The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year (FY) 2019 Nonprofit Security Grant Program (NSGP)

NOTE: If you are going to apply for this funding opportunity and have **not** obtained a Data Universal Numbering System (DUNS) number and/or **are not** currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html.

A.   Program Description

Issued By
Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Assistance Listings Number (formerly Catalog of Federal Domestic Assistance (CFDA) Number)
97.008

Assistance Listing Title (formerly CFDA Title)
Nonprofit Security Grant Program (NSGP)

Notice of Funding Opportunity Title
Nonprofit Security Grant Program

Notice of Funding Opportunity Number
DHS-19-GPD-008-00-01

Authorizing Authority for Program
Department of Homeland Security Appropriations Act, 2019 (Pub. L. No. 116-6, title III) and Sections 2003 and 2004 of the *Homeland Security Act of 2002* (Pub. L. No. 107-296, as amended) (6 U.S.C. §§ 604 and 605)

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2019 (Pub. L. No. 116-6)

Program Type
New

Program Overview, Objectives and Priorities

   Overview

The FY 2019 NSGP provides funding support for physical security enhancements and other security related activities to nonprofit organizations that are at high risk of a terrorist attack. NSGP seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts.

In FY 2019, there are two funding sources appropriated for nonprofit organizations:
1) Nonprofit Security Grant Program - Urban Area (NSGP-UA): NSGP-UA funds nonprofit organizations located within FY 2019 Urban Area Security Initiative (UASI)-designated urban areas.

2) Nonprofit Security Grant Program - State (NSGP-S): Under NSGP-S, each state will receive a target allocation for nonprofit organizations located outside of FY 2019 UASI-designated urban areas.

Objectives
The FY 2019 NSGP objectives are to support efforts that:
- Build and sustain core capabilities
- Strengthen governance integration between private nonprofit entities and Federal, state, and local governments
- Encourage a whole community approach to security and emergency management

Performance Metrics
Performance metrics for this program are as follows:
- Percent of NSGP funding used to build new capabilities
- Percent of NSGP funding used to sustain existing capabilities

Priorities
The Department of Homeland Security (DHS) continuously evaluates the national risk profile and sets priorities that help ensure appropriate allocation of scarce security dollars. FY 2019 NSGP supports the following two priority areas to:
1) Enhance the protection of soft targets/crowded places
2) Mitigate the loss of life and property against threats and hazards

B. **Federal Award Information**
Award Amounts, Important Dates, and Extensions

Total Available Funding for the NSGP: **$60,000,000**
    Subtotal for NSGP-UA: $50,000,000
    Subtotal for NSGP-S: $10,000,000

NSGP-UA Maximum Award
Each nonprofit organization may apply for up to $100,000 and must apply through their respective State Administrative Agency (SAA).

NSGP-S Maximum Award

The SAA may determine an award cap for individual subawards up to a maximum of $100,000. Nonprofit organizations must apply through their respective SAA.

Period of Performance: **36 months**
Extensions to the period of performance are allowed. For additional information on period of performance extensions, refer to the [Preparedness Grants Manual](#) for information.

Projected Period of Performance Start Date(s):   **September 1, 2019**

Projected Period of Performance End Date(s):   **August 31, 2022**

Funding Instrument: **Grant**

C.   **Eligibility Information**

Eligible Applicants
The SAA is the only entity eligible to apply for FY 2019 NSGP funds on behalf of eligible nonprofit organizations.

Nonprofit organizations must apply for FY 2019 NSGP through their SAA. A list of SAA points of contact is available at: http://www.fema.gov/media-library/assets/documents/28689?id=6363. Nonprofit organizations **may not** apply directly to DHS/FEMA for FY 2019 NSGP funds.

SAAs, in coordination with the Urban Area Working Groups (UAWG) or other relevant state partners, are encouraged to notify and actively inform eligible nonprofit organizations of the availability of FY 2019 NSGP funding.

Eligibility Criteria
Eligible nonprofit organizations are those organizations that are:
1. Described under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code.

