FY2020 Guidance
The Department of Homeland Security (DHS)
Nonprofit Security Grant Program Funding Opportunity FY2019

JFNA Grant Application Guidance
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The following guidance is organized to assist eligible nonprofit organizations with completing the grant application, which is called an **Investment Justification** (IJ), a sample copy of which may be found in **Appendix A**. There are 7 parts to the IJ and each section below corresponds to a specific part. Most sections of the IJ will be scored with a best possible score of 40 points. Each section is assigned a set value. As explained in the document, an applicant must also submit a Mission Statement and **Vulnerability Assessment** along with the IJ when applying.

Grant Application: Part I. Applicant Information
(This section is <u>not</u> scored)

The first section of the IJ is the Applicant Information Section, which requests the following Information:

1. Legal name of organization
2. Physical address of the org.
3. Year the facility was constructed
4. **Organization type***
5. **Membership & community served****
6. Organization's 501(c)(3) number (if applicable)
7. **Current Dun & Bradstreet number*****
8. The applicable Urban Area (NSGP-UA only)
9. Funding amount requested (up to $100 thousand)
10. Total project cost
11. Verification of any current DHS contract
12. New or ongoing Investment

Notes:

* **Organization Type (i.e., ideology, beliefs and mission):** This question provides the first substantive opportunity for an applicant to: a) address the institution's intrinsic nature that may

make it a potential target of terrorism. In drafting a response, it is advisable to clearly state how the applicant is one or more of the following categories:

1. Identifiable as Jewish or faith-based;
2. Ideologically pro-Israel or pro-Jewish; and/or
3. Grounded in Jewish values, learning, heritage or life.

How an applicant describes itself (Organization Type) will have a critical impact on the applicant's final score (See "Final Scoring" on Page 12).

Mission Statement: Similarly, an applicant must include a Mission Statement and any mission implementing policies or practices that may elevate the organization's risk. The Mission Statement along with information provided in the applicant's IJ will be used to validate the organization is one of the following types: 1) Ideology-based/Spiritual/Religious; 2) Educational; 3) Medical; or 4) Other.

** **Membership & Community Served:** This question also provides an opportunity to define the organization in the context of likely target of threat. The following are recommendations to consider:

1. An applicant may participate in a task force, community-relations council, or other **community advisory group** as a representative of the Jewish community. If so, an applicant may want to include this information in the application.

2. An organization, its staff, or volunteers may sponsor, host, participate in, or otherwise be a part of a **local community event** (i.e., a parade, fund raiser, block party) that would place a spotlight on the institution. If so, an applicant may want to include this information in the application.

3. An applicant may be a **center of Jewish communal activity** with a regular monthly schedule of public activities that are widely known and publicized, including on the Internet or through other media. If so, an applicant may want to include this information in the application.

*** **Dun & Bradstreet Number**: This is requisite of all applicants. If you need to register or search for your DUNS Number, go to: **http://fedgov.dnb.com/webform/displayHomePage.do**

System for Award Management (SAM): DHS/FEMA does not require nonprofit organizations to register with SAM.gov. However, **some states do require it**. States that require it will include the requirement in their Notice of Funding Opportunity. It may take four weeks or more for SAM registration to activate. Typically, states will require only funded applicants to register and the registration must be completed before projects can commence. Information of SAM can be found at: **https://sam.directory/?gclid=EAIaIQobChMIvIyJ9dH05gIVBqSzCh2JAwtlEAAYASAAEgK7mfD_BwE**.

Grant Application: Part II. Background
(This section is worth up to 2 points)

The Background section seeks the following information:

1. **Symbolic value** of the site(s) as a highly recognized national or historical institution or significant institution within the community that renders the site as a possible target of terrorism; and
2. Any **previous or existing role** in responding to or recovering from terrorist attacks.

The following recommendations are is intended to assist applicants to think about and formulate their responses.

Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible target of terrorism:

Recommendation Tailored to Federations and Federation Affiliated Agencies:

If an applicant is a Federation or a beneficiary/affiliated agency of a Federation, an applicant may want to include the following information in the application:

"We belong to a widely recognized national/international system with more than 100 years of service to this country: The Jewish Federations of North America. JFNA includes 146 Jewish Federations and over 300 Network communities across North America. Collectively, we are among the top 10 charities on the continent. Our mission is to protect and enhance the well-being of Jews at home and abroad through social welfare, social services and education. The JFNA system is made up of Jewish Federations, Congregational Schools and higher learning, Jewish Community Centers, Jewish Day Schools, Jewish Family Service Agencies, Jewish Hospitals, Jewish Nursing Homes, and Jewish Vocational Services, among others. Th**e system is the central address of North American Jewry**, employing more than 230,000 people and serving approximately one million clients, annually. The Jewish Federations reach more Jews than any other organization in the world."

Recommendation Tailored to Synagogues and Community Centers:

Synagogues, community centers (and other institutions) may be located **in historic communities, neighborhoods, districts, and/or buildings**. If designated as such by a historical society, local government or municipality, an applicant may want to include this information in the IJ.

Note: Even if not officially designated a historic site, many institutions (or their previous iterations) have been operating/located in their communities, neighborhoods, and/or buildings for many decades (some for more than 100 years). If so, an applicant may want to include this information in the application.

If a synagogue, community center (or other institution) is affiliated with a national movement, an applicant may want to include the movement's scope and history in a similar manner as set forth in Recommendation 1, above, when responding to this question.

Synagogues and JCCs are easily identified as centers of Jewish life.

Recommendation Focused on Public Recognition:

An applicant may have received an award/awards or other form of public recognition, commemoration, and/or media attention for its work or service from a government agency, association or other professional organization, the press, or other group, singling them out/making them more recognizable. If so, an applicant may want to include this information in the application.

Recommendation Focused on Community Leaders:

An applicant's membership or leadership may include celebrities or community leaders, who are highly recognized national or local figures and whose affiliation with the applicant may raise its profile. If so, an applicant may want to include this information in the application.

Recommendation Focused on Jewish Identity:

If an applicant's name, mission, signage, social media or marketing make it easily recognizable as a Jewish institution or otherwise widely known in the community as a Jewish institution, an applicant may want to include this information in the application.

Any role in responding to or recovering from terrorist attacks:

In responding to this question, an applicant should explain the organization's specific or predominant role(s) played or expertise provided in emergency response/disaster recovery situations, using illustrations where possible. The following information is intended to assist applicants understand and articulate their roles in disaster recovery for purposes of the application. Two critical points an applicant could make when answering this question:

1. Its **role in emergency response**: to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and
2. Its **role in recovery**: 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.

Note: In times of emergency, whether man made, such as a terror attack, or natural disaster, such as a hurricane or wildfire, what role does your organization play on behalf of your community. Examples may be as straightforward as the applicant **sharing vital information with the community (i.e., security alerts; hosting security briefings; organizing security-related community action); raising emergency funds; serving as a central point of contact with government agencies/first responders/other coordinating bodies, such as Federation; providing supports and services to government agencies/first responders/other coordinating bodies.**

For some applicants, this might be a difficult question to answer if they do not have a clear role in emergency response or recovery. The following are possible responses to consider:
Faith-based and nonprofit organizations provide essential support in disaster relief. If applicable, applicant may want to explain recent event(s) and the role(s), mission, activities it engaged in to mitigate suffering and helping victims survive. Possible examples:

1. **Applicants may participate in or be affiliated with a local, state, or nationally coordinated effort/network** with government and/or non-governmental partners and/or programs on disaster response (i.e., **VOAD or JVOAD**). If applicable, applicant may want to identify the entities and discuss the relevant plans, procedures, policies, training, credentialing, and goods and services offered/stockpiled (i.e., food, water, shelter, commodities, equipment, financial assistance, health, social, and/or other humanitarian services (including pastoral services)), and the intended care recipients or beneficiaries.

2. **Applicants may have established their own internal or independent program(s)**. If applicable, applicant may want to identify and discuss relevant plans, procedures, policies, training, credentialing, and goods and services offered/stockpiled (i.e., food, water, shelter, commodities, equipment, financial assistance, health, social, and/or other humanitarian services (including pastoral services)), and the intended care recipients/beneficiaries.

