

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)**

**Fiscal Year 2021 Nonprofit Security Grant Program (NSGP)**

**NOTE: If you are going to apply for this funding opportunity and have not obtained an Employer Identification Number (EIN), a Data Universal Numbering System (DUNS) number, are not currently registered in the System for Award Management (SAM), or your SAM registration is not active, please take immediate action to obtain an EIN and DUNS Number, if applicable, and then register immediately in SAM or, if applicable, renew your SAM registration. 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>. Detailed information regarding DUNS, EIN, and SAM is also provided in Section D of this NOFO under the subsection titled “How to Register to Apply.” Detailed information regarding the time required for each registration is also provided in Section D of this NOFO under the subsection titled “Other Key Dates.”**

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## **A. Program Description**

### **1. Issued By**

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

### **2. Assistance Listings Number**

97.008

### **3. Assistance Listings Title**

Nonprofit Security Grant Program (NSGP)]

### **4. Funding Opportunity Title**

Fiscal Year 2021 Nonprofit Security Grant Program

### **5. Funding Opportunity Number**

DHS-21-[GPD-[008]-[00]-[01]

### **6. Authorizing Authority for Program**

*Department of Homeland Security Appropriations Act, 2021* (Pub. L. No. 116-260); 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)

### **7. Appropriation Authority for Program**

*Department of Homeland Security Appropriations Act, 2021* (Pub. L. No. 116-260)

### **8. Announcement Type**

Initial

### **9. Program Category**

Preparedness: Community Security

## **10. Program Overview, Objectives, and Priorities**

### **a. Overview**

The Fiscal Year (FY) 2021 Nonprofit Security Grant Program (NSGP) is one of three grant programs that constitute DHS/FEMA's focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, respond to and recover from terrorist 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 attacks. Among the five basic homeland security missions noted in the DHS Strategic Plan, NSGP supports the goal to Strengthen National Preparedness and Resilience.

The 2018-2022 FEMA Strategic Plan creates a shared vision for reducing the risks posed by terrorism and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The NSGP supports the goals of Building a Culture of Preparedness and Readyng the Nation for Catastrophic Disasters. We

invite our stakeholders and partners to also adopt these priorities and join us in building a more prepared and resilient nation.

In FY 2021, there are two funding sources appropriated for nonprofit organizations:

- 1) ***NSGP - Urban Area (NSGP-UA)***: NSGP-UA funds nonprofit organizations located within FY 2021 Urban Area Security Initiative (UASI)-designated urban areas; and
- 2) ***NSGP - State (NSGP-S)***: Under NSGP-S, each state will receive a target allocation for nonprofit organizations located outside of FY 2021 UASI-designated urban areas.

Finally, for FY 2021, DHS is focused on the criticality of information sharing and collaboration to building a national culture of preparedness and protecting against terrorism and other emerging threats to our national security. DHS and its homeland security mission were born from the “failures among federal agencies and between the federal agencies and state and local authorities to share critical information related to the threat of terrorism” prior to the September 11, 2001, attacks.<sup>1</sup> The threat profile has changed in the last two decades – we now face continuous cyber threats by sophisticated actors, threats to soft targets and crowded places, threats to our democratic election process and threats from new and emerging technologies. But information sharing and cooperation among state, local, territorial, and tribal authorities and federal agencies, including all DHS officials, is just as vital, and perhaps even more vital, today. Therefore, for FY 2021, we have identified one priority area, tied to some of the most serious threats that recipients should address with their NSGP funds. Perhaps most importantly, DHS will be focused on forging partnerships to strengthen information sharing and collaboration and looking for recipients to remove barriers to communication and cooperation with DHS and other federal agencies.

**b. Objectives**

The objective of the FY 2021 NSGP is to provide funding for physical security enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist attack. The NSGP also seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts.

**c. Priorities**

Given the evolving threat landscape, it is incumbent upon DHS/FEMA to continuously evaluate the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2021, one area attracts the most concern:

- 1) Enhancing the protection of soft targets/crowded places.

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<sup>1</sup> Homeland Security Act of 2002: Report Together with Minority and Dissenting Views 222, Select Committee on Homeland Security: 107th Congress, U.S. House of Representatives (2002) (H. Rpt. 107-609).

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.

The table below provides a breakdown of these priority areas for the FY 2021 NSGP, showing both the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. A detailed description of allowable investments for each project type is included in the [Preparedness Grants Manual](#).