    Note: The Internal Revenue Service (IRS) does not require certain organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c)(3) of the IRC. Such organizations are automatically exempt if they meet the requirements of section 501(c)(3). These organizations are not required to provide recognition of exemption. For organizations that the IRS requires to apply for and receive a recognition of exemption under section 501(c)(3), the state may or may not require recognition of exemption, as long as the method chosen is applied consistently.

    Refer to links below for additional information:

    - https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501-c-3-organizations
    - https://www.irs.gov/publications/p557/ch03.html

- https://www.irs.gov/charities-non-profits

2. Able to demonstrate, through the application, that the organization is at high risk of a terrorist attack; and

3. For NSGP-UA, located within a FY 2019 UASI-designated urban area; or for NSGP-S, located outside of a FY 2019 UASI-designated urban area.

Eligible nonprofits located within FY 2019 UASI-designated urban areas may apply to the SAA to receive funding only under NSGP-UA. Eligible nonprofit organizations located outside of FY 2019 UASI-designated urban areas may apply to the SAA to receive funding only under NSGP-S. DHS/FEMA will verify that nonprofits have applied to the correct program and may disqualify the applications of nonprofits that apply to the wrong program.

FY 2019 NSGP Eligible Urban Areas

State/Territory	Urban Area
Arizona	Phoenix Area
California	Anaheim/Santa Ana Area
	Bay Area
	Los Angeles/Long Beach Area
	Riverside Area
	Sacramento Area
	San Diego Area
Colorado	Denver Area
District of Columbia	National Capital Region
Florida	Miami/Fort Lauderdale Area
	Orlando Area
	Tampa Area
Georgia	Atlanta Area
Hawaii	Honolulu Area
Illinois	Chicago Area
Maryland	Baltimore Area
Massachusetts	Boston Area
Michigan	Detroit Area
Minnesota	Twin Cities Area
Missouri	St. Louis Area
Nevada	Las Vegas Area
New Jersey	Jersey City/Newark Area
New York	New York City Area
Oregon	Portland Area
Pennsylvania	Philadelphia Area
	Pittsburgh Area
Texas	Dallas/Fort Worth/Arlington Area

State/Territory			State/Territory		
			Houston Area		
			San Antonio Area		
Virginia			Hampton Roads Area		
Washington			Seattle Area		

NSGP-S Target Allocations

State/Territory	FY 2019 Allocation	State/Territory	FY 2019 Allocation
Alabama	$ 200,000	Montana	$ 150,000
Alaska	$ 100,000	Nebraska	$ 150,000
American Samoa	$ 100,000	Nevada	$ 100,000
Arizona	$ 150,000	New Hampshire	$ 150,000
Arkansas	$ 150,000	New Jersey	$ 150,000
California	$ 300,000	New Mexico	$ 150,000
Colorado	$ 150,000	New York	$ 250,000
Connecticut	$ 200,000	North Carolina	$ 350,000
Delaware	$ 150,000	North Dakota	$ 100,000
District of Columbia	$ -	Northern Mariana Islands	$ 100,000
Florida	$ 300,000	Ohio	$ 350,000
Georgia	$ 250,000	Oklahoma	$ 200,000
Guam	$ 100,000	Oregon	$ 150,000
Hawaii	$ 100,000	Pennsylvania	$ 250,000
Idaho	$ 150,000	Puerto Rico	$ 200,000
Illinois	$ 250,000	Rhode Island	$ 150,000
Indiana	$ 250,000	South Carolina	$ 200,000
Iowa	$ 150,000	South Dakota	$ 100,000
Kansas	$ 150,000	Tennessee	$ 250,000
Kentucky	$ 200,000	Texas	$ 400,000
Louisiana	$ 200,000	U.S. Virgin Islands	$ 100,000
Maine	$ 150,000	Utah	$ 150,000
Maryland	$ 150,000	Vermont	$ 100,000
Massachusetts	$ 250,000	Virginia	$ 200,000
Michigan	$ 250,000	Washington	$ 150,000
Minnesota	$ 150,000	West Virginia	$ 150,000
Mississippi	$ 150,000	Wisconsin	$ 250,000
Missouri	$ 200,000	Wyoming	$ 100,000
Total Allocation			**$ 10,000,000**

Other Eligibility Criteria

National Incident Management System (NIMS) Implementation
Nonprofit subrecipients are not required to adopt and maintain implementation of NIMS.
See the [Preparedness Grants Manual](#) for information on NIMS.