3. **Applicants may contribute to the "Whole Community" approach to homeland security.** The Department of Homeland Security believes it is imperative to integrate and synchronize policies, strategies, and plans -- among all federal, state, local, private, and community efforts across all partners in the professions of prevention, protection, response and recovery – into a unified system for homeland security. They call this a "whole Community" approach to homeland security.

4. If applicable, applicant may want to explain how its institution, agency, or network has successfully **contributed to, coordinated or collaborated and/or partnered with federal, state or local law enforcement or other bodies in emergency response**, disaster recovery, or even more ordinary humanitarian programs or projects serving at-risk populations (i.e., participation on the local board of FEMAs Emergency Food and Shelter Program; coordination with the local Area Agency on Aging to serve homebound senior citizens; providing after school programming for at-risk youths; etc.)

Note: It is always good to be able to comply with a DHS priority, such as the "Whole Community" approach. Think carefully on how your institutions may fit.

Grant Application: Part III. Risk
(This section is worth up to 12 points)

The Risk section focuses on three questions pertaining to *Threat, Vulnerabilities; and Potential Consequences* of an attack, broken down as follows:

Threat (Part A): The applicant should discuss the identification and substantiation of prior threats or attacks against the organization or a closely related organization by a terrorist organization, network, or cell (to include both foreign and domestic terrorists or violent homegrown extremists). **Proofs should include any findings from a previously conducted vulnerability assessment (see below), police findings, and/or insurance claims specific to the location.**

In answering this question an applicant should (in order or priority):

1. Describe specific terror (or violent homegrown extremist) events threats, hate crimes, and/or related vandalism, trespass, intimidations, or destruction of property that have targeted its institution/s.

Note: You may also include a specific event/s or circumstances that impacted an affiliate or member of your system or network.

2. Report on incidents that have occurred in the community and/or State where the institution is located.

3. Reference the public record regarding threats against similar or like institutions at home or abroad.

Note: With respect to referencing the public record, I **will provide a Threat Report** that aggregates numerous recent threat incidents targeting Jews and Jewish institutions that have been reported in the public record. Since there is limited working space in the IJ, the applicant should be selective in choosing appropriate examples to incorporate into the response: **events that are most recent, geographically proximate, and closely related to their type or circumstance of their institution or are of such magnitude or breadth that they create a significant existential threat to the Jewish community** at large.

Vulnerabilities (Part B): The applicant should explain the ways the organization is susceptibility to destruction, incapacitation, or exploitation by a terrorist attack, threat or intimidation. In answering this question, an **applicant should utilize/rely on the findings from their risk assessment in establishing the gaps in security.**

Potential Consequence (Part C): The applicant should discuss potential negative impacts on the applicant's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack, threats or intimidation. In answering this question, the applicant should explain the potential harm that could result from an attack (i.e., loss of life, disruptions to work or delivery of service, negative economic impact on the sustainability of the organization to remain in business/serve the community).

Vulnerability Assessment:

Each applicant must include a vulnerability assessment on which its application is based, and which is to be submitted with the application to the state agency administering the application process. The vulnerability assessment helps to identify and prioritize resources to address the

most critical needs and to ensure transparent, accountable and effective use of grant funds to address identified gaps in existing capabilities.

Often **local police departments will conduct such an assessment, as do private companies**. Also, our colleagues at the Secure Community Network (SCN) (and related federation security directors as applicable) may be able to help, as described in Recommendation 3, below.

In practical terms the vulnerability/risk assessment is used to complete two sections of the application (IJ): Part III. Risk and Part IV. Target Hardening & Training.

Grant Application: Part IV. Target Hardening & Training
(This section is worth up to 14 points)

In this section, an applicant should **explain how the Target Hardening investments will address the *Threat, Vulnerabilities; and Potential Consequences* identified in Part III**.

