Nonprofit Security Grant Program (NSGP)
Frequently Asked Questions

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Eligibility:

Q: What is a Sub-applicant?
A: The State Administrative Agency is the applicant on behalf of the nonprofits who are the sub-applicants. When FEMA releases its Notice of Funding Opportunity (NOFO) for the NSGP program (which includes key dates, eligibility criteria, program review and scoring guidance, etc.), it is directed to the State's designated homeland security/emergency management agencies (referred to in the NOFO as the State Administrative Agency or SAA). The SAAs are responsible for administering the program to the nonprofit sub-applicants, using the NOFO as their guidebook. The nonprofit sub-applicants look to their SAAs for all official guidance, instructions and application materials required of both FEMA and the state. They are the sub-applicant's point of contact. In nearly all circumstances, there would be no reason for a nonprofit to engage FEMA directly. The following is a link to FEMA's SAA contact list and web-links: https://www.fema.gov/grants/preparedness/state-administrative-agency-contacts.

Q: What are the Sub-applicant types?
A: Through an applicant's Mission Statement and answers on their IJ, the SAAs and FEMA will assign an organization one of these category types: places of worship/faith-based organizations (factor of 3); medical and educational institutions (factor of 2); all other nonprofit organizations (factor of 1).

Q: Is this grant open to all faith-based communities?
A: The Department of Homeland Security awards grants on a competitive basis to nonprofits determined to be at-risk of attack by violent extremists or terrorists. All places of worship are eligible, as well as other faith-based and charitable (501(c)(3)) organizations.

Q: Can several organizations apply jointly?
A: Only one organization can apply per application. However, for multiple organizations located within the same physical structure, campus, or contiguous physical setting, investments sought in a single application could benefit multiple organizations. Additionally, in a multi-use, multi-tenant building, 501(c)(3) owner and tenants may apply separately for individual grants and have separate vulnerability assessments.

Q: Are grant-writing costs reimbursable under the NSGP grant?
A: Pre-award costs are generally not allowable for this program. However, certain pre-award costs can be allowable only with the prior written approval of DHS/FEMA and only if the costs are included in the award agreement. To request pre-award costs, a written request must be included with the application and signed by the AOR. The request letter must outline what the pre-award costs are for, including a detailed budget breakout of pre-award costs from the post-award costs, and a justification for approval. Please note that pre-award security expenses are not allowable. Pre-award costs resulting from pre-award grant writing services provided by an independent contractor that do not exceed $1,500 are allowed. Check with your SAA to verify that they will approve pre-award grant writing services up to $1,500.

Additional limitations: To ensure objective contractor performance and eliminate unfair competitive advantage, a contractor hired to develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals is prohibited from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget.

The NSGP grant cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with NSGP funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees. *Check with the SAA about all procurement requirements and limitations and how to ensure compliance.*

Q: Can an organization apply for multiple locations?
A: Currently, it is permissible for an organization with multiple locations in two or more states to apply separately in each state for an award. Nonprofit sub-applicants with multiple sites may apply for up to $150,000 per site, for up to three sites, for a maximum of 450,000 per nonprofit sub-applicant. If a nonprofit sub-applicant applies

for multiple sites, it must submit one complete IJ for each site. Additionally, each location must conduct its own vulnerability assessment and complete its own Investment Justification.

Q: What are the sub-applicant types?
A: Through an applicant's Mission Statement and answers to questions in Sections I. and II. of the Investment Justification, the SAAs and FEMA will assign an organization one of three category "types":
- Places of worship/faith-based organizations (factor of 3)
- Medical and educational institutions (factor of 2)
- All other nonprofit organizations (factor of 1)

Note: FEMA will also check each applicant's Employee ID Number (excluding houses of worship) to confirm the organization's type. This categorization will impact an applicant's final score by a factor between 1 and 3 depending on the assignment of type.

Q: Is a Dun & Bradstreet number required?
A: Dun & Bradstreet numbers are no longer used as entity identifiers within the Federal system. The Federal system is using a Unique Entity ID ("UEI"). Please see SCN NSGP Resource page for more information on getting a UEI.