Cost Share or Match
There is no cost share requirement for the FY 2019 NSGP.

D.   **Application and Submission Information**
Key Dates and Times

Date Posted to Grants.gov:	**4/12/2019**

Application Submission Deadline for the SAA:	**5/29/2019, 5:00 PM ET**

Application Submission Deadline for Nonprofit Organizations:
Nonprofit organizations must contact the SAA for the state/territory deadline. Nonprofit applications are due to the SAA before the application submission deadline for the SAA.

SAAs establish all requirements and deadlines to manage their nonprofit sub-application process in support of their submissions to DHS/FEMA. Deadlines and SAA requirements may vary from state/territory to state/territory.

The SAA application deadline is 5/29/2019.

All applications **must** be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. **Due to the competitive nature of the NSGP, DHS/FEMA will not review applications that are not received by the deadline or consider late applications for funding.** DHS/FEMA may, however, extend the application deadline by request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances.

Applicants experiencing technical issues must notify the FEMA Headquarters (HQ) Program Analyst prior to the application deadline. If applicants do not know their FEMA HQ Program Analyst or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET.

Anticipated Funding Selection Date:	**8/2/2019**

Anticipated Award Date:	**No later than September 30, 2019**

Other Key Dates

Event	Suggested Deadline For Completion
Obtain DUNS Number	May 1, 2019
Obtain a valid Employer Identification Number	May 1, 2019
Update SAM registration	May 1, 2019
Submit initial application in Grants.gov	May 22, 2019
Submit final application in ND Grants	May 29, 2019 by 5:00pm ET

Agreeing to Terms and Conditions of the Award
By submitting an application, the applicant agrees to comply with the requirements of this NOFO and the terms and conditions of its award, should the applicant receive an award.

Address to Request Application Package
See the Preparedness Grants Manual for information on requesting and submitting an application.

Content and Form of Application Submission
See the Preparedness Grants Manual for information on requesting and submitting an application.

Unique Entity Identifier and System for Award Management (SAM)
See the Preparedness Grants Manual for information on the Unique Entity Identifier and System for Award Management (SAM).

Electronic Delivery
DHS/FEMA is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS/FEMA requires applicants to submit their initial applications online through Grants.gov and to submit final applications through ND Grants.

How to Register to Apply through Grants.gov
See the Preparedness Grants Manual for information on requesting and submitting an application.

How to Submit an Application to DHS/FEMA via Grants.gov
See the Preparedness Grants Manual for information on requesting and submitting an application.

Submitting the Final Application in the Non-Disaster Grants System (ND Grants)
After submitting the initial application in Grants.gov, eligible applicants will be notified by DHS/FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or at the latest, seven days before the

application deadline. Early registration will allow applicants to have adequate time to start and complete their application.

In ND Grants applicants will be prompted to submit all of the information contained in the following forms which all must be included in the final submission in ND Grants; applicants should review these forms before applying to ensure they have all the information required:

- Standard Form (SF) 424A, Budget Information (Non-construction)
  - For construction under an award, also submit SF-424C, Budget Information (Construction)
- SF-424B, Standard Assurances (Non-construction)
  - For construction under an award, also submit SF-424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities
- Indirect Cost Agreement, if the budget includes indirect costs. If there is no indirect cost agreement and the budget includes indirect costs, then the applicant must contact the HQ Program Analyst for further instructions.

The standard forms can be found here: http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

See the Preparedness Grants Manual for information on preparing and submitting an application.

For assistance registering for the ND Grants system, please contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see https://www.fema.gov/non-disaster-grants-management-system.

