

Nonprofit Security Grant Program (NSGP) Investment Justification Template Introduction

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 84 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0110) NOTE: Do not send your completed form to this address.

Security Warning:

When opening the IJ template, some users may see a note that says "Security Warning: some active content has been disabled." Click on the [Options ...] button next to the message, select "Enable this content," then click on the [OK] button. If this is not done, the text boxes may not function properly.

As part of the Nonprofit Security Grant Program (NSGP) application, eligible 501(c)(3) organizations must develop a formal Investment Justification (IJ) that addresses each initiative proposed for funding. These IJs must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities, as well as how the investment supports the building or sustaining of core capabilities within the National Preparedness Goal (the Goal). For more information on the Goal see: <http://www.fema.gov/national-preparedness-goal>. Additionally, the IJ must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by the Federal Emergency Management Agency (FEMA). Applicants must ensure that the IJ is consistent with all applicable requirements outlined below. Each IJ must be for one facility/location.

FEMA has developed guidelines that establish the required IJ content and helps ensure that submissions are organized in a consistent manner while addressing key data requirements. This template (Office of Management and Budget [OMB] Number: 1660-0110/FEMA Form Number: 089-25) may be used by applicants to complete and submit their IJ. Failure to address these data elements in the prescribed format could potentially result in the rejection of the IJ from review consideration.

Applications must use the following file naming convention when submitting required documents for the NSGP-UA: "FY2021_NSGP_UA <State Abbreviation>_<Urban Area>_<Nonprofit Name>"; and NSGP-S: "FY2021_NSGP_S <State Abbreviation>_<Nonprofit Name>"

If using Excel 2007, applicants are required to save the final version of the IJ in the Excel 97-2003 format before submitting. Excel 2007 or PDF formats cannot be accepted. Instructions on saving the IJ template in the Excel 97-2003 format are below in the "Helpful Hints" Section.

Applications should be submitted by the nonprofit organization to the State Administrative Agency (SAA). Applicants should contact their respective SAA to get information on the application deadline and other SAA requirements. If an extension to the deadline is required, nonprofit organizations must consult with their respective SAA/UAWG. The NSGP Scoring Worksheet will be used by the SAA to review and score NSGP applications consistent with the guidelines provided in the NSGP IJ and Selection Criteria as well as ensure consistency with programmatic requirements. The NSGP Scoring Worksheet will be available on Grants.gov.

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Helpful Hints:

Moving through the Investment Justification:

While entering information in the IJ template, applicants should try to minimize the use of the Tab and Enter keys to move between data entry fields. As the template consists of a combination of text boxes and cells, using these keys may cause the cursor to move to an undesired location.

Copying & Pasting in the Investment Justification:

Some applicants may find it helpful to begin drafting their IJ information in MS Word and then pasting this into the Excel-based template. However, please be aware that, when copying and pasting information from Word into the text boxes in the template, any formatting will not carry over. Also, right-clicking in the text boxes in Excel will not provide the usual pop-up menu where you can select Cut, Copy, Paste, or any of the usual such options. To copy from a text box, users must select the text, then use the [Edit] menu in Excel 2003 or the [Home] tab in Excel 2007 and select [Copy]. To paste data into a text box, click in the text box, then use the [Edit] menu in Excel 2003 or the [Home] tab in Excel 2007 and select [Paste].

Character Count:

The data entry fields included in the IJ allow for the maximum number of characters noted for that section, plus an additional number of characters to account for spaces. Once that limit has been reached, users will not be able to include any additional text.

Spell Check:

When using Spell Check in MS Excel, it will not review information entered into the data entry boxes. Therefore, it is suggested that applicants use MS Word to ensure that the entered information is spelled correctly. To use Spell Check in MS Word:

In MS Word 2003

- a) Click on the [Tools] menu
- b) Select [Spelling] and all spelling issues will be displayed

In MS Word 2007

- a) Click on the [Review] tab near the top of the screen
- b) Click on [Spelling & Grammar] and all spelling issues will be displayed

Saving in Excel 2003 Format:

As stated above, if using Excel 2007 to complete the IJ template, applicants are required to save the final version in the Excel 97-2003 format before submitting. To do that:

- a) Click on the Office Button at the top left of the Excel window
- b) Hover over [Save As] in the list
- c) Click on [Excel 97-2003 Workbook]
- d) In the "Save As" Window, chose a location and file name for the new file. Be sure to use the file naming convention or format above.