Q: What is the Unique Entity ID number?
A: Beginning in 2022, a sub-applicant is required to have a Unique Entity ID (UEI) number in order to be eligible to submit an application.

Q: Is it necessary to get an account with SAM.gov?
A: A sub-applicant must have an account with login.gov; register for, update, or verify their SAM account and ensure the account is active before submitting their NSGP application.
Please see SCN NSGP Resource page for more information.

Q: Are previous grant recipients eligible for funding?
A: Yes. There is no limitation on how often a nonprofit applies for NSGP. However, if the award was made three or more years ago, it is recommended that an applicant update its vulnerability assessment. The vulnerability assessment is the basis for all physical security enhancements, planning, training, exercises, and/or contracted security personnel requested in the Investment justification. If an investment is not substantiated through the V/A, even if otherwise an approved cost, it cannot be approved for funding under the grant. If vulnerabilities have changed over time they need to be captured in a new or supplemented assessment.

Q: Is there a cost share or match requirement for the NSGP?
A: There is no cost share or match requirement for the NSGP grant opportunity. However, if a project exceeds the funding cap or level of funding awarded through the grant, an applicant may use other non-federal sources to fund project costs in excess of what was approved through the grant.

Q: What is the maximum grant allowed per entity?
A: FEMA will set the funding caps in the Notice of Funding Opportunity. The current cap is $150,000.00 for both the Urban Area and State programs. If Congress increases or decreases the program's annual appropriations, FEMA may elect to increase or decrease the cap, accordingly for one or both programs.

Q: Is there an NSGP funding minimums?
A: FEMA establishes the maximum funding award. *There is no minimum request.*

Q: How much of an award should an organization apply for?
A: It is recommended that applicants apply for what they need as established by the vulnerability assessment in order of assessed priority. Only investments that are included in the assessment will be considered for funding and requested investments not established as priorities will raise red flags with reviewers, who will be scrutinizing the investments.

Q: Are camps eligible?

A: Yes. All 501(c)(3) nonprofit organizations are eligible to apply. The advent of the NSGP-State initiative has led to greater number of camps applying and receiving awards (and the fewer camps located within the NSGP-Urban Area jurisdiction have also received awards in the past). SCN has invested in camp security assistance. Interested camp directors may contact dutydesk@securecommunitynetwork.org.

Q: Are cemeteries eligible for funding?
A: Possibly. The applicant would need to be a 501(c)(3) organization and own or operate the cemetery with a fixed address.

Q: Does an organization have to provide a 501(c)(3) number on their application?
A: For the most part, yes. 501(c)(3) organizations are required to provide their IRS EIN (Tax ID) Number. However, for certain organizations such as churches, mosques, and synagogues, which are automatically exempt, FEMA does not require them to provide recognition of exemption. In the application, they would leave the EIN number question (in Section I) blank. However, some State Administrative Agencies may require exempt organizations in their jurisdictions to submit an affidavit or other written statement affirming the applicant's tax-exempt status. Note: The applicant's Mission Statement should clearly state its 501(c)(3) and/or Tax-Exempt status.

Q: Can an organization apply for the grant for security investments that will be installed in a new or renovated building not yet occupied?
A: No. An organization must occupy the building at the time of application. With respect to an applicant applying NSGP grant funds towards security-related construction, per the most current guidance, all construction or renovation requests require pre-approval from FEMA (through the SAA) and would be limited to 15% of the total federal award.

Q: Can this grant be used for cybersecurity?
A: System, Information Technology Contingency Operations (14CI-00-COOP) is an eligible investment category under the Approved Equipment List. This generally includes hardware associated with cybersecurity protection.

Q: Does allowable equipment include reimbursement for installation of that equipment?
A: Yes. FEMA will allow reimbursement for the cost of the equipment as well as installation of that equipment.

Q: In the Investment Justification, should the details of hard costs/installation/maintenance, etc. be specified?
A: The budget breakdown does not need to itemize these details but should be a strong estimate of the cost of each individual investment. The SAAs will expect a sub-applicant to follow the Investment Justification budget in the post-award implementation phase, with minor changes.

