**

If you need assistance applying through grants.gov, please go to *http://www.grants.gov/web/grants/applicants/grant-application-process.html*, contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with grants.gov.

5. **Final Application Submission in Non Disaster Grants System (ND Grants)**
Eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants located https://portal.fema.gov. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

In ND Grants applicants will be prompted to submit all of the information contained in the following forms:
- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-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.

In addition applicants must submit copies of the following in ND Grants:
- Project Plan
- Investment Justification(s)
- Standard Terms and Assurances
- Copy of non-profit organization's mission statement
- Program and Budget Narrative
- Memorandum of Understanding
- Standard Form 424C, Budget Information (Construction), if applying to use funds for construction or renovation
- Indirect Cost Agreement

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program. If you need assistance registering for the ND Grants system, please contact *ndgrants@fema.gov* or (800) 865-4076.

NSGP Investment Justification (IJ)
As part of the FY 2014 NSGP application process, applicants must develop a formal IJ that addresses each Investment being proposed for funding. The IJ must address an identified risk, including threat and vulnerability, and build or sustain a core capability identified in the Goal. 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 the application kit.
Applicants will find additional information regarding the NSGP IJ template, FEMA Form 089-24 (OMB Control Number: 1660-0110), in Appendix D –NSGP *Investment Justification and Scoring Criteria*.

Appendix A – FY 2014 NSGP UASI-Eligible Urban Areas

State/Territory	Urban Area
Arizona	Phoenix Area
California	Anaheim/Santa Ana Area
	Bay Area
	Los Angeles/Long Beach Area
	Riverside Area
	Sacramento Area
	San Diego Area
Colorado	Denver Area
District of Columbia	National Capital Region
Florida	Miami/Fort Lauderdale Area
	Orlando Area
	Tampa Area
Georgia	Atlanta Area
Hawaii	Honolulu Area
Illinois	Chicago Area
Indiana	Indianapolis Area
Louisiana	New Orleans Area
Maryland	Baltimore Area
Massachusetts	Boston Area
Michigan	Detroit Area
Minnesota	Twin Cities Area
Missouri	Kansas City Area
	St. Louis Area
Nevada	Las Vegas Area
New Jersey	Jersey City/Newark Area
New York	New York City Area
North Carolina	Charlotte Area
Ohio	Cincinnati Area
	Cleveland Area
	Columbus Area
Oregon	Portland Area
Pennsylvania	Philadelphia Area
	Pittsburgh Area
Texas	Dallas/Fort Worth/Arlington Area
	Houston Area
	San Antonio Area
Utah	Salt Lake City Area
Virginia	Hampton Roads Area
Washington	Seattle Area

Appendix A – FY 2014 NSGP UASI-Eligible Urban Areas

Appendix B – NSGP Priorities

The Alignment of NSGP to the National Preparedness System
The Nation utilizes the National Preparedness System to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (the Goal). The Goal is "a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." The objective of the National Preparedness System is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. The guidance, programs, processes, and systems that support each component of the National Preparedness System enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and non-profit sectors, faith-based organizations, and all levels of government (*http://www.fema.gov/whole-community*).

The FY 2014 NSGP Program contributes to the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities. Core capabilities are essential for the execution of critical tasks identified in the National Planning Frameworks for each of the five mission areas outlined in the Goal. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The NSGP Program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Emphasis is placed on capabilities that address the greatest risks to the security and resilience of the United States, and the greatest risks along the Nation's borders. When applicable, funding should support deployable assets that can be utilized anywhere in the Nation through automatic assistance and mutual aid agreements, including but not limited to the Emergency Management Assistance Compact (EMAC).

Using the core capabilities, the FY 2014 NSGP Program supports the achievement of the Goal by:

- Preventing a threatened or an actual act of terrorism;
- Protecting our citizens, residents, visitors, and assets against the greatest threats and hazards;
- Mitigating the loss of life and property by lessening the impact of future disasters;
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and/or
- Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

The core capabilities contained in the Goal are highly interdependent and require the use of existing preparedness networks and activities, improve training and exercise programs, promote

innovation, and ensure that the appropriate administrative, finance, and logistics systems are in place.