To begin entering information into the IJ, click on the "Investment Justification" tab below.

NSGP Investment Justification

I. Nonprofit Organization Applicant Information

Identify the Following:

Legal Name of the Organization	<input type="text" value="legal name that will be consistant- we will add an abreviation for organization"/>
Physical Address of the Facility (One Investment Justification per facility; include city, state, and zip code)	<input type="text"/>
County	<input type="text" value="Shawnee"/>
Year the Original Facility was Constructed	<input type="text" value="1901"/>
Organization Type (Short description of organization's ideology, beliefs and mission) (400 character max- not including spaces)	<input type="text" value="Provide opportunity for healing, community unity of nonprofit with the whole community so the world may know hope, faith, love and resilience. To do everything we possibly can to provide services, leadership and fellowship to all cultures, demographics and identities. To do all we can to minister to the needy, addicted, mentally disabled, heal the broken hearted, and preach deliverance to the captives and shepards to the underserved communities."/>
Membership and community served	<input type="text" value="Membership is 200
Community served is 30,000. We are a food and services distrubution center to more than 10 community facilitiess and is also a drug counseling ministry that serves over 500 in the community and local prisons."/>
501(c)(3) Tax-exempt designation	<input type="text" value="Yes"/>
Dun and Bradstreet Number Applications can only be submitted with a current and valid DUNS number; pending DUNS numbers will not be accepted.	<input type="text" value="#####"/>
Urban Area Security Initiative - designated Urban Area (if applicable)	<input type="text" value="Not within a UASI-designated urban area"/>
NSGP Federal Funding Request	<input type="text" value="\$150,000"/>
NSGP Total Project Cost	<input type="text" value="\$270,000"/>
Any Current Contract with DHS (yes/no) This does not include any DHS or NSGP grant funds previously awarded to the nonprofit organization.	<input type="text" value="No"/>
If Yes, please describe:	<input all="" applicable="" applicant="" as="" in="" information="" informational="" is="" it="" provide="" section\""="" should="" the="" type="text" value="N/A (IF yes, FY23 NSGP or other federal grant program)
\"/>
Investment Phase - New or Ongoing	<input type="text" value="New"/>

NSGP Investment Justification

II. Background (2 possible points out of 40)

Describe the nonprofit organization including: (500 character max per text box - not including spaces)

Describe the symbolic value of the site as a highly recognized national or historic institution or significant institution within the community that renders the site as a possible target of terrorism

Our nonprofit has served in the community for over 20 years. In this 20 years, our nonprofit has become a pillar in the community embracing all ages, races, cultures, and individuals of different economic backgrounds. The facility is in a high-risk, predominantly low income area with drugs, crime, and vandalism in the form of painting explicit messages against the church, members, and the community to incite terror. The congregation of the church is comprised of multi-racial ethnicities, to include African Americans, Caucasians, Hispanics, and bi-racial individuals and those with access and functional needs. There is also a dramatic mix of ages, such as children, teens, middle aged adults, and there are many elderly congregants. In addition to the ethnic mix and age groups, there is also an economic mix ranging from the homeless to upper to middle class. Our ministry is based on outreach and embracing individual that are not welcomed in many other circles of society. While outreach is our passion, it leaves concerns of negative habits from those we serve through our drug rehabilitation and prison program. The unique ethnic mixture of our congregation makes us a target for unwanted attention and the fact the church is in a low-income high-risk crime area, leaves us trying to protect against terrorist attacks, terror incited fear from those loitering posing threats in the area, abandoned vehicles, and other criminal acts, which many have occurred in the past.

Scoring Matrix "Applicants must describe their organization, its mission/purpose, the symbolic value of the building/organization, and how these factors may make it the target of an attack."

