**FFY 2024 USDHS/FEMA**

**Nonprofit Security Grant Program – National Security Supplemental (NSGP-NSS)**

**Information Sheet**

As appropriated by Section 2009 of the *Homeland Security Act*, 2002 (Public Law No. 107-296 as amended) (6 U.S.C. § 609a) and

The National Security Supplemental (Israel Security Supplemental Appropriations Act, 2024, Pub. L. No. 118-50, Title II, Protection, Preparedness, Response, and Recovery); the Federal Fiscal Year (FFY) 2024 Nonprofit Security Grant Program National Security Supplemental (NSGP-NSS) provides funding support for hardening and other physical security enhancements to nonprofit organizations that are at high risk of a terrorist or other extremist attack.

The NSGP-NSS supplements one of three grant programs that support DHS/FEMA’s focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, prepare for, and respond to terrorist or other extremist attacks. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS to help strengthen the nation’s communities against potential terrorist or other extremist attacks. NSGP-NSS applicants include the State Administrative Agencies (SAA), and subapplicants include eligible nonprofit organizations and consortia of nonprofit organizations.

There are two funding sources for subapplicants:

1. **NSGP-NSS - Urban Area (UA)** – For those nonprofit organizations located within the Phoenix Urban Area.
2. **NSGP-NSS – State** – For nonprofit organizations located outside of the Phoenix Urban Area.

**Priorities**

The NSGP-NSS provides funding support for physical security enhancements and other security activities to nonprofit organizations that are at high risk of a terrorist attack.

Given the evolving threat landscape, DHS/FEMA has evaluated the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FFY 2024, one area warrants the most concern under the Nonprofit Security Grant Program:

1. Enhancing the protection of soft targets/crowded places;

Likewise, there are several enduring security needs that crosscut the homeland security enterprise. The following are second-tier priorities that help recipients implement a comprehensive approach to securing communities:

1. Effective planning;
2. Training and awareness campaigns; and
3. Exercises.

**Application Information**

**December 13, 2024, 5:00 p.m.** – **Deadline for submitting** to [hs@azdohs.gov](mailto:hs@azdohs.gov) no later than **5:00 p.m.**

1. **Investment Justification (IJ) Application**
   1. **Consortium Workbook if applicable**
2. **Arizona NSGP-NSS Supplement Forms, and**
3. **Vulnerability Risk Assessment**

Information and application forms are available at <https://azdohs.gov/nsgp-nss>. No other forms of application will be accepted. ***An application must be submitted by a current employee, personnel, official, staff or leadership that is duly authorized to apply for an award on behalf of the nonprofit organization at the time application. Consultants or contractors of the subrecipient are not permitted to be the authorized organization representative.***

Eligible nonprofit organizations may apply for an award amount:

* + **Up to $200,000 for the NSGP-NSS-UA per site**
  + **Up to $200,000 for the NSGP-NSS-S per site**

**Nonprofit organizations with one site may apply for up to $200,000 for that site. Sub-applicants with multiple sites may apply for up to $200,000 per site, for up to three sites, for a maximum of $600,000 per sub-applicant. A nonprofit organization subapplicant may not exceed a total of six applications (three for NSGP-NSS-S and three for NSGP-NSS-UA) for a total of $600,000 per state. If a sub-applicant applies for projects at multiple sites, regardless of whether the projects are similar in nature, it must include an assessment of the vulnerability and risk unique to each site.**

**Consortium applications are also eligible under the NSGP-NSS. In this case, an eligible entity would apply on behalf of themselves and other eligible entities as a subapplicant to the State Administrative Agency (SAA) (AZDOHS). Consortia may apply through the SAA for an award totaling $1 million. Awards over $250,000 must comply with the Build America, Buy America Act (BABAA). For more information, see Section H.3.a of the NOFO. The $200,000 per site maximum still applies for each individual nonprofit organization within the consortium. For more information, see Section C.3.b and D.10.c. If successful, the lead consortium member will accept the subaward on behalf of the consortium, implement the approved projects/contracts for all consortium member sites, and manage the subaward throughout the period of performance, to include ensuring that all terms and conditions of the subaward are met.**

**Total funding available for consortium applications is limited to 25% of the total NSGP-NSS award allocation, or $52,500,000.**