NSGP SAA Specific Application Instructions:
In addition, applicants must submit copies of the following in ND Grants:

- Investment Justifications (IJ) from **eligible nonprofits only – one IJ per site, and only one site per IJ, with that site having a physical address (not a PO Box Number)** and for the location(s) that the nonprofit occupies at the time of application;
- SAA Prioritization of Investment Justifications in DHS/FEMA-provided template (OMB Control Number: 1660-0110/FEMA Form 089-24) located in the Related Documents tab of the Grants.gov posting.
  - SAAs must submit a Prioritization of Investment Justifications for NSGP-UA and a separate Prioritization of Investment Justifications for NSGP-S.
  - Each nonprofit organization must be scored and must have a **unique rank** (#1 (one)) being the highest ranked through the total number of applications the SAA scored).
  - States with multiple FY 2019 UASI-designated urban areas must ensure that nonprofits are ranked by urban area; for example, if a state has three urban areas, there should be three groups of ranking.
  - Only eligible nonprofits with complete applications shall be included on the Prioritization of Investment Justifications.

NSGP Nonprofit Organization Specific Application Instructions:

As part of the FY 2019 NSGP application, each eligible nonprofit sub-applicant must submit the following three documents to the SAA:

1. *NSGP IJ*
   Each sub-applicant may apply for up to $100,000 (or for NSGP-S, the SAA capped maximum award). The funding may be requested for multiple sites, but the organization must submit a complete IJ for each site, with only one site per IJ. A fillable IJ form is available in the Related Documents tab of the Grants.gov NSGP posting.

   The IJ must describe each investment proposed for funding. The investments or projects described in the IJ must:

   - Be for the location(s) that the nonprofit occupies at the time of application;
   - Address an identified risk, including threat and vulnerability, and build or sustain a core capability identified in the National Preparedness Goal;
   - Demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by DHS/FEMA;
   - Be both feasible and effective at reducing the risks for which the project was designed;
   - Be able to be fully completed within the three-year period of performance; and
   - Be consistent with all applicable requirements outlined in the NOFO and the Preparedness Grants Manual.

2. *Vulnerability/Risk Assessment*
   Each sub-applicant must include its vulnerability/risk assessment on which the request(s) in the IJ is based.

3. *Mission Statement*
   Each sub-applicant must include its Mission Statement and any mission implementing policies or practices that may elevate the organization's risk. SAAs will use the Mission Statement along with information provided in the applicant's IJ in order to validate the organization is one of the following types: 1) Ideology-based/Spiritual/Religious; 2) Educational; 3) Medical; or 4) Other.

   The organization type is a factor when calculating the final score of the application; see Section E *Application Review Information*, subsection *Final Score.*

The Vulnerability/Risk Assessment and the Mission Statement are **not** to be submitted in ND Grants but should be maintained by the SAA and must be made available to DHS/FEMA upon request.

The NSGP IJ template, DHS/FEMA Form 089-24 (OMB Control Number: 1660-0110) will be available on Grants.gov along with this NOFO.

Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application will receive an acknowledgement of receipt, a tracking number (GRANTXXXXXXXX) from Grants.gov, and an Agency Tracking Number (EMX-2019-XX-XXXX) with the successful transmission of the initial application. This notification does **not** serve as proof of timely submission as the application is not complete until it is submitted in ND Grants. All applications must be received in ND Grants by 5:00 PM Eastern Time on May 29, 2019. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully retrieved by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

Intergovernmental Review
An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (*See* https://www.archives.gov/Federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf).

Funding Restrictions
Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal Government or any other government entity.

For additional information on allowable costs and Funding Restrictions, please refer to the Preparedness Grants Manual.

Pre-Award Costs
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 Representative of the entity. 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.

Cost Principles
Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

Direct Costs
    Planning
Planning costs are allowed under this program only as described in this NOFO.

    Organization
Organization costs are not allowed under this program.

Equipment
Equipment costs are allowed under this program only as described in this NOFO.