Describe any previous or existing role in responding to or recovering from terrorist attacks

Our Current position is to deter and prevent any future acts of violence or terrorism. Due to the threat of real-life situations that have taken place on our property in the past, and the threat of the current social climate, such as the rioting that took place in this community 2020, we are on high alert and taking the preventive measures of hardening our facility and the surrounding grounds. A situational awareness team comprised of people in the congregation that are trained in first aid and identifying and managing possible threats is already in place to help until law enforcement can arrive. In addition, the deacons are strategically placed in the church to help man the front doors, while the back doors and side doors remain locked during services. During the operation of the food pantry, which serves 4500 citizens in the community, members are on site to help deter theft and criminal activity while others pass out food to those being served. With the current climate of society, a greater need of increased security is evident as we have seen an increase in drug abuse, families who have lost income, homelessness, and the mentally impaired. There is also a greater need to minister to those who are physically impaired, disabled, elderly and those who are shut in due to health issues. These additional activities thin out our ability to prepare, prevent, respond, mitigate, and recover from acts of terrorism.

Scoring Matrix "Applicants must clearly describe their individual organization's previous or existing role in response to or in recovery efforts to terrorist or other extremist attacks. This should tie into the broader preparedness efforts of state and/or local government."

NSGP Investment Justification

III. Risk (12 possible points out of 40)

DHS defines risk as the product of three principal variables: *Threat, Vulnerability, and Consequences*. In the space below, describe specific findings from **previously conducted risk assessments**, including A) Threats, B) Vulnerabilities, and C) Potential Consequences of an attack.

A) Threat: In considering threat, the applicant should discuss the identification and substantiation of specific threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The applicant should also discuss findings from a risk assessment, police findings, and/or insurance claims specific to the location being applied for including dates and specific threats.

We have a large elder, youth, physically impaired population of our church, we have a heightened and risk as a soft target/crowded place for attacks. The racial tension shown in the form of vandalism in Topeka area, with a concentrated population with mental health issues in the local community, stemming from strained, reduced or terminated assistance. Our outreach can be dangerous and it also poses a threat to our facility and congregation, as we are not currently equipped to deal with domestic terrorism, life-safety threats, or appropriate response to a catastrophic event. We would like to receive funding for the beginning stages of hardening our facility. Our initial Vulnerability/Risk Assessment was conducted in-house which identified physical hardening of the facility as well as Organization, Planning, Training and Equipment needs that included a need of access control, dim lighting was a risk, fire extinguishers needed to be installed, and there was no control over the parking facilities. We have experienced burglary of our outreach supplies and have no way to properly secure the facility. We have received racial threats, local threat of criminal activity, employee & congregational safety concerns which were defined further in Planning, Training, Exercise and Equipment needs to help close those gaps. We also acknowledge a need to increase our capabilities to include those with accessibility needs during an event requiring us to shelter in place or evacuate the building. Scoring Matrix "To substantiate the applicant's risk to a terrorist or other extremist attack, applicants may describe incidents that have occurred at or threats that have been made to their organization. Applicants may also draw from incidents that have occurred at closely related/similar organizations either domestically or internationally; the applicant should make the connection that they are at risk for the same reasons. Local crimes such as burglary, theft, or vandalism without a terrorism, extremism, or hate-related nexus may provide context justification for NSGP funding."

B) Vulnerabilities: In considering vulnerabilities, the applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.

Due to the recommendations of the preliminary self risk assessment, the steps have been taking to lock the back and side doors during service. An additional individual has been assigned to the finance office while money is being counted, and an individual has been assigned to stand post at the main entrance throughout the service to watch door activity. Walkie talkies have been purchased to communicate if any issue arises at either post where individuals have been assigned. While these measures have been taken at this time, it still leaves a plethora of areas that need added security to prevent and deter domestic attacks, acts of violence, vandalism and destruction if an issue were to arise. This could vastly affect the outreach services we provide to the community which include those with accessibility needs, mentally ill, homeless, elderly, children & families, our street ministry and our prisoner reintegration and outreach efforts. We would not be able to recruit and train new volunteers for these ministries, house and disseminate supplies such as food, clothing and household items or provide a central location for worship and education. Scoring Matrix "Applicants must provide a clear description of findings from a completed vulnerability assessment."

C) Potential Consequences: In considering potential consequences, the applicant should discuss potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack.