Note: **There MUST be a clear, cohesive and rational flow between the risks identified in Part III and the solutions (or investments) identified in Part IV.** Part III serves to explain the risks, vulnerabilities, and consequences of an attack or threat. Part IV describes the recommended improvements from the eligible equipment list (and training/exercises) that would best address and minimize the identified risks, vulnerabilities, and consequences. There should be a flow between these sections; together they establish that the applicant fully understands its vulnerabilities and the best approaches to mitigating the risks.

General allowable NSGP costs: The nonprofit agency may only use NSGP grant funds for the following permissible uses, and for only those purposes included in the IJ and approved in the award:

1. **Equipment:** Funding is limited to target hardening and physical security enhancements. This includes the acquisition (purchase or possible leasing) and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist attack. This equipment is limited to select items within two categories on the **Authorized Equipment List (AEL)**:

    o Physical Security Enhancement Equipment (Section 14)
    o Inspection and Screening Systems (Section 15)

    The two allowable prevention and protection categories and equipment standards for the NSGP are listed at http://www.fema.gov/authorized-equipment-list.

2. **Planning:** Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities. Planning must be related to the

protection of the facility and the people within the facility. Examples of planning activities allowable under this program include:

- o Development and enhancement of security plans and protocols
- o Development or further strengthening of security assessments
- o Emergency contingency plans
- o Evacuation/Shelter-in-place plans

3. **Exercises:** Funding may be used to conduct security-related exercises. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, and documentation. Exercises afford organizations the opportunity to validate plans and procedures, evaluate capabilities, and assess progress toward meeting capability targets in a controlled, low risk setting.

4. **Training:** Nonprofit organizations may use NSGP funds for the following training-related costs:

- o Employed or volunteer security staff to attend security-related training within the United States;
- o Employed or volunteer staff to attend security-related training within the United States with the intent of training other employees or members/congregants upon completing the training (i.e., "train-the-trainer" type courses);
- o Nonprofit organization's employees, or members/congregants to receive on-site security training.

Allowable training-related costs under the NSGP are limited to attendance fees for training and related expenses, such as materials, supplies, and/or equipment.

Allowable training topics are limited to the protection of critical infrastructure key resources, including physical and cybersecurity, target hardening, and terrorism awareness/employee preparedness including programs such as Community Emergency Response Team (CERT) training, Active Shooter training, and emergency first aid training. Training conducted using NSGP funds must address a specific threat and/or vulnerability, as identified in the nonprofit organization's Investment Justification. Training should provide the opportunity to demonstrate and validate skills learned as well as to identify any gaps in these skills.

5. **Hiring:** Beginning in the FY 2019 Notice of Funding Opportunity, contracted security personnel are allowed under this program. FEMA advises that the recipient be able to sustain this capability in future years without NSGP funding.

Generally unallowable/ineligible costs:

- o **The development of risk/vulnerability assessment models**
- o **Initiatives that fund risk or vulnerability security assessments or the development of the Investment Justification**
- o **Reimbursement of pre-award security expenses**
- o **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**
- o Organization costs, and operational overtime costs
- o General-use expenditures
- o Overtime and backfill
- o Travel expenses
- o Initiatives in which federal agencies are the beneficiary or that enhance federal property
- o Initiatives which study technology development
- o Proof-of-concept initiatives
- o Initiatives that duplicate capabilities being provided by the Federal Government
- o Organizational operating expenses

Note: All permissible costs to be considered for funding using the NSGP must be included in the nonprofit organization's Investment Justification within Part IV. Target Hardening. **If not included in this section, equipment and/or activities will be ineligible for funding.** There are two parts to Part IV. to complete: 1) A narrative section to describe all target hardening activities, as well as costs related to planning, exercises, training and contacted security personnel; and 2) An equipment identification section that required the input on details pertaining to equipment to be acquired, including estimated costs.