Applicants should analyze the costs and 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. § 200.313, located at http://www.ecfr.gov/cgi-bin/text-idx?SID=c836a011886f180dac489e15c059b1aa&node=sg2.1.200_1309.sg2&rgn=div7.

Maintenance and Sustainment
Maintenance and Sustainment costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in DHS/FEMA Policy FP 205-402-125-1 (https://www.fema.gov/media-library/assets/documents/32474). For additional information, see the Preparedness Grants Manual.

Training
Training costs are allowed under this program only as described in this NOFO and the accompanying appendix in the Preparedness Grants Manual.

Exercises
Exercise costs are allowed under this program only as described in this NOFO and the accompanying appendix in the Preparedness Grants Manual.

Construction and Renovation
Construction and renovation costs are allowed under this program only as described in this NOFO and the accompanying appendix in the Preparedness Grants Manual.

For construction costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds for construction or renovation. Limits on the total amount of grant funding that may be used for construction or renovation may apply. See the Preparedness Grants Manual for additional information on construction and renovation.

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

Contracted Security
Contracted security personnel are allowed under this program only as described in this NOFO. The recipient must be able to sustain this capability in future years without NSGP funding. NSGP funds may not be used to purchase equipment for contracted security.

Travel

Domestic travel costs are allowed under this program only as described in this NOFO. International travel is not an allowable cost under NSGP unless approved in advance by DHS/FEMA.

Management and Administration (M&A) Costs
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 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 are allowed under this program as described below.

> **Note**: States must be able to separately account for M&A costs associated with the NSGP-UA award from those associated with the NSGP-S award.

> **SAA (Recipient) for NSGP-UA M&A:**
> The NSGP-UA is a sub-component of the UASI program, and states must ensure that 100 percent of each individual NSGP-UA award is passed through to the nonprofit organizations awarded funding by DHS/FEMA.

> The State may use its UASI funding for M&A purposes associated with administering the NSGP-UA award. However, the state's overall M&A withholding for the NSGP-UA and UASI programs may not exceed 5 percent of the sum total of the state's combined UASI and NSGP-UA awards.

> **SAA (Recipient) for NSGP-S M&A:**
> The NSGP-S is a sub-component of the State Homeland Security Program (SHSP), and states must ensure that 100 percent of each individual NSGP-S award is passed through to the nonprofit organizations awarded funding by DHS/FEMA.

> The state may use its SHSP funding for M&A purposes associated with administering the NSGP-S award. However, the state's overall M&A withholding for the NSGP-S and SHSP programs may not exceed 5 percent of the sum total of the state's combined SHSP and NSGP-S awards.

> **Nonprofit (Subrecipient) for NSGP-UA and NSGP-S M&A:**

Nonprofit organizations that receive a subaward under this program may use and expend up to 5 percent of their FY 2019 NSGP funds for M&A purposes associated with the subaward.

Indirect (Facilities & Administrative [F&A]) 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 (that is, 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.

E.   **Application Review Information**
FY 2019 NSGP applications are to be submitted by nonprofit organizations to their respective SAA. FY 2019 NSGP applications will be reviewed through a two-phase state and Federal review process for completeness, adherence to programmatic guidelines, feasibility, and how well the IJ (project description and justification) addresses the identified risk(s). For FY 2019 NSGP-S, SAAs will make recommendations to DHS/FEMA based on their target allocation and according to the chart listed in the *NSGP-S Process* subsection.

Application Evaluation Criteria
   Programmatic Criteria
   The following are FY 2019 NSGP evaluation criteria:
   - For NSGP-UA: State and Federal verification that the nonprofit organization is located within one of the FY 2019 UASI-designated urban areas; and for NSPG-S, verification that the nonprofit is located outside of one of the FY 2019 UASI-designated urban areas for NSGP-S;
   - Identification and substantiation of current or persistent threats or attacks (from within or outside the United States) by a terrorist organization, network, or cell against the applicant based on their ideology, beliefs, or mission;
   - Symbolic value of the site(s) as a highly recognized regional and/or national or historical institution(s) that renders the site a possible target of terrorism;
   - Role of the applicant nonprofit organization in responding to or recovering from terrorist attacks;
   - Findings from previously conducted threat and/or vulnerability assessments;
   - Integration of nonprofit preparedness with broader state and local preparedness efforts;
   - Complete and feasible IJ that addresses an identified risk, including the assessed threat, vulnerability, and consequence of the risk, and proposes building or sustaining a core capability identified in The National Preparedness Goal; and
   - History of prior funding under NSGP. Not having received prior year NSGP funding is a positive factor when calculating the state score of the application; see Section E. Application Review Information – Review and Selection Process for additional information.

