



Nonprofit Security Grant Program -Application Process-

Preview of the Kansas Nonprofit Security Grant Program (NSGP)

- Introductions & Overview
- Application Packet Requirements
- Vulnerability / Risk Assessments
- Eligibility
- Funding Guidelines
- Priorities
- Allowable Costs
- Unallowable Costs
- Application Packet Review
- Application lessons learned
- Resources

Application Packet - What is Required?

1. Obtain a Unique Entity Identifier (UEI)
 - a. Must be obtained through sam.gov before submitting your application packet
2. Complete the Following Documents:
 - a. NSGP Investment Justification (IJ)
 - I. This form can be found at [DataCounts](#)
 - b. Vulnerability / Risk Assessment
 - I. If you cannot schedule an on-site risk assessment, you can utilize a self risk assessment, or contact us directly for assistance
 - c. Mission Statement
 - I. If you do not have a mission statement, you will need to create one

Vulnerability / Risk Assessment

Assessment options:

- Conduct a risk assessment through your local police or sheriff department
- If you cannot coordinate with DHS or trained Law Enforcement to complete an assessment, utilize the **DHS Self-Assessment Tool** and Supporting Resources for Houses of Worship, the **DHS Security Assessment Tool** for schools, or the **REMS Mobile Site Assessment Application**
 - **Houses of Worship**
 - [DHS CISA Houses of Worship Self-Assessment Tool](#)
 - [Self-Assessment Tool User Guide and Survey](#)
 - [Protecting Places of Worship: Six Steps to Enhance Security Against Targeted Violence Fact Sheet](#)
 - [DHS CISA Faith Based Resource Web Site](#)
 - **School Security Assessment Tool**
 - [DHS School Security Assessment Tool \(SSAT\)](#)
 - [REMS Mobile Site Assessment Application](#)

Vulnerability / Risk Assessment

For questions regarding risk assessments, feel free to contact:

Chuck Clanahan (Kansas City KS/MO) at chuck.clanahan@cisa.dhs.gov

Tim Morgan (Kansas District) at timothy.morgan@mail.cisa.dhs.gov

NSGP Eligibility

- The SAA is the only entity eligible to apply for funds on behalf of nonprofit organizations that have been determined to be at high risk of terrorist attack
- Eligible nonprofit organizations are those organizations described under section 501(c)(3) of the Internal Revenue Code of 1986, Title 26 of the U.S.C., and exempt from tax under section 501(a)
 - *If you receive any public tax dollars for operation - you are not eligible*
- For NSGP-UA, nonprofit organizations must be located within one of the UASI designated urban areas, listed in FY 2025 NSGP Notice of Funding Opportunity (NOFO)
- For NSGP-S, nonprofit organizations may be located anywhere within a state or territory, outside of a UASI designated urban area

NSGP Funding Guidelines

- For NSGP-S, the SAA have determined an award cap for individual subawards up to a maximum of \$150,000.00 per applicant (per facility with individual address) not to exceed \$450,000.00 per organization
- This cap allows more nonprofits to complete for funds for security enhancements
- Please do not simply apply for the maximum amount “just because”. All funding needs must be justified and you must be able to complete all activities within the designated performance period set by the SAA

NSGP Funding Guidelines - Continued

- Funding can be used for:
 - contracted security personnel
 - security-related planning
 - security-related exercises
 - security-related training
 - acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization at the time of application

Funds are not for cosmetic improvements, must be specific to security enhancements. FEMA closely scrutinized project descriptions and will place financial holds where it is not clear

Landscaping is not an allowable cost - even if you believe it increases security

Funding is not for long term dependency and is meant to increase self-reliance.

Nonprofits should plan for future self-sustainment

Priority Examples

Priority Area	Example Project Type
Enhancing the Protection of Soft Targets/Crowded Places	<ul style="list-style-type: none">•Private security guards•Physical security enhancements<ul style="list-style-type: none">• Security cameras (CCTV)• Security screening equipment for people and baggage• Access controls: Fencing, gates, barriers, etc.
Planning	<ul style="list-style-type: none">•Conduct or enhancement of security risk assessments•Development of:<ul style="list-style-type: none">• Security plans and protocols• Emergency contingency plans• Evacuation/shelter in place plans
Training & Awareness	<ul style="list-style-type: none">•Active shooter training•Security training for employees•Public awareness/preparedness campaigns
Exercises	<ul style="list-style-type: none">•Response exercises

Allowable Costs - Management & Administration (M&A)

Management and Administration (M&A) activities are costs defined as directly relating to the management and administration of NSGP funds, such as financial management and monitoring. The amount of M&A is specified in each fiscal year's NSGP NOFO and must be within the period of performance.

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 funds.