The negative effects on the organization's assets would be devastating if the natural flow of community service and spiritual service were disrupted by a terrorist attack. The endangerment and treat of losing many lives would devastate the community and could cause a racial uprising in the community. In most cases, especially during the COVID-19 pandemic, we are seeing a greater need for community outreach, as services are spread even thinner due to lay-offs, shutdowns of services that the churches are the last line of survival for most of community members. As jurisdictional services are quickly becoming overwhelmed with increased needs in the community, we are seeing more desperation for goods, services, and spiritual guidance that crime is on the rise. In addition to causing social instability, the more than 4500 individuals we serve annually with education, food, clothing, household goods, school supplies and family guidance would be at a lost. We would not be able to sustain community outreach to include meeting all that are in desperate need of our services which include those with accessibility needs, homeless, prisoners reintegrating back into society, Children & families, the mentally ill and the elderly. Scoring Matrix "Applicants should describe how an attack would impact them, the community served, and if possible/applicable, beyond the immediate individuals served (nearby critical infrastructure, businesses, transportation, schools, etc.)."

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IV. Target Hardening (14 possible points out of 40)

In this section, describe each proposed activity or investment and the identified threat or vulnerability that it addresses as well as the associated cost with each activity or investment. Allowable costs are focused on target hardening activities as well as planning related costs, exercise related costs, contracted security personnel, and security-related training courses and programs limited to the protection of critical infrastructure key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness. Funding can also be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or in protection against the risk of a terrorist attack.

(2,200 character max - not including spaces)

Currently, there are door exits that are closed off because of threat of unlawful entry, we would like to unbar these doors and replace them with more secure doors that would allow us to leave them accessible in case of an emergency, when they would be needed for immediate exit or entry. Currently, there are no lights on the outside of the church building which leaves the church's entry ways dimly lit upon entering and exiting at night. We would like to add lighting to the immediate surroundings of the church to provide a well-lit area to deter criminal activity, vandalism and loitering around the church during the evening hours. Installation of fencing around the air conditioning would prevent theft of the unit. We would also like to fence in the church and the parking lot with a locking gate so unlawful activities would not take place on the property and stolen or abandon cars could not be left as in the past. Fencing would also prohibit easy access to the grounds, reducing the possibility of damage to the facility, attempts to break into the facility to insight terror, safeguard the food pantry and prevent acts of hate crimes of the church's property. The church's van would also be protected, as it is used to deliver food, pick up individual in the community for drug counseling, and church services. CCTV cameras will be added to the outside of the building; one at the front entrance and, and one at the back entrance, two additional cameras will be added to observe the parking lot, one camera would be installed on the opposite side of the church where side doors are located that lead into the sanctuary, an updated camera would be put in the sanctuary, and two cameras will be installed in the basement where the food pantry is located. Replacement of the front doors will provide more destruction and blast resistance to include updated breakaway bars to enable quick exit and access control to heighten security. Management and Administration not to exceed 5 percent of the total grant amount. Front Doors, side and rear doors w/ access control: 20,000, Metal Outdoor fencing and air conditioner fencing: 27,000.00, Lighting 7,000.00, CCTV & 7 Cameras 13,000, This is the only other are (in narrative form) you can list activities and costs that exceed the requesting amount. Scoring Matrix "n narrative form in Section IV-A, applicants must clearly explain what the proposed activities, projects, and/or equipment are, identify their estimated cost, and describe how they will mitigate or address vulnerabilities identified in the vulnerability assessment"

In this section, list all target hardening equipment being proposed. Include the Authorized Equipment List (AEL) number and description, the vulnerability the equipment addresses, and the funding requested.

Allowable equipment is limited to two categories of items on the AEL:

- AEL Section 14 - Physical Security Enhancement Equipment
- AEL Section 15 - Inspection and Screening Systems

The equipment categories are listed on the web based AEL on the FEMA website, <https://www.fema.gov/authorized-equipment-list>.

AEL Number	Description of Item to be Purchased	Vulnerability to be Addressed	Funding Requested
Ex. 14SW-01-ALRM	Systems/Sensors, Alarm	Vulnerable entry	\$67,000
1. 14SW-01-WALL	Barriers: Fences; Jersey Walls	Deter unauthorized access and vehicle foot traffic	\$26,200
2. 14SW-01-LITE	Lighting, Area, Fixed	Increase visibility	\$11,000
3. 14SW-01-PACS	System, Physical Access Control	Building security	\$13,000
4. 14SW-01-DOOR	Doors and Gates, Impact Resistant	Building security against intruders	\$18,000
5. 14SW-01-VIDA	Systems, Video Assessment, Security	Increase visibility and situation awareness	\$12,000
6. M & A	Management & Administration (not to exceed 5% of award)	Cost associated with managing the project	\$2,400
7. Training	Active Shooter Awareness- Alice Training	Staff, volunteer and congregation awareness- 2 trainings	\$4,500
8. Security personell	Contracted Security Personell (2)	special activities, programs and scheduled worship	\$49,000
9. Planning	Contract service-Continuity of Operations Planning	creating, training and implementing a COOP plan	\$40,100
10.			