Grant projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the three-year period of performance.

DHS/FEMA will use the information provided in the application, as well as any supporting documentation, to determine the feasibility and effectiveness of the grant project. Information that would assist in the feasibility and effectiveness determination includes the following:

- Scope of work (purpose and objectives of the project, identification of what is being protected).
- Desired outcomes, including expected long-term impact where applicable.
- Summary of status of planning and design accomplished to date (e.g., included in a capital improvement plan).
- Project schedule.

Recipients and subrecipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

Financial Integrity Criteria
Prior to making a Federal award, DHS/FEMA is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Application evaluation criteria may include the following risk-based considerations of the applicant:
1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing Federal awards.
4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

Supplemental Financial Integrity Review
Prior to making a Federal award where the anticipated Federal share of a Federal award will be greater than the simplified acquisition threshold, currently $250,000 (*see* Section 805 of the National Defense Authorization Act for Fiscal Year 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf; *see also* FEMA GPD Information Bulletin No. 434, Increases and Changes to the Micro-Purchase and Simplified Acquisition Thresholds):
- DHS/FEMA is required to review and consider any information about the applicant in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is also accessible through the SAM website.
- An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a Federal awarding agency previously entered.

- DHS/FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants, as described in 2 C.F.R. § 200.205.

Review and Selection Process

Overview

NSGP-UA Process
State Review (NSGP-UA)
Application packages are submitted by the nonprofit organization to the SAA and the UAWG based on the established criteria.

As part of the review for NSGP-UA, the SAAs must:
- Conduct an eligibility review, in coordination with the UAWG.
- Verify that the nonprofit is located within an FY 2019 UASI-designated urban area.
- Review and score all **complete** application packages (including Mission Statements and vulnerability assessments) using the NSGP Scoring Worksheet provided by DHS/FEMA. **Note:** Ten bonus points will be added to the state score for all organizations that have not received NSGP funding in previous years. Including any bonus points, this will be the final state score for the nonprofit.
- Validate the organization type listed in the IJ by assessing the central purpose of the organization described in the Mission Statement, as either 1) Ideology-Based/Spiritual/Religious; 2) Educational; 3) Medical; or 4) Other.
- Prioritize all NSGP IJs by ranking each IJ. Each IJ will receive a **unique rank** (#1 (one) being the highest ranked through the total number of applications the SAA scored).
- For states with multiple FY 2019 UASI-designated urban areas, each urban area must be ranked separately.
- Submit the results of the SAA review of **complete applications from eligible applicants only** to DHS/FEMA using the SAA Prioritization Tracker.
- Retain the mission statements and vulnerability assessments submitted by each nonprofit organization.

The SAA will base the ranking on the SAA's subject matter expertise and discretion with consideration of the following factors:
- **Need**: The relative need for the nonprofit organization compared to the other applicants; and
- **Impact**: The feasibility of the proposed project and how effectively the proposed project addresses the identified need.

Federal Review (NSGP-UA)

The highest-scoring IJs from each submitting urban area are reviewed by a panel made up of DHS/FEMA HQ Program Analysts and Regional Program Analysts or Grants Management Specialists. Federal staff will verify that the nonprofit is located within a FY 2019 UASI-designated urban area. Two Federal reviewers will score each IJ using the NSGP Investment Justification Scoring Worksheet.

Determining the number of applications that will advance to the Federal review:
1) FEMA will organize applications in rank order (based on the state scores) from highest to lowest score.