Q: How can an organization determine if they are in the NSGP-UA (Urban Area) or NSGP-S (State) area?
A: The physical address question will determine whether the sub-applicant applies under NSGP-Urban Area or NSGP-State. This will be one of the first checks the SAA makes. It is important that all applicants check to make sure they are applying for the correct program based on the physical address of the structure to be secured. Two funding sources are available to nonprofit organizations under NSGP, based on geographic location. If an applicant is located within an urban area that FEMA and DHS have designated as a high-threat location, they would be eligible for the Nonprofit Security Grant Program - Urban Area (NSGP-UA). Please see the SCN NSGP Resource link for an updated list of the NSGP-UA designated areas.

Q: How does the application process work?
A: Nonprofit organizations apply through their State Administrative Agency (SAA), which is typically the state homeland security and emergency management agency. The SAA conducts first-stage review of the applications and submits them to FEMA. FEMA administers the program nationally. FEMA conducts a second-stage review and makes funding recommendations to the Secretary of Homeland Security, who makes the final award determinations. The State Administrative Agency will notify those applicants that secure an award and will instruct them on all post-award project implementation and administrative requirements. The applicant's primary point of contact for instruction and guidance throughout the application and post-award process is the SAA. The applicant should have no or very little contact directly with FEMA. The SAA locator may be found at: https://www.fema.gov/grants/preparedness/state-administrative-agency-contacts.

Q: Is it advisable to include letters of support from local politicians, leaders or law enforcement?
A: FEMA requires the SAAs to require nonprofit sub-applicants submit an Investment Justification, Mission Statement, Vulnerability Assessment, and documentation of specific threats (risk) to the entity. The SAA may require the submission of other materials, and some may accept/allow third-party letters of support at their discretion. A sub-applicant should check with their SAA on all application submission requirements. Sub-applicants should not submit any documentation or materials not requested or permitted by FEMA or the SAAs, which could lead to disqualification of an applicant.

Q: Is the NSGP grant a reimbursement grant?
A: Yes. Following general federal grant practices, the NSGP awards are paid out through a reimbursement format as a precaution against misuse of funds. The sub-grantees are required to lay out the funding for the approved project investments and activities and submit reimbursement requests that substantiate the outlays to the State Administrative Agency. Only permissible uses of the funds that were included in the application and approved in the award notice can be reimbursed.

Q: Is a permanent (rented, owned) physical location an eligibility requirement for this grant?
A: The physical address for the grant may be rented or owned by the applicant. Temporary structures are not eligible. The sub-applicant must occupy the premises at the time of application.

Q: What is the difference between a state's nonprofit security grant program and the federal nonprofit security program?
A: The Federal program is not formally affiliated with any state developed or led NSGP Program.
However, some states do relate their state grant opportunity with the Federal opportunity. It is therefore incumbent upon any potential federal applicant who is also considering applying for a state opportunity, if applicable, to review the requirements of the state grant opportunity. The States of CA, CT, FL, IL, MD, MA, MN, NJ, NY, OH and PA have on the books one or more state nonprofit security grant programs.

Q: Can the same application for the FEMA NSGP grant be used for the state NSGP grant?
A: Once the SAA opens the FEMA NSGP application submission period, please use the required application as noted on the site. The state NSGP grant application will, most likely, be a separate and distinct application.

Q: What is the grant evaluation process?
A: The evaluation criteria applies to both Urban Area and State initiatives. The criteria underscore that the program is competitive and risk based, that the projects funded meet standards of efficiency and efficacy, and that the investments made will contribute to the security of the nation. The application is structured to assess how well a sub-applicant meets these requirements. The program is not an entitlement and not every sub-applicant will be considered a risk deserving an award or likely to achieve the desired impacts resulting from a grant award. The State Administrative Agency, Federal Emergency Management Agency and the Department of Homeland Security evaluate the NSGP applications at various stages of the review process. Final results are the culmination of several variables including: Quantity of applicants (limited resources), Quality of the application (competency and impact of the IJ), Static factors (rankings of applicants from higher risk to less risk), Risk ranking by state (based on risk analysis formula), and National intelligence analysis (immediate security concerns facing the nation).

Q: Can an organization that is currently in the period of performance of an existing NSGP project apply for the FY 2022 funding opportunity as well?
A: Yes. If the nonprofit has additional investments to request that are supported by its vulnerability assessment to request, they may apply for an additional grant. There is a question in Section I of the Investment Justification that asks if a request is "New or Ongoing."