Meeting-related expenses directly related to M&A of NSGP funds Indirect (Facilities and Administrative [F&A]) Costs.

Note: These must be listed in the IJ and Pre-Approved

Allowable Costs - Equipment

Allowable equipment costs are focused on target hardening and physical security enhancements.

This equipment is limited to select items in the following two sections of items on the Authorized Equipment List (AEL):

Physical Security Enhancement Equipment (Section 14)

Inspection and Screening Systems (Section 15)

Portable radios

Public warning & notification

The Authorized Equipment List (AEL) is located at:

<http://www.fema.gov/authorized-equipment-list>

In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment

Allowable Costs - Maintenance and Sustainment

The use of DHS/FEMA preparedness grant funds are allowable for;

- maintenance contracts
- warranties
- repair or replacement costs
- upgrades

Maintenance Contracts and Warranty Coverage Funded by Preparedness Grants, located at <http://www.fema.gov/media-library/assets/documents/32474> , under all active and future grant awards, unless otherwise noted.

Grant funds are intended to support the National Preparedness Goal and fund projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation.

Eligible maintenance and sustainment costs must be;

- (1) In direct support of existing capabilities
- (2) Must be an otherwise allowable expenditure under the applicable grant program
- (3) Be tied to one of the core capabilities in the five mission areas outlined in the Goal. Additionally, eligible costs may also support equipment, training, and critical resources that have previously been purchased with either federal grant or any other source of funding other than DHS / FEMA preparedness grant program dollars.

Allowable Costs - Construction and Renovation

NSGP funding may not be used for construction and renovation projects *without prior written approval* from DHS / FEMA.

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 funds may not exceed the greater amount of \$100,000.00 or 15% of the NSGP award.

Recipients and sub-recipients are also encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all State and EHP laws and requirements).

Note: Compliance requirements

Allowable Costs - Contracted Security Personnel

Contracted security personnel are allowed under this program only as described in the NOFO and Manual and comply with guidance set forth in IB 421b and IB 441.

➤ NSGP funds *may not be used to purchase equipment for contracted security.*

Important: If you are planning to utilize more than 50% of your award towards personnel costs, an additional step of requesting a waiver through FEMA is required.

Note: Nonprofits must be able to sustain this capability in future years without NSGP funding.

Be specific. Explain the purpose of having contracted security personnel on site. Include a projection / breakout of who, what, when, where, how often, rate of pay, and hours.

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 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

Application Packet - What is Required?

1. Obtain a Unique Entity Identifier (UEI)
 - a. Must be obtained through sam.gov before submitting your application packet
2. Complete the Following Documents:
 - a. NSGP Investment Justification (IJ)
 - I. This form can be found at [DataCounts](#)
 - b. Vulnerability/Risk Assessment
 - I. If you cannot schedule an on-site risk assessment, you can utilize a self risk assessment, or contact us directly for assistance
 - c. Mission Statement
 - I. If you do not have a mission statement, you will need to create one

Application Packet - Continued

Other supporting documents may include:

- Police Reports/ articles / logs of activity that supports your need for security enhancements
- Security team / working group / council meeting minutes or other record supporting

Applications

All applications must be received by the established deadline.

Due to the competitive nature of the NSGP, the SAA will not review applications that are received after the deadline or consider late applications for funding.

There are additional tools and resources to help you through the process at <http://www.datacounts.net/nsgp>

If you have questions about submitting an application for the FY25 grant, contact our team at NSGP.KHP@KS.GOV

[Datacounts](#) or [AstraKansas](#) website questions can be directed to Connie Satzler at csatzler@kansas.net

Application lessons learned

- Review the scoring matrix to give you an edge
https://www.datacounts.net/nsgp/documents/FY22/FY22%20NSGP%20Scoring%20Matrix_FINAL.pdf
- Read the directions on the IJ completely
- Fill in each section
- Do not copy and paste duplicate projects - make sure each facility stands out from each other
- Double check your math equals the requested amount
- Only list allowable items
- Make sure milestones are reasonable and list key actions that receive a score, such as “Environment Historic Preservation (EHP) approval”
- Detail your facility vulnerabilities and Priorities (Target Hardening)
- Review before submitting your packet

RESOURCES

Nonprofit Security Grant Program resources website

<http://datacounts.net/nsgp>

FEMA-NSGP Guidance

<https://www.fema.gov/grants/preparedness/nonprofit-security>

Preparedness Grants Manual

<https://www.fema.gov/grants/preparedness>

Kansas Procurement

<https://www.admin.ks.gov/offices/procurement-and-contracts>

Code of Federal Regulations

<https://www.ecfr.gov/cgi-bin/ECFR?page=browse>



Questions?