2) FEMA will select the highest scored projects up to 150 percent of the available funding, which is $75 million for FY 2019 NSGP-UA. At least one IJ from each submitting urban area will be included in the Federal review.

Final Score (NSGP-UA)

To calculate an application's final score, the sum of the applicant's SAA score and the average of the two Federal reviewers' scores will be multiplied:

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

All final application scores will then be sorted in descending order, regardless of urban area, and applicants will be selected from highest to lowest until available FY 2019 NSGP-UA funding has been exhausted. In the event of a tie during the funding determination process, priority will be given to nonprofit organizations that have not received prior year funding, then those ranked highest by their SAA.

DHS/FEMA will use the final results to make funding recommendations to the Secretary of Homeland Security. All final funding determinations will be made by the Secretary of Homeland Security, who retains the discretion to consider other factors and information in addition to DHS/FEMA's funding recommendations.

NSGP-S Process

State Review (NSGP-S)

Application packages are submitted by the nonprofit organization to the SAA based on the established criteria.

The SAA will review applications and recommend to DHS/FEMA which nonprofit organizations should be selected for funding. As part of the state review, the SAAs must:

- Conduct an eligibility review.
- Verify that the nonprofit is located outside an FY 2019 UASI-designated urban area.

- Review and score all **complete** application packages (including vulnerability assessments and mission statement) using the NSGP Scoring Worksheet provided by DHS/FEMA. **Note:** Ten bonus points will be added to the state score for all organizations that have not received NSGP funding in previous years. Including any bonus points, this will be the final state score for the nonprofit.
- Validate the organization type listed in the IJ by assessing the central purpose of the organization described in the Mission Statement, as either 1) Ideology-based/Spiritual/Religious; 2) Educational; 3) Medical; or 4) Other.
- Prioritize all NSGP IJs by ranking each IJ. Each IJ will receive a **unique rank** (#1 [one] being the highest ranked through the total number of applications the SAA scored).
- Submit the results of the state review along with **complete applications from eligible applicants only** to DHS/FEMA using the SAA Prioritization Tracker.
- SAAs must submit IJs that collectively equal the sum of the state's NSGP-S allocation plus $300,000.00 or plus three additional IJs, whichever is greater. This will allow DHS/FEMA to award the next prioritized IJ in instances when an applicant is found to be ineligible or when a significant portion of an IJ includes proposed projects that are unallowable.

   For Example:

State Allocation	Submit IJs That Total This Amount to DHS/FEMA
$100,000	$400,000
$150,000	$450,000
$200,000	$500,000
$250,000	$550,000
$300,000	$600,000
$400,000	$700,000

- Retain the vulnerability assessments submitted by each nonprofit organization.

The SAA will base its recommendations on the SAA's subject matter expertise and discretion with consideration to the following factors:
- **Need**: The relative need for the nonprofit organization compared to the other applicants; and
- **Impact**: The feasibility of the proposed project and how effectively the proposed project addresses the identified need.

Federal Review (NSGP-S)
The IJs submitted by each SAA will be reviewed by DHS/FEMA HQ Program Analysts. Federal staff will verify that the nonprofit organization is located outside of an FY 2019 UASI-designated urban area. Federal reviewers will score each IJ using the NSGP Investment Justification Scoring Worksheet.

Final Score (NSGP-S)

To calculate an application's final score, the sum of the applicant's SAA score and the Federal reviewer's score will be multiplied:

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

Applicants will be selected from highest to lowest scored within their respective state/territory until the available state target allocation has been exhausted. In the event of a tie during the funding determination process, priority will be given to nonprofit organizations that have not received prior year funding, then those prioritized highest by their SAA.

Should additional NSGP-S funding remain unobligated after reviewing all state submissions, FEMA will use the final scores, in part, to determine how the remaining balance of funds will be allocated. Submissions will be selected for funding until the remaining balance of funds is exhausted.

DHS/FEMA will use the final results to make funding recommendations to the Secretary of Homeland Security. All final funding determinations will be made by the Secretary of Homeland Security, who retains the discretion to consider other factors and information in addition to DHS/FEMA's funding recommendations.