Note: If the Notice of Funding Opportunity provides new applicants with bonus points, as it has done in the past, the return applicant-grantee would not be eligible to receive the bonus points.

Q: In general, what documents need to be submitted to the SAA to apply?
A: The State Administrative Agency will set forth what documentation will be required and how and in what format it should be submitted. Typical categories of documents requested:
- Mission statement
- Vulnerability Assessment
- Investment Justification (IJ)
- Supporting documentation that substantiates threat (risk), if applicable
- Contracted security personnel sustainability plan, if applicable
- Any other information requested by the SAA

Q: What are the vendor limitations with respect to pre-award assistance?
A: To eliminate unfair competitive advantage during the application process vendors should be limited to providing requested cost estimates, preferably with the details necessary for the sub-applicant to complete the Investment Justification. Any vendors, consultants, or contractors who assist sub-applicants develop grant applications, project plans, or project budgets -- including the development of statements of work, invitations for bids, or requests for proposals -- are prohibited from competing for such procurements during the post-award period.

Q: Are there specific procurement requirements and limitations under the grant?
A: Yes. Procurements must conform to applicable federal law and the standards identified in 2 C.F.R. Part 200 (as well as applicable state law/regs). The federal standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319 and § 200.320. FEMA grant monitoring has found that some nonprofit recipients have not fully adhered to the proper procurement requirements when spending grant funds. We expect more due diligence on the part of FEMA and the SAAs to ensure full compliance.

Common areas of noncompliance for the preparedness grant programs, including NSGP:
- Insufficient documentation and lack of record retention
- Failure to follow the procurement under grants requirements
- Failure to submit closeout documents in a timely manner
- Failure to follow EHP requirements
- Failure to comply with the POP deadline

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to the grant award generally must be maintained for at least three years from the date the grant project's final financial reporting documents are filed. Records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. Examples of the types of documents that would cover this information include but are not limited to:
- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals
- Responses to solicitations, such as quotes, bids, or proposals
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable
- Contract documents and amendments, including required contract provisions
- Other documents required by federal regulations applicable at the time a grant is awarded to a Recipient

To ensure objective contractor performance and eliminate unfair competitive advantage, a contractor hired to develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals is prohibited from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget.

This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity. The NSGP grant cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with NSGP funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees. Exception, under this prohibition, a non-federal entity may solicit for and award a contract covering both development and

execution of specifications (or similar elements) if the contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327.

Check with the SAA about all procurement requirements and limitations and how to ensure compliance.

Note: As a general practice, it is recommended to identify potential vendors or sources for products and services. Check with peers or local security advisors for reputable vendors. Obtain two to three quotes for each product or service to estimate costs for the grant application. Please make sure quotes include installation, maintenance, or service, as appropriate.

Q: Is System for Award Management (SAM) registration required?
A: SAM is a verification system that provides assurances to federal and state governments that they know the identities of (the bona fides of) the private sector entities they contract with. All sub-applicants must have an account with login.gov and register for, update, or verify their SAM.gov account and ensure the account is active before submitting the applications.

Vulnerability Assessment:

Q: How can an organization secure a vulnerability assessment?
A: FEMA does not prescribe which vulnerability assessment tool an applicant may utilize as a basis for the grant. A professional assessment conducted by experienced assessors is advisable. SCN-supported community/regional security directors/advisors and/or Federation-based security directors may be available to assist at no charge. State or local law enforcement partners may also provide vulnerability assessments free of charge.

If these options are not available, there may be private vendors who will conduct assessments at a cost (not reimbursable through the grant). Private sector venders may vary in cost, quality, and competency, so it would be advisable to vet/conduct due diligence on all prospective candidates and confer with SCN's Duty Desk if there are questions or concerns, at: dutydesk@securecommunitynetwork.org.

For organizations that are unable to arrange for an outside vulnerability assessment, the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) and SCN have developed baseline security self-assessments that are designed for organizations/persons, with little to no security experience, to complete a security assessment.