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V. Milestones (4 possible points out of 40)

Provide description and associated key activities that lead to the milestone event over the NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable. (10 milestones maximum)

	Milestone	State Date	Completion Date
1.	Awarded Grant - Acknowledge and return agreem	10/1/2024	10/12/2024
2.	Complete Environmental Planning and Historic Preservation review process	10/20/2024	11/20/2024
3.	Complete all SAA administrative requirments to release funds	12/1/2024	12/15/2024
4.	Obtain Bids for fencing, exterior lighting, CCTV cameras and Doors doors	12/1/2024	2/1/2025
5.	Instalation of Fencing and Doors	3/15/2025	4/20/2025
6.	Instalation of Exterior Lighting	8/25/2025	9/25/2025
7.	Installation of CCTV cameras	3/19/2026	5/1/2026
8.	Inspect and train staff on new security features	5/1/2026	6/1/2026
9.	Complete project close-out activities- project complete	6/1/2026	7/1/2026
10.	"use realistic milestones throughout and within the entire performance period"		

VI. Project Management (3 possible points out of 40)

Who will manage the project:

Include the name, phone number, and/or email address, and experience of the project manager(s)

Please list a primary and at least a backup contact. Scoring Matrix "Brief description of the project manager(s) and level of experience."

Describe the project management, including:

- Description of any challenges to the effective implementation of this project
- Coordination of the project with State and local homeland security partners

(2,200 character max - not including spaces)

The management of this project will be implemented starting with the first milestone of completeing the EPA and holding a security meeting to review the project time line and next steps of obtaining bids. A meeting will be held to evaluate the progression of the project every month there after until the project and all training is complete. Communication will be scheduled and executed on a regular basis with the state administrave agency and available webinars will be attened to stay up to date on grant information. The only forseable challenges is possible weather patters that could affect the time line when exterior work is being completed.

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VII. Impact (5 possible points out of 40)

What measurable outputs and outcomes will indicate that this Investment is successful at the end of the period of performance?

(2,200 character max - not including spaces)

This nonprofit will have an effective emergency operation plan in case of terrorist attack, natural disaster, or intruder. There will be a well trained Situational Awareness Team (SAT) team and security team that will have the knowledge and the tools to react in case the evacuation plan, lockdown procedure or shelter in place plan needs to be executed. As leadership and as a congregation, we will be prepared to prevent, respond, mitigate and recover from acts of terrorism following the training on the equipment such as security lights, cameras, secure doors, panic alarms, and the training on exit and shelter in place plans. Scoring Matrix "Measurable outputs and outcomes should directly link to the vulnerabilities and consequences outlined in Section III."

Which specific National Preparedness Goal (the Goal) core capabilities does this investment work to achieve? Explain how this Investment supports the building or sustaining of these Goal core capabilities. For more information on the Goal see: <http://www.fema.gov/national-preparedness-goal>.

Soft Targets/Crowded Places, Interdiction and disruption- This investment will delay, divert, in some cases, intercept, halt or secure treats and or hazzards. With the installation of Security alarms, panic alarms, visable and hidden cameras, secure doors, adequet lighting and proper training to reduce or eleminate threats.

Funding History

If the nonprofit organization has received NSGP funding in the past, provide the funding source, funding amount, funding year, and the investment type. If the nonprofit organization has not received NSGP funding in the past, select no and skip to the next section.

NSGP Funding in the Past (yes/no)

Year(s) NSGP Funding Received

No

Funding Amount

Investment Type

Additional Information

Applicant Contact Information

I certify that I am an employee of the aforementioned nonprofit organization or have been hired by the nonprofit organization to apply on their behalf for the NSGP.

Name and e-mail address or phone number

primary contact on this project for all steps and phases