F.   Federal Award Administration Information

Notice of Award

See the Preparedness Grants Manual for information on Notice of Award.

Administrative and National Policy Requirements

See the Preparedness Grants Manual for information on Administrative and National Policy requirements, including the DHS Standard Terms and Conditions.

Pass-Through Funding Requirements

Pass-through funding is required under this program. See the Preparedness Grants Manual for information on reporting requirements.

Reporting

See the Preparedness Grants Manual for information on reporting requirements, including financial, programmatic, and closeout reporting and disclosing information per 2 C.F.R. § 180.335.

G.   DHS/FEMA Awarding Agency Contact Information

Contact and Resource Information
Centralized Scheduling and Information Desk (CSID)
CSID is a non-emergency, comprehensive management and information resource developed by DHS/FEMA for grants stakeholders. CSID provides general information on all DHS/FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, state, and local levels. When necessary, recipients will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@fema.gov, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET.

GPD Grant Operations Division
GPD's Grant Operations Division Business Office provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the DHS/FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.gov.

FEMA Regional Offices
DHS/FEMA Regional Offices also may provide fiscal support, including pre- and post-award administration and technical assistance such as conducting cash analysis, financial monitoring, and audit resolution to the grant programs included in this solicitation. GPD will provide programmatic support and technical assistance. FEMA Regional Office contact information is available here.

GPD Environmental Planning and Historic Preservation (GPD EHP)
The FEMA GPD EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects or the EHP review process should be sent to gpdehpinfo@fema.gov. EHP Technical Assistance, including the EHP Screening Form, can be found online.

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

Non-Disaster (ND) Grants
For technical assistance with the ND Grants system, please contact ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday 9:00 a.m. to 5:00 p.m. ET.

Payment and Reporting System (PARS)
DHS/FEMA utilizes the DHS/FEMA Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments.

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

H.   Additional Information

GPD has developed the [Preparedness Grants Manual](#) to guide applicants and recipients of grant funding on how to manage their grants and other resources. Recipients seeking guidance on policies and procedures for managing Preparedness Grants should reference the manual for further information. Examples of information contained in the [Preparedness Grants Manual](#) include:

- Conflicts of Interest in the Administration of Federal Awards and Subawards
- Extensions
- Monitoring
- Procurement Integrity
- Other Post-Award Requirements

Protecting Houses of Worship and Public Venues

Across the United States, Americans congregate in faith-based venues to worship, learn, play, and bond as a community. However, public gatherings are vulnerable, and adversaries may perceive houses of worship as attractive targets where they can inflict mass casualties, cause substantial psychological impacts, and draw extensive media coverage. The Department of Homeland Security Center for Faith-Based & Neighborhood Partnerships (DHS Center) partners with interagency and whole community partners to offers numerous resources to assist faith-based and community organizations with their efforts to prepare for all types of hazards, whether natural or man-made. Technical assistance is provided through presentations, workshops, training, webinars, tabletop exercises, and training. Access to these free resources can be found at www.fema.gov/faith-resources.

Helpful Hints for Nonprofit Organizations

Nonprofit organizations may not apply to FEMA directly.

Nonprofit organizations must apply for FY 2019 NSGP through their SAA. A list of SAA points of contact is available at: http://www.fema.gov/media-library/assets/documents/28689?id=6363.

Nonprofit organizations should contact the respective SAA to:
- Verify the SAA's application deadline. SAAs establish all requirements and deadlines to manage their nonprofit sub application process in support of the SAAs' submissions to DHS/FEMA. Deadlines and state requirements may vary from state to state. The deadline published in this NOFO is for the SAA to apply to DHS/FEMA, not for the nonprofit organization to apply to the SAA.
- Obtain information on any additional state requirements or processes.

Applying for NSGP-UA versus 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.

For nonprofit organizations that are unsure whether or not they are within an FY 2019 UASI-designated urban area, contact the respective SAA.

Nonprofit organizations may not apply to both programs.