- CISA Assessment Tool: https://www.cisa.gov/houses-of-worship
- SCN Assessment Tool: https://securecommunitynetwork.org/resources/dhs-grant-funds-information/nsgp-tvra-tool

Note: Before using any self-assessment tool for the NSGP grant, check with your SAA to make sure they will accept the self-assessment tool you plan to use – they may have a preferred or recommended tool.

Q: When do vulnerability assessments expire? Can they be reused over time?
A: All investments requested and funded through the NSGP funding opportunity must be supported by a current vulnerability assessment. Generally, a current vulnerability assessment would be considered no older than 36 months. Within that period, vulnerabilities may have changed, which could impact what investments might be recommended. If seeking investments that are not justified within the current vulnerability assessment, be sure to update or supplement it to ensure it addresses all investments planned for the upcoming funding opportunity.

Q: How do you submit the Vulnerability Assessment?
A: The SAA will instruct how they want to receive all application materials. Generally speaking, the vulnerability assessment will be uploaded onto the SAA's NSGP submission webpage or emailed to the State Administrative Agency, along with the Investment Justification, Mission Statement and any other documentation the SAA instructs should be provided.

Q: Can we submit a self-assessment? Will it be considered by FEMA as sufficient?
A: FEMA does not prescribe which vulnerability assessment tool an applicant may utilize as a basis for the grant. A professional assessment conducted by experienced assessors is advisable. SCN-supported community/regional security directors/advisors and/or Federation-based security directors may be available to assist at no charge. State or local law enforcement partners may also provide vulnerability assessments free of charge.

Q: Can an applicant include any requests for security upgrades that are not found in the Vulnerability Assessment?
A: No. The Vulnerability Assessment is the basis for all physical security enhancements, planning, training, exercises, and/or contracted security personnel requested in the Investment Justification. If an investment is not substantiated through the Vulnerability Assessment, even if otherwise an approved cost, it cannot be approved for funding under the grant.

Investment Justification ("IJ"):

Q: When will the IJ application be open?
A: The NOFO will include key dates which the SAAs will use to determine how much time they will provide the nonprofit sub-applicants to apply. Generally speaking, we expect FEMA to release the Notice of Funding Opportunity to the State Administrative Agencies (SAAs) within 60-days from Congress's enactment of the fiscal 2022 Homeland Security Appropriations bill. The SAAs will have between 30 and 80 days to administer the applications to interested 501c3 organizations and submit eligible applications to FEMA for further review. Within this period, the SAAs will establish the period within which the 501c3s are to complete the IJ (deadlines may differ between SAAs). FEMA will have up to 65 days to make award recommendations to the Secretary of Homeland Security, who will make final award decisions. It is recommended that interested parties check in with their respective State Administrative Agencies (including their websites) to monitor whether and when any announcements or other preliminary actions have been taken by their SAAs and to request notification when the SAAs plan to initiate guidance on the next grant opportunity. The following is a link to FEMA's SAA contact list: https://www.fema.gov/grants/preparedness/state-administrative-agency-contacts.

Q: When should an organization begin drafting the IJ?
A: Generally speaking, nonprofits planning to apply should not wait for the NOFO to come out – there is plenty they can and should be doing now to prepare. It would be a strategic mistake to wait for the official guidance – the guidance is mostly static from year to year, so it is advisable to get started based on the FY 2022 guidance. When the NOFO comes out, we will update the SCN NSGP Resource web page on any material changes to the NOFO.

Q: When should an organization submit their NSGP application package?
A: The State Administrative Agencies will determine all application submission dates/deadlines. Never wait until the last minute to submit to account for any last-minute technology/transmission glitches. It is advisable to submit applications to the SAA (in the form and manner as directed by the SAA) no later than 48 hours before the deadline. Applications submitted after the deadline will be disqualified. Any issues with application transmission problems will only be addressed by the SAA if the SAA was notified of same prior to the deadline passing.

Q: What is the best way to draft and save responses to the Investment Justification?
A: Beginning in FY22, a fillable Investment Justification form was made available to sub-applicants by their SAAs. You can access the FY22 Investment Justification form on the SCN NSGP Resource web page and use it as a guide to prepare for the next cycle of NSGP grants.