NSGP Investment Modifications: Changes in Scope or Objective: Requesting a change in the scope of an approved Investment Justification is difficult, as the approval was based on a competitive process, with applications recommended for funding based on the threat, vulnerability, consequence, and mitigation specified in the IJ for a specified agency and location. Changes in scope or objective of the award require FEMA's prior written approval. Scope/objective changes will be considered on a case-by-case basis. As NSGP project funding is based on the ability of the proposed project to mitigate the risk factors identified in the IJ. For this reason, DHS/FEMA may reject requests to significantly change the physical security enhancements that are purchased with NSGP funding where DHS/FEMA believes approval of the request would change or exceed the scope of the originally approved project.

The Secure Community Network (SCN) provides several training courses, tabletop exercises and related preparedness and training opportunities that may be funded with NSGP grant funds. We encourage you to contact SCN as you begin your planning process and for assistance with assessments and critical infrastructure planning consultation. For general inquiries and security consultation, you may contact SCN by email at: dutydesk@securecommunitynetwork.org. For training requests, you may SCN by email at: training@securecommunitynetwork.org.

Grant Application: Part V. Project Milestones
(This section is worth up to 4 points)

This section provides space for an applicant to outline sequentially (chronologically) the expected key preparations, acquisition and installation milestones that allow the applicant to reach its objectives during the projects period of performance**.** Estimated start and completion dates must be provided for each milestone.

Note: Completeness is important as the reviewers need to have confidence in an applicant's full understanding of the scope of the project and what amounts to key milestones.

The following serves as an example of a condensed list of milestones to illustrate ONLY what a sequence might look like. Each applicant's response should be specific, complete, and relevant to their request and timeline.

Sample Sequence:

1. Receive award notification, complete award acceptance agreement, satisfy FEMA's **Environmental Planning and Historic Preservation review** (see below), and commence project.
2. Establish payment method and satisfy all financial and programmatic reporting requirements.
3. Hire vendors and contractors.
4. Order and acquire equipment.
5. Conduct engineering back work.
6. Install equipment.
7. Test equipment, develop punch list and satisfy outstanding items and issues.
8. Train staff in use and maintenance of equipment and technologies.
9. Finalize delivery of project.
10. Schedule/conduct allowable training/exercises.
11. Close out project.

Note: As reference points, the anticipated period of performance will be 36-months. The period of performance will commence when the awards are noticed by FEMA around September 1, 2020 and no later than September 30th. The projected end-date is August 31, 2023. Regarding the milestone timeline, a project cannot commence until **FEMA's Environmental Planning and Historic Preservation review** is completed. This could take several months (i.e., 60-to-90 days or more) to complete. Therefore, the Milestone timeline should reflect this waiting period/delay.

Grant Application: Part VI, Project Management
(This section is worth up to 5 points)

The section sets forth senior management roles and responsibilities, governance structure and expertise required to successfully manage the project. The following are three specific areas that need to be addressed:

1. **Provide project management details**, such as the complete contact information for the project manager, and a description of their relevant experience. To the degree known and applicable, an applicant should also identify other persons who will be enlisted to advise, coordinate or help carry out the project, their expected roles, responsibilities and relevant experience.

Note: Where there are vacant positions or unknowns that are expected to be filled, then include each position to be filled and the expected roles, responsibilities, and qualifications for each position.

2. **Include a description of potential challenges to project implementation.** There may be known, foreseeable, and unknown challenges to implementing the project. The following are suggestions in how to respond:

   o Include any potential challenges identified in the risk assessment or by the project coordinator, or contactor for completing the project or aspects thereof.

   o There are a number of common or predictable challenges an applicant should consider, including: delays in the notification of grant award; satisfactory completion of the administrative requirements for the release of funds (i.e., completion of financial and programmatic reports, compliance with Federal regulations, and other conditions of the award contract acceptance); delays in the acquisition of equipment and installation of same; Changes in cost estimates or other planning assumptions.

   o An applicant should include a blanket statement on the quality of its management and implementation team to minimize foreseeable and unforeseeable problems and to ensure that when challenges arise, they will be dealt with by experienced, competent and responsible professionals.

Note: All projects run into problems, delays, challenges. Applicants should give real thought to what they might expect and convey a competence for handling them to a satisfactory conclusion.