### FY 2021 NSGP Funding Priorities

Priority Areas	Core Capabilities Enhanced	Lifelines	Example Project Types
<b>National Priorities</b>			
Enhancing the Protection of Soft Targets/Crowded Places	<ul style="list-style-type: none"> <li>• Operational coordination</li> <li>• Public information and warning</li> <li>• Intelligence and Information Sharing</li> <li>• Interdiction and disruption</li> <li>• Screening, search, and detection</li> <li>• Access control and identity verification</li> <li>• Physical protective Measures</li> <li>• Risk management for protection programs and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Safety &amp; Security</li> </ul>	<ul style="list-style-type: none"> <li>• Private contracted security guards</li> <li>• Physical security enhancements               <ul style="list-style-type: none"> <li>○ Closed circuit television (CCTV) security cameras</li> <li>○ Security screening equipment for people and baggage</li> <li>○ Access controls                   <ul style="list-style-type: none"> <li>▪ Fencing, gates, barriers, etc.</li> </ul> </li> </ul> </li> </ul>
<b>Enduring Needs</b>			
Planning	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Risk management for protection programs &amp; activities</li> <li>• Risk &amp; disaster resilience assessment</li> <li>• Threats and hazards identification</li> <li>• Operational coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Safety &amp; Security</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct or enhancement of security risk assessments</li> <li>• Development of:               <ul style="list-style-type: none"> <li>○ Security plans and protocols</li> <li>○ Emergency contingency plans</li> <li>○ Evacuation/shelter in place plans</li> </ul> </li> </ul>
Training & Awareness	<ul style="list-style-type: none"> <li>• Long-term vulnerability reduction</li> <li>• Public information &amp; warning</li> </ul>	<ul style="list-style-type: none"> <li>• Safety &amp; Security</li> </ul>	<ul style="list-style-type: none"> <li>• Active shooter training</li> <li>• Security training for employees</li> <li>• Public awareness/preparedness campaigns</li> </ul>
Exercises	<ul style="list-style-type: none"> <li>• Long-term vulnerability reduction</li> </ul>	<ul style="list-style-type: none"> <li>• Safety &amp; Security</li> </ul>	<ul style="list-style-type: none"> <li>• Response exercises</li> </ul>

## 11. Performance Metrics

Performance metrics for this program are as follows:

- Percentage of funding spent on contract security;
- Percentage of funding spent on target hardening; and
- Percentage of funding spent on training and awareness campaigns.

**B. Federal Award Information**

- |                                    |                      |
|------------------------------------|----------------------|
| 1. Available Funding for the NOFO: | <b>\$180 million</b> |
| Subtotal for NSGP-UA:              | \$90 million         |
| Subtotal for NSGP-S:               | \$90 million         |
| <br>                               |                      |
| 2. Projected Number of Awards:     | <b>56</b>            |

**3. Maximum Award Amount****NSGP-UA Maximum Award**

Nonprofit organizations must apply through their respective State Administrative Agency (SAA). Sub-applicants with one site may apply for up to \$150,000 for that site. Sub-applicants with multiple sites may apply for up to \$150,000 per site, for up to three sites, for a maximum of \$450,000 per sub-applicant. 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. Failure to do so may be cause for rejection of the application.

**NSGP-S Maximum Award**

Nonprofit organizations must apply through their respective SAA. The SAA may determine an award cap for individual subawards. However, the cap may not exceed \$450,000 per sub-applicant, as follows: 1) sub-applicants with one site may apply for up to \$150,000 for that site; 2) sub-applicants with multiple sites may apply for up to \$150,000 per site, for up to three sites, for a maximum of \$450,000 per sub-applicant. 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. Failure to do so may be cause for rejection of the application.

- |                           |                  |
|---------------------------|------------------|
| 4. Period of Performance: | <b>36 months</b> |
|---------------------------|------------------|

Extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to Section H of this NOFO or the [Preparedness Grants Manual](#).

FEMA awards under this program only include one budget period, so it will be same as the period of performance. *See* 2 C.F.R. § 200.1 for definitions of “budget period” and “period of performance.”

- |   |                           |
|---|---------------------------|
| 5. Projected Period of Performance Start Date(s): | <b>October 1, 2021</b>    |
| 6. Projected Period of Performance End Date(s):   | <b>September 30, 2024</b> |
| 7. Funding Instrument Type:                       | <b>Grant</b>              |

**C. Eligibility Information****1. Eligible Applicants**

State governments. **Nonprofit organizations must apply for FY 2021 NSGP through their SAA.** A list of SAA points of contact is available at: <https://www.fema.gov/grants/preparedness/state-administrative-agency-contacts>. **Nonprofit organizations may not apply directly to DHS/FEMA for FY 2021 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 2021 NSGP funding.

## 2. Applicant 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-501c3-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 an FY 2021 UASI-designated urban area; or for NSGP-S, located outside of an FY 2021 UASI-designated urban area.

Eligible nonprofits located within FY 2021 UASI-designated urban areas may apply to the SAA to receive funding only under NSGP-UA. Eligible nonprofit organizations located outside of FY 2021 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.