Q: What are the required documents to submit for the NSGP?
A: The Investment Justification (IJ) is the sub-application. Generally speaking, the sub-applicant will be required to submit their mission statement, vulnerability assessment, Investment Justification (IJ), supporting documentation that substantiates threat/risk, if applicable, and any other information the State Administrative Agency may request.

Q: Do the sections on the IJ have character limits?
A: There are seven parts to the Investment Justification. Some, but not all the sections, have character limitations. For those applicable sections of the IJ, the character limitations will be noted at the top of each section.

Q: Can you provide guidance for the completion of the "Milestones" section of the IJ?
A: Milestones are set forth in part 5 of the IJ. There is space to briefly describe each key activity and dates that sequentially build upon each other toward the completion of all approved projects in the application. Within space limitations, applicants should be detailed, comprehensive and realistic about projected work and activities. Ensure milestones cover and include all state requirements. Regarding the milestone timeline, a project cannot commence until requirements of the "grant acceptance agreement" are met and not before the State Administrative Agency expressly gives the written go-ahead. 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. Examples of milestones includes:
- Award notification and completion of award paperwork
- Time to secure bids that meet federal procurement requirements
- Time to select and award contracts to vendors
- Environmental Planning and Historic Preservation (EHP) paperwork completion, submission, and approval
- Installation and testing of equipment
- Vendor payments, grant closeout paperwork

Q: Can you provide guidance for the completion of the "Project Management" section of the IJ?
A: The section sets forth senior management roles and responsibilities, governance structure, and expertise required to successfully manage the project. 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, a sub-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. 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. FEMA strongly recommends, and the Project Management section provides narrative space to describe some level of coordination with local homeland security partners in management engagement, planning, and activities under the project. There is also narrative space to describe any likely challenges to project completion and to explain how the Project Management team plans to address them (i.e., supply chain delays due to the covid-pandemic, cost fluctuations due to inflation, contractor reliability due to worker shortages).

Q: Can a project manager be an employee of the organization?
A: Commonly, project management is conducted by committed and responsible personnel or lay volunteers of the sub-applicant. In Part VI, Project Management, the sub-applicant will provide 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, a sub-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, include each position to be filled and the expected roles, responsibilities, and qualifications for each position. Additionally, according to limitations set forth in the FEMA's Grant Programs Manual (see "Competition and Conflicts of Interest" provisions), a former employee is prohibited from managing the grant or carry out a contract when the former employee undertook activities to develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals (including to develop applicant's grant application, project plans, or project budget) while they were employed by the applicant.

Q: Can staff be requested for Management & Administration costs on the IJ?
A: Yes. You can request staff or an outside vendor for your Management & Administration – but you must be able to identify the details of who is doing the work, how many hours they will be working, what they will be doing, and a total of the costs involved on your IJ.

Q: Does an EHP need to be completed for a security camera system project?

A: An Environmental and Historic Preservation Form ("EHP") is required to be submitted for all approved projects once you receive an award.

Q: Is the 2021 Authorized Equipment List the same for FY22?
A: The FY22 Authorized Equipment List is limited to select items in the following two sections of items on the Authorized Equipment List (AEL):
- Physical Security Enhancement Equipment (Section 14)
- Inspection and Screening Systems (Section 15)

In addition to the select items in Sections 14 and 15 listed above, the following equipment is also allowable:
- Notification and Warning Systems
- Radios and Public Warning Systems – Public Address, Handheld, or Mobile.

Q: Where can we view a sample Investment Justification?
A: Please go to https://securecommunitynetwork.org/resources/dhs-grant-funds-information to find a sample Investment Justification. Note: Do not complete or submit the sample IJ, it is not a sanctioned form for FY 2022. It is for viewing purposes only.

Q: Can we access a copy of a successful grant application?
A: Neither FEMA nor the SAAs provide a sample completed application. Each application is specific to the risks, vulnerabilities, and recommended mitigation investments of particular to the organization, necessitating individual work. However, we provide detailed written guidance to assist applicants with completing each section of the application. Please SCN NSGP Resource web page for resources to assist in completing the application.