3. **Describe coordination with State and local homeland security partners.** In addition to grant funding for target hardening and training activities or exercises, the NGSP grant opportunity is intended to promote a "**Whole Community" approach to homeland**

security. In this section explain the intended improved integration of nonprofit security within broader State and local preparedness efforts. Suggestions:

o   If an applicant is collaborating with State and local homeland security partners on the grant project, they should include a description of the partnership, which might include assistance with conducting the risk assessment. This might include conducting training and/or exercises through the grant that will include the presence of or materials provided by State and/or local homeland security partners.

o   If the applicant has other interactions with State or local law enforcement outside of the grant, reference the relationship(s) in this section as well. This might include increased engagement of presence around high holidays or specific threat events/circumstances, or participation in emergency management training opportunities or drills.

o   If state or local law enforcement conducted, advised or otherwise contributed to the applicant's risk assessment or otherwise in consideration of the grant, they should describe that engagement in this section.

Note: If an applicant is <u>not</u> currently collaborating with law enforcement on the project, at a minimum they might convey an expectation that they will reach out to their local law enforcement authorities/first responders during the implementation of their project, as a courtesy, means of engagement and relationship building, and to elicit assistance and feedback to strengthen project outcomes.

Grant Application: Part VII. Impact
(This section is worth up to 5 points)

In this section an applicant is required to address two inquiries:

1.   Explain the expected measurable outputs and outcomes derived from the completion of the project that would best illustrate the success of the project.

Note: The response should include a self-assessment (a statement) on how in practice the allocation of resources – the target hardening investments (set forth in Part IV) acquired through the grant -- most efficiently and effectively reduce the risks and vulnerabilities identified in the Risk sections (Part III) of the application.

2.   Explain how the Investment/s support building or sustaining specific core capabilities of the National Preparedness Goal (NPG). The NPG defines what it means for the whole community to be prepared for all types of disasters and emergencies. The NPG is capabilities-based and is organized into the below five mission areas. In answering this question, applicants should describe in this section how one or more of these capabilities is accomplished through the grant.

o **Prevention.** Avoid, prevent or stop an imminent, threatened or actual act of terrorism.

The Prevention mission area is composed of the capabilities necessary to avoid, prevent or stop a threatened or actual act of terrorism. It is focused on ensuring we are optimally prepared to prevent an imminent terrorist attack within the United States. Examples of Prevention Core Capabilities include: **Planning, Operational Coordination, and Screening and Detection.**

o **Protection**. Protect our citizens, residents, visitors, assets, systems and networks against the greatest threats and hazards in a manner that allows our vital interests and way of life to thrive. The Protection Framework houses "the capabilities necessary to secure the homeland against acts of terrorism and manmade or natural disasters." Examples of Protection Core Capabilities include: **Physical Protective Measures, Planning, Operational Coordination, Access Control and Identity Verification, Cybersecurity, and Screening and Detection.**

o **Mitigation.** Reduce the loss of life and property by lessening the impact of disasters. Mitigation is composed of "the capabilities necessary to reduce the loss of life and property by lessening the impact of disasters." Mitigation Core Capabilities include: **Planning, Operational Coordination, Long-Term Vulnerability Reduction, Risk and Disaster Resilience Assessment, and Threats and Hazards Identification.**

o **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an incident. Examples of Response Core Capabilities include: **Planning, Operational Coordination, On-Scene Security, Protection, and Law Enforcement**

o **Recovery.** Assist communities affected by an incident to recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and the economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by an incident. Recovery is composed of the core capabilities necessary to assist communities affected by an incident to recover effectively. Examples of Recovery Core Capabilities include: **Planning, Operational Coordination, and Natural and Cultural Resources.**

For a complete overview of each capability go to: https://www.fema.gov/media-library-data/1443799615171-2aae90be55041740f97e8532fc680d40/National_Preparedness_Goal_2nd_Edition.pdf.

Note: The response should explain how the Investment/s, if funded, would contribute to achieving or working towards achieving specific core capabilities and how they would most effectively ensure the security of the applicant and the resilience of the community, state and/or nation. It would help to also explain how the Investment/s would contribute to the "Whole Community "approach of securing the country.