To support building, sustaining, and delivering these core capabilities, grantees will use the components of the National Preparedness System, which are: Identifying and Assessing Risk; Estimating Capability Requirements; Building and Sustaining Capabilities; Planning to Deliver Capabilities; Validating Capabilities; and Reviewing and Updating. For more information on each component, read the National Preparedness System description available at *http://www.fema.gov/national-preparedness/national-preparedness-system*. Grantees are expected to use this process when using grant funds to address their capability gaps.

Building and Sustaining Capabilities
The FY 2014 NSGP focuses on the development and sustainment of core capabilities as outlined in the Goal. Particular emphasis will be placed on building and sustaining capabilities that address high consequence events that pose the greatest risk to the security and resilience of the United States and that can be utilized nationwide.

Capabilities are the means to accomplish a mission, function, or objective based on the performance of related tasks, under specified conditions, to target levels of performance. The most essential capabilities are the core capabilities identified in the Goal.

Working together, individuals, government officials, and elected leaders can develop plans to allocate resources effectively and reduce risk. For these plans to be effective, those involved must consider methods to reduce and manage risk as well as how to sustain appropriate levels of capability and address potential gaps in order to achieve the Goal.

Achieving the Goal will require participation and resources from the whole community. Not all capabilities can be addressed in a given local, State, or Federal funding cycle, nor can funding be expected to flow from any one source. Officials must prioritize the achievement of certain capabilities to most effectively ensure their security and resilience while understanding the effects of not addressing other identified needs. Building and sustaining capabilities will include a combination of organizational resources, equipment, training, and education. Consideration must also be given to finding, connecting to, and strengthening community resources by using the expertise and capacity of the whole community: individuals, communities, private and non-profit sectors, faith-based organizations, and all levels of government. Jurisdictions must also use mutual aid agreements to fill needs and work with partners to develop regional capabilities. Ultimately, a jurisdiction may need to rely on other levels of government or partners to address a particular need. This expectation should be communicated well before an event occurs when the capabilities are most urgently needed.

Strengthening Governance Integration
DHS preparedness grant programs are intended to support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response and Recovery that are necessary to prepare for incidents that pose the greatest risk to the Nation's security. Each program reflects the Department's intent to build and sustain an integrated network of national capabilities across all levels of government and the whole community. With declining Federal funds available to support these capabilities, disparate governance structures must be integrated and refined to

ensure resources are targeted to support the most critical needs of a community based on risk driven, capabilities-based planning. Strong and inclusive governance systems better ensure that disparate funding streams are coordinated and applied for maximum impact.

DHS requires that all governance processes that guide the allocation of preparedness grant funds adhere to the following guiding principles:

- *Prioritization of Investments* – resources must be allocated to address the most critical capability needs.
- *Transparency* – stakeholders must be provided visibility on how preparedness grant funds are allocated and distributed, and for what purpose.
- *Substantive Local Involvement* – the tools and processes that are used to inform the critical priorities, which DHS grants support must include local government representatives. At the state and regional level, local risk assessments must be included in the overarching analysis to ensure that all threats and hazards are accounted for.
- *Flexibility with Accountability* – recognition of unique preparedness gaps at the local level, as well as maintaining and sustaining existing capabilities.
- *Support of Regional Coordination* – recognition of inter/intra-state partnerships and dependencies at the state and regional level, and within metropolitan areas.

Enhancing Cybersecurity Capabilities
Applicants are encouraged to propose projects to aid in implementation of all or part of the National Institute of Standards and Technology (NIST) Cyber Security Framework when requesting funds for cybersecurity. The CSF is available at

http://www.nist.gov/cyberframework/upload/cybersecurity-framework-021214-final.pdf.

The Framework gathers existing global standards and practices to help organizations understand, communicate, and manage their cyber risks. For organizations that don't know where to start, the Framework provides a road map. For organizations with more advanced cybersecurity, the Framework offers a way to better communicate with their leadership and with suppliers about management of cyber risks.