* **$26,250,000 is available for consortium subapplicants in NSGP-NSS-S.**
* **$26,250,000 is available for consortium subapplicants in NSGP-NSS-UA.**
* Only nonprofit organizations as described under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC), exempt from tax under section 501(a) of such code may apply.
* Applicant must provide a Unique Entity Identifier (UEI) Number. **If applicant has applied but not yet received a UEI from SAM.gov, you may still submit application. However, if a nonprofit organization does not have a valid UEI number by the time the State Administrative Agency is ready to make a subaward, then the State Administrative Agency is not permitted to issue the subaward.**
* Eligible nonprofit organizations **must submit a copy of their organization’s Vulnerability Risk Assessment (on which the application is based) with their application.**
* **Arizona NSGP-NSS Supplement Forms document:** **Complete information on all 7 tabs**.
* Please note that should a nonprofit organization receive an award, an Environmental Planning and Historic Preservation (EHP) compliance review may be required prior to beginning any project. It is suggested that you reflect an EHP application submission/review in the Investment Justification application, Section V Milestones.

**Tips for Completing the NSGP-NSS Investment Justification Application**

* **Review the evaluation and scoring criteria** on pages 40 – 46 of the NSGP-NSS Notice of Funding Opportunity (NOFO).
* **Investment Justification** **Application** (Template) – The IJ Application PDF template is the **ONLY** form that will be accepted. Submissions in any other format are unacceptable and will not be scored. **Please note the naming convention to be used when submitting the Investment Justification.**
* **Investment Justification Application, Part V – Milestones:** Milestones should be within a one-year period starting **5/1/25 and ending 4/30/26**.
* **Save the file** using the following naming convention:
  + For **NSGP-NSS-UA**
    - NSGP-NSS\_UA\_AZ\_Phoenix\_<Nonprofit Name>
  + For **NSGP-NSS-S**
    - NSGP-NSS\_S\_AZ\_<Nonprofit Name>
  + Consortium Applications
    - NSGP-NSS\_UA\_C\_AZ\_Phoenix\_<Consortium Lead Name>
    - NSGP-NSS\_S\_C\_AZ\_<Consortium Lead Name>

**Eligible Applicants**

**CRITERIA**

An eligible nonprofit organization must:

* Meet the description under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code;
* **For NSGP-NSS-UA**, be located within the UA-designated Phoenix urban area; **OR** **for NSGP-NSS-S**, be located outside of the Phoenix urban area;
* Be able to demonstrate, through the application, that the organization is at high risk of a terrorist attack.

**Scope of Eligible Projects**

The following information outlines general allowable and unallowable NSGP-NSS costs guidance.

**Allowable Costs**

**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 and should include consideration of access and functional needs as well as those with limited English proficiency. Planning efforts can also include conducting risk and resilience assessments on increasingly connected cyber and physical systems, on which security depends, using the Resilience Planning Program and related CISA resources. Examples of planning activities allowable under this program include:

* Development and enhancement of security plans and protocols;
* Development or further strengthening of security assessments;
* Emergency contingency plans;
* Evacuation/Shelter-in-place plans;
* Coordination and information sharing with fusion centers; and
* Other project planning activities with prior approval from DHS/FEMA.

**Equipment**

Allowable costs are focused on facility hardening and physical security enhancements. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) 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** on the Authorized Equipment List (AEL).

Per the FEMA NSGP-NSS Notice of Funding Opportunity (Page 33 - 37), equipment **is limited to select items on the Authorized Equipment List.**

All other allowable cost items (**training, contract security, planning, exercise, M&A**) are at the **bottom of the drop-down menu** under **AEL NUMBER & TITLE – EQUIPMENT, PROJECT, OR ACTIVITY**.

The allowable prevention and protection categories and equipment standards for the NSGP-NSS are listed on DHS AEL located on the DHS/FEMA site at [**http://www.fema.gov/authorized-equipment-list**](http://www.fema.gov/authorized-equipment-list). Unless otherwise stated, equipment must meet all mandatory statutory, regulatory and FEMA-adopted standards to be eligible for purchase using these funds, including the Americans with Disabilities Act. In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment, whether with NSGP-NSS funding or other sources of funds (See the Maintenance and Sustainment section for more information). In addition, recipients that are using NSGP-NSS funds to support emergency communications equipment activities must comply with the SAFECOM Guidance on Emergency Communications Grants, including provisions on technical standards that ensure and enhance interoperable communications. This SAFECOM Guidance can be found at <https://www.cisa.gov/safecom/funding>.