Q: Where can we find the NSGP scoring worksheet?
A: The NSGP Investment Justification Scoring Worksheet is first utilized by the State Administrative Agency.   There are several factors in the scoring process:
- The SAAs score and prioritize applications
- FEMA staff also review and score applications and the scores are averaged.
- FEMA may add bonus points for new applicants
- A multiplier between 1 and 3 is applied to raw scores to determine final score. Most importantly a factor of three for nonprofit groups that are at a high risk of terrorist attacks due to their ideology, beliefs, or mission
- FEMA coordinates a security review with DHS Intelligence & Analysis to screen for derogatory information on prospective recipients
- FEMA provides recommendations; DHS Secretary approves final awards, including additional factors
- The SAAs notify the successful sub-grantees of their results

Q: Will there be bonus points and who is eligible?
A: There are several possible areas of bonus points. First, the organization's type is a factor when calculating the final score of the application. An applicant's raw score will be multiplied by a factor between 1 and 3 depending on the "type" or category of organization:
- By a factor of three for ideology-based/spiritual/religious entities
- By a factor of two for medical and educational institutions
- By a factor of one for all other nonprofit organizations

Secondly, nonprofit organizations that have not previously received NSGP funding will have 15 points added to their score. Third, FEMA will add additional points to the scores of nonprofits that are located in historically underserved or disadvantaged communities. FEMA will apply the CDC's Social Vulnerability Index (SVI) tool to each applicant and will add 10 points to applications from organizations in communities with a "High" SVI ranking and 15 points to applications from organizations with a "Very High" SVI ranking.

Q: Are there any third-party services that can help in preparing the grant application?
A: Often, Federation government affairs professionals and JCRC directors provide application assistance or advice, as do Federation community and regional security directors, and SCN professionals.

Regarding the use of grant writers, the SAA and FEMA reviewers will call into question any applications with duplicate or template answers that may arise whether derived from private sector vendors or other potentially coordinated assistance. So, if using a grant writer, an applicant should ensure that they are receiving a unique application for their nonprofit organization from the grant writer.

Q: Should an organization identify an award from a state grant for security on the NSGP IJ?
A: No. There are no questions about state funding. However, the last question of the IJ asks the nonprofit organization to acknowledge if it has received NSGP funding in the past, to provide the funding source, funding amount, funding year, and the investment type.

Q: Where can an organization find guidance and assistance to complete the IJ?
A: FEMA will post (and many SAAs will link to) the FY 2022 NSGP Notice of Funding Opportunity (NOFO) and FY 2022 Preparedness Grants Manual (PGM). The SAAs will also post guidance on their websites. Secure Community Network (SCN) provides a variety of guidance and tools. The following are helpful links and contacts:

FEMA Guidance:
▪ Notifications/Questions: Sign up at FEMA-NSGP@fema.dhs.gov
▪ NOFO and PGM: https://www.fema.gov/grants/preparedness/nonprofit-security
  SAA Guidance: SAA Contact and Website Locator:
  https://www.fema.gov/grants/preparedness/state-administrative-agency-contacts

SCN Guidance:
▪ Planning, Training, Exercises Questions: https://form.jotform.com/dutydesk/nsgp
▪ Tools/guidance: https://securecommunitynetwork.org/resources/dhs-grant-funds-information.

Q: Should the mission statement be in a separate letter, or can it be just included in the IJ application?
A: Each SAA will have specific instructions on how to upload the mission statement. The Mission Statement is used to validate information in the IJ, such as the sub-applicant's self-identified organizational type. Specifically, the Mission Statement:

▪ Should be on official letterhead, if available
▪ Should provide the "Who, What, and Why" of the organization
▪ Should state the intent and purpose of the organization and any mission implementing policies or practices that may elevate its risk

Note: The Mission Statement will help the SAA and FEMA determine/substantiate the type of organization for each applicant, which will be used as part of the scoring process.* An applicant's score will be multiplied by a factor between 1 and 3 depending on the organization's type. Other places within the IJ will also be used to substantiate an organization's type, including in Sections I (Applicant Information) and II (Background).

* FEMA will multiply an applicant's raw score by a factor between 1 and 3 based on the "type" of organization as follows:
▪ By a factor of three for ideology-based/spiritual/religious entities
▪ By a factor of two for medical and educational institutions
▪ By a factor of one for all other nonprofit organizations