The Department of Homeland Security's Critical Infrastructure Cyber Community C³ Voluntary Program also provides resources to critical infrastructure owners and operators to assist in adoption of the Framework and managing cyber risks. For more information visit http://www.us-cert.gov/ccubedvp.

Appendix C – Funding Guidelines

NSGP grant recipients and sub-recipients may only use NSGP grant funds 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 prior written consent of DHS and if they are included in the award agreement.

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

1. **Management and Administration (M&A).** M&A Activities are those costs defined as directly relating to the management and administration of NSGP funds, such as financial management and monitoring. The amount of M&A is specified in each fiscal year's FOA. M&A costs include the following categories of activities:

   - Hiring of full-time or part-time staff or contractors/consultants responsible for activities relating to the management and administration of NSGP funds
   - Meeting-related expenses directly related to M&A of NSGP funds

2. **Indirect Costs.** Indirect costs are allowable only if the applicant has an approved indirect cost rate with its cognizant Federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

3. **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 non-profit 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)

   The two allowable prevention and protection categories and equipment standards for the NSGP are listed on the web-based version of the AEL on the Responder Knowledge Base (RKB) section of the FEMA Lessons Learned Information Sharing (LLIS) website at *https://www.llis.dhs.gov/knowledgebase*. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds, including the Americans with Disabilities Act. In addition, agencies will be

responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Costs associated with inclusive practices and the provision of reasonable accommodations and modifications to provide full access for children and adults with disabilities are allowable.

Construction and Renovation
For construction costs to be allowed, they must be specifically approved by FEMA in writing prior to the use of any NSGP program funds for construction or renovation. Limits on the total amount of grant funding that may be used for construction or renovation may apply. Additionally, grantees are required to submit a SF-424C Budget and Budget detail citing the project costs.

Construction projects are only permitted where they will assist the non-profit to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism, including through the alteration or remodeling of existing buildings for the purpose of making them secure against acts of terrorism. NSGP funding may not be used for construction and renovation projects without prior written approval from FEMA. All recipients of NSGP program funds must request and receive approval from FEMA before any NSGP Program funds are used for any construction or renovation. Additionally, grantees are required to submit a SF-424C Budget and Budget detail citing the project costs. The total cost of any construction or renovation paid for using NSGP Program funds may not exceed the greater amount of $1,000,000 or 15% of the NSGP award. Grantees and sub-grantees are also encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all state and EHP laws and requirements). Projects for which the grantee believes an Environmental Assessment (EA) may be needed, as defined in 44 C.F.R. §§ 10.8 and 10.9, must also be identified to the FEMA Program Analyst within six months of the award and completed EHP review materials must be submitted no later than 12 months before the end of the period of performance. EHP review packets should be sent to *gpdehpinfo@fema.gov*.

NSGP Program grantees using funds for construction projects must comply with the *Davis-Bacon Act* (40 U.S.C. § 3141 *et seq.*). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL) wage determinations, is available from the following website: *http://www.dol.gov/compliance/laws/comp-dbra.htm*.

Training
Non-profit organization security personnel may only use NSGP funds to attend security-related training courses and programs within the United States. 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/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 NSGP funds must

address a specific threat and/or vulnerability, as identified in the non-profit's IJ. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any training or training gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the training cycle.

Additional guidance is provided in FEMA Policy FP 205-402-125-1, *Maintenance Contracts and Warranty Coverage Funded by Preparedness Grants*, located at: *http://www.fema.gov/media-library/assets/documents/32474*.

Proposed attendance at training courses and all associated costs leveraging the NSGP must be included in the non-profit organization's IJ.

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

   - 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

Appendix D – NSGP Investment Justification and Scoring Criteria

Question	Scoring Criteria
I. APPLICANT INFORMATION	
Identify the following: • Legal 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 (Short description of organization's ideology, beliefs, or mission) • 501(c)(3) Number (If Applicable) • Current Dun and Bradstreet Number • Urban Area • NSGP Federal Funding Request • NSGP Total Project Cost • Any Current Contract with DHS (not including previously awarded DHS funding) (Yes/No – if yes, please describe) • Investment Phase – New or Ongoing **(1,500 character limit not including spaces)**	This information will not be scored
II. BACKGROUND	
Background: Describe the non-profit organization including: • Membership and community served • 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 **(1,800 character limit not including spaces)**	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.