Applicants and subapplicants 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 C.F.R. Part 200, including but not limited to 2 C.F.R. §§ 200.310, 200.313, and 200.316. Also see 2 C.F.R. §§ 200.216, 200.471, and FEMA Policy #405-143-1, *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*, regarding prohibitions on covered telecommunications equipment or services.

**Training**

Nonprofit organizations may use NSGP-NSS funds for the following training-related costs:

• Employed or volunteer security staff to attend security-related training within the United States;

• 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);

• Nonprofit organization’s employees, or members/congregants to receive on-site security training.

Allowable training-related costs under the NSGP-NSS are limited to attendance fees for training and related expenses, such as materials, supplies, and/or equipment. Overtime, backfill, and travel expenses are not allowable costs.

Allowable training topics are limited to the protection of critical infrastructure key resources, including physical and cybersecurity, facility hardening, and terrorism/other extremism awareness/employee preparedness including programs such as Community Emergency Response Team (CERT) training, indicators and behaviors indicative of terrorist/other extremist threats, Active Shooter training, and emergency first aid training. Additional examples of allowable training courses include: “Stop the Bleed” training, kits/equipment, and training aids; First Aid and other novice level “you are the help until help arrives” training, kits/equipment, and training aids; and Automatic External Defibrillator (AED) and AED/Basic Life Support training, kits/equipment, and training aids.

Training conducted using NSGP-NSS funds must address a specific threat and/or vulnerability, as identified in the nonprofit organization’s IJ. Training should provide the opportunity to demonstrate and validate skills learned as well as to identify any gaps in these skills.

***Proposed attendance at training courses and all associated costs using the NSGP-NSS must be included in the nonprofit organization’s IJ.***

**Exercise**

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. All shortcomings or gaps—including those identified for children and individuals with access and functional needs—should be identified in an improvement plan. Improvement plans should be dynamic documents with corrective actions continually monitored and implemented as part of improving preparedness through the exercise cycle.

The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. For additional information on HSEEP, refer to <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>. In accordance with HSEEP guidance, subrecipients are reminded of the importance of implementing corrective actions iteratively throughout the progressive exercise cycle. This link provides access to a sample AAR/IP template: <https://preptoolkit.fema.gov/web/hseep-resources/improvement-planning>. Recipients are encouraged to enter their exercise data and AAR/IP in the Preparedness Toolkit at https://preptoolkit.fema.gov/web/hseep-resources.

**Contracted Security**

Contracted security personnel are allowed under this program only as described in this NOFO and must comply with guidance set forth in IB 441. Contracted security costs described in the Investment Justification should include the hourly/daily rate, the number of personnel, and the anticipated number of hours/days the personnel will work over the course of the period of performance. NSGP-NSS funds may not be used to purchase equipment for contracted security.

**Management and Administration (M&A) – Please contact AZDOHS Finance Staff for further clarification on allowable expenses at** [azdohsfinance@azdohs.gov](mailto:azdohsfinance@azdohs.gov).

M&A costs are for activities directly related to the management and administration of the award. M&A activities are those defined as directly relating to the management and administration of NSGP-NSS funds, such as financial management and monitoring. M&A expenses must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

M&A costs are not operational costs, they are the necessary costs incurred in direct support of the grant or as a consequence of the grant and should be allocated across the entire lifecycle of the grant. Examples **include preparing and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment expenditures for financial accounting purposes, and responding to official informational requests from state and federal oversight authorities.**

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-NSS funds
* Meeting-related expenses directly related to M&A of NSGP-NSS funds

**Indirect Costs**

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. 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, and must be provided to DHS/FEMA before indirect costs are charged to the award.

**Maintenance and Sustainment**

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable. Preparedness grant funds may be used to purchase maintenance contracts or agreements, warranty coverage, licenses and user fees. For additional information, see the Preparedness Grants Manual.

**Construction and Renovation**

NSGP-NSS funding may not be used for construction and renovation projects without prior written approval from DHS/FEMA. All recipients of NSGP-NSS funds must request and receive approval from DHS/FEMA before any NSGP-NSS funds are used for any construction or renovation. Additionally, recipients 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-NSS funds may not exceed the greater amount of $1,000,000 or 15 percent (15%) of the NSGP-NSS award.

**Unallowable Costs**

The following projects and costs are considered **ineligible** for award consideration:

* Organization costs, and operational overtime costs
* 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
* Cameras for license plate readers/license plate reader software
* Cameras for facial recognition software
* Weapons or weapons-related training
* Knox boxes