Bonus - Funding History
(This section is worth 5 points for applicants who have not received a prior award)

Due to the competitive nature of the program, an applicant who has not received a prior grant award shall **automatically receive five (5) additional points** to its overall IJ score.

All applicants must set forth their NSGP funding history. Do not leave blank.

Note: The level of bonus allocation changed from 1-point to 10-points in FY2019. The level may change again in FY 2020 and we will update once the Notice of Funding Opportunity is published.

Applicant Contact Information

All IJ preparers must certify that they are either an employee or agent of the applying organization. **Be sure to check the box and provide name, e-mail address or phone number**. They will be the point of contact for the application, including award results.

Final Score

Congress appropriated $90 million for NSGP in FY 2020, directing $50 million to the Nonprofit Security Grant Program - Urban Area (NSGP-UA) and $40 million to Nonprofit Security Grant Program - State (NSGP-S). Nonprofit organizations located within an FY 2019 UASI-designated urban area may only apply to NSGP-UA. Nonprofit organizations located outside of an FY 2019 UASI-designated urban area may only apply to NSGP-S. Both require a state and federal review. Once state and federal reviewers score an application it will be further weighted and prioritized according to the following factors:

o   By a factor of three for nonprofit groups that are at a high risk of terrorist attacks due to their ideology, beliefs, or mission;
o   By a factor of two for medical and educational institutions; and
o   By a factor of one for all other nonprofit organizations.

Note: How an organization self-identifies itself will be a significant determining factor in the final score it will receive. It is, therefore, incumbent upon ALL applicants to make clear that their identity, work, beliefs, values, causes as identifiably Jewish communal institutions, makes them a high-risk target of attack by terrorists and Violent Homegrown extremists because of their ideology, beliefs, or mission. This should be validated in the applicant's mission statement, risk assessment, and where applicable in the IJ, (i.e., Parts I –III).

Note: Additional scoring tips:

o   All questions in the IJ should be answered. Partial credit is better than no credit. There is no room to lose points that can be earned.

o   It is critically important that the applicant answer the questions asked in the order they were given and in the spaces assigned. No credit will be given for answers provided in the wrong places.

o Recommendations:

- Carefully read instructions before entering content into the Investment Justification. Responsiveness and completeness of the application is scored. (Right answers in the wrong sections will not be scored)
- Use a PC to complete the application. (Apple computer users have experienced technical problems with the application software.)
- Minimize extraneous verbiage and focus on relaying the substance as concisely as possible. (Space to fill-in answers is limited in places.)
- Follow the check list set forth below before finalizing and submitting the IJ.

Important Check List

To ensure that the draft responses are as thorough and complete as possible, prior to finalization and submission of the IJ Investment form, review the following checklist:

1. Has the applicant contacted the State Administrative Agency (SAA) to:

   - Verify the state's application deadline?
   - Obtain information on any additional state requirements?

2. Are the following components included in the application package?

   - Mission statement
   - Vulnerability Assessment
   - Investment Justification (IJ)
   - Supporting documentation that substantiates threat, if applicable
   - Any other state required information

3. Are the following items addressed within the IJ?

   - Clearly identify risk, vulnerabilities, and consequences
   - Description of findings from a previously conducted vulnerability assessment
   - Details of any incident(s) that include description, dates etc.
   - Brief description of any supporting documentation such as police reports
   - Explanation of how the investments proposed will mitigate or address the vulnerabilities identified from a vulnerability assessment
   - Establish a clear linkage with the investment(s) and core capabilities (See National Preparedness Goal)
   - All proposed activities are allowable costs
   - Realistic milestones that consider Environmental Planning and Historic Preservation review process if applicable
   - Description of the project manager(s) level of experience

Appendix A
Investment Justification (IJ) Template

The attached template is for illustrative purposes only (do not complete). Your SAA will provide a copy or a link to the IJ you will need to complete.

Note: The character space limitations denoted in the respective sections could be modified in FY 2020. For now, they serve only as guideposts.

Appendix B
List of Eligible Urban Areas under NSGP-UA

Appendix C
NSGP-S Allocations by State or Territory