Question	Scoring Criteria
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. **(2,200 character limit not including spaces)**	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.
III.A. Threat: In considering threat, the applicant should discuss the identification and substantiation of prior threats or attacks against the non-profit 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.	
III.B. Vulnerabilities: In considering vulnerabilities, the applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack	
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	
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 non-profit 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 limit not including spaces)**	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.

Appendix D – FY 2014 NSGP Investment Justification and Scoring Criteria

V. MILESTONES	
Milestones: Provide description and associated key activities that lead to the milestone event over the 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**. **(1,000 character limit not including spaces)**	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.
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 limit not including spaces)**	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.
VII. IMPACT	
Impact: What measurable outputs and outcomes will indicate that this Investment is successful at the end of the NSGP period of performance? Which specific National Preparedness Goal core capabilities does this investment work to achieve? Explain how this Investment supports the building or sustaining of the National Preparedness Goal core capabilities. **(2,200 character limit not including spaces)**	Response describes how the outcomes will mitigate risks outlined in the Background and Risk sections, as well as how the investment supports building or sustaining the identified National Preparedness Goal core capabilities. Out of 40 points, this section is worth 4 possible points.
BONUS	
FUNDING HISTORY	
Funding History – Previous Request Name and Funding: If the non-profit organization has received NSGP funding in the past, provide the funding source, funding amount, funding year, and the investment type **(700 character limit not including spaces)**	Due to the competitive nature of this program, preference will be given to non-profit 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.

Appendix D – FY 2014 NSGP Investment Justification and Scoring Criteria

Appendix E – NSGP Investment Justification Scoring Worksheet

FISCAL YEAR (FY) 2014 NONPROFIT SECURITY GRANT PROGRAM (NSGP) INVESTMENT JUSTIFICATION SCORING WORKSHEET

State	
Urban Area	
Name of the Nonprofit Organization	
FY 2014 NSGP Federal Funding Request	

Scoring Legend

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. Applicant Information (Unscored)

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

II. Background (Total of 2 possible points)

2. Did the applicant provide a description of their nonprofit organization to include:
- Membership and community served
- 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

III. Risk (Total of 12 possible points)

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

Appendix E – NSGP Investment Justification Scoring Worksheet

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

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

Appendix E – NSGP Investment Justification Scoring Worksheet

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 2014 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 2014 NSGP period of performance (please proceed to question 11)

    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 2014 NSGP period of performance (please proceed to question 9)

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 2014 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 2014 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 2014 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 2014 NSGP period of performance

    3 = The milestones present an adequately defined sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2014 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 2014 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 2014 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 2014 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 2014 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 2014 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 2014 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 2014 NSGP period of performance

Score

Appendix E – NSGP Investment Justification Scoring Worksheet

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 the outcomes will mitigate risks outlined in the Background and Risk sections, as well as how the investment supports building or sustaining the identified Goal Core Capabilities?

    0 = The applicant did not provide a brief description of how the outcomes will mitigate risks outlined in the Background and Risk sections, as well as how the investment supports building or sustaining the identified Goal Core Capabilities

    1 = The applicant poorly provided a brief description of how the outcomes will mitigate risks outlined in the Background and Risk sections, as well as how the investment supports building or sustaining the identified Goal Core Capabilities

    2 = The applicant partially provided a brief description of how the outcomes will mitigate risks outlined in the Background and Risk sections, as well as how the investment supports building or sustaining the identified Goal Core Capabilities

    3 = The applicant adequately provided a brief description of how the outcomes will mitigate risks outlined in the Background and Risk sections, as well as how the investment supports building or sustaining the identified Goal Core Capabilities

    4 = The applicant thoroughly provided a brief description of how the outcomes will mitigate risks outlined in the Background and Risk sections, as well as how the investment supports building or sustaining the identified Goal Core Capabilities\

Score

Total Score

Total Investment Justification Score:
Based on a possible score of **40**, this Investment Justification scored a: **0**

Appendix E – NSGP Investment Justification Scoring Worksheet