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a **current employee, personnel, official, staff or leadership** of the non-federal entity; and 2) **duly authorized to apply** for an award on behalf of the non-federal entity at the time of application. Further, the Authorized Organization Representative (AOR) must be a duly

authorized current employee, personnel, official, staff or leadership of the recipient and *provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.*

#### FY 2021 NSGP Eligible Urban Areas

State/Territory	Urban Area
Arizona	Phoenix Area
California	Anaheim/Santa Ana Area
California	Bay Area
California	Los Angeles/Long Beach Area
California	Riverside Area
California	Sacramento Area
California	San Diego Area
Colorado	Denver Area
District of Columbia	National Capital Region
Florida	Miami/Fort Lauderdale Area
Florida	Orlando Area
Florida	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
North Carolina	Charlotte Area
Oregon	Portland Area
Pennsylvania	Philadelphia Area
Texas	Dallas/Fort Worth/Arlington Area
Texas	Houston Area
Texas	San Antonio Area
Virginia	Hampton Roads Area
Washington	Seattle Area



### NSGP-S Target Allocations

State/Territory	FY 2021 Target Allocation	State/Territory	FY 2021 Target Allocation
Alabama	\$1,950,000	Montana	\$1,200,000
Alaska	\$1,200,000	Nebraska	\$1,350,000
American Samoa	\$1,050,000	Nevada	\$1,200,000
Arizona	\$1,500,000	New Hampshire	\$1,200,000
Arkansas	\$1,500,000	New Jersey	\$1,500,000
California	\$2,850,000	New Mexico	\$1,350,000
Colorado	\$1,500,000	New York	\$2,400,000
Connecticut	\$1,650,000	North Carolina	\$2,550,000
Delaware	\$1,200,000	North Dakota	\$1,200,000
District of Columbia	-	Northern Mariana Islands	\$1,050,000
Florida	\$2,550,000	Ohio	\$2,400,000
Georgia	\$2,250,000	Oklahoma	\$1,800,000
Guam	\$1,050,000	Oregon	\$1,500,000
Hawaii	\$1,050,000	Pennsylvania	\$2,100,000
Idaho	\$1,350,000	Puerto Rico	\$1,650,000
Illinois	\$2,250,000	Rhode Island	\$1,200,000
Indiana	\$1,950,000	South Carolina	\$1,950,000
Iowa	\$1,650,000	South Dakota	\$1,200,000
Kansas	\$1,350,000	Tennessee	\$2,250,000
Kentucky	\$1,800,000	Texas	\$3,300,000
Louisiana	\$1,650,000	U.S. Virgin Islands	\$1,050,000
Maine	\$1,200,000	Utah	\$1,350,000
Maryland	\$1,200,000	Vermont	\$1,050,000
Massachusetts	\$2,100,000	Virginia	\$1,800,000
Michigan	\$1,950,000	Washington	\$1,650,000
Minnesota	\$1,500,000	West Virginia	\$1,350,000
Mississippi	\$1,500,000	Wisconsin	\$2,100,000
Missouri	\$1,500,000	Wyoming	\$1,050,000

### 3. Cost Share or Match

There is no cost share requirement for the FY 2021 NSGP.

### D. Application and Submission Information

#### 1. Key Dates and Times

a. *Application Start Date:* **February 25, 2021**

**b. Application Submission Deadline: May 14, 2021 at 5 p.m. Eastern Time**

All applications **must** be received by the established deadline.

**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 to apply to FEMA is **May 14, 2021 at 5 p.m. ET.**

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 their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in Section D of this NOFO.

**FEMA will not review applications that are received after the deadline or consider these late applications for funding.** FEMA may, however, extend the application deadline on 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, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

**Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline.** Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of FEMA means: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, “DHS Awarding Agency Contact Information.” For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or [NDGrants@fema.dhs.gov](mailto:NDGrants@fema.dhs.gov). The ND Grants Service Desk is available Monday through Friday, 9 a.m. – 6 p.m. ET. For programmatic or grants management questions, please contact your Preparedness Officer or Grants Specialist. If applicants do not know who to contact 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](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9 a.m. – 5 p.m. ET.

**c. Anticipated Funding Selection Date :** No later than July 16, 2021

**d. Anticipated Award Date:** No later than September 30, 2021

e. *Other Key Dates*

<b>Event</b>	<b>Suggested Deadline for Completion</b>
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or Updating SAM registration	Four weeks before actual submission deadline
Registering in Grants.gov	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting the final application in <i>ND Grants</i>	By the submission deadline

**2. Agreeing to Terms and Conditions of the Award**

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

**3. Address to Request Application Package**

See the [Preparedness Grants Manual](#) for information on requesting and submitting an application.

Initial applications are processed through the [Grants.gov](#) portal. Final applications are completed and submitted through FEMA's ND Grants System. Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>.

**4. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application**

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) number from Dun & Bradstreet and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide a valid DUNS number, which is currently the unique entity identifier;
- c. Have an account with [login.gov](#);

- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;
- g. Establish an AOR in Grants.gov;
- h. Register in ND Grants;
- i. Submit an initial application in Grants.gov;
- j. Submit the final application in ND Grants, including electronically signing applicable forms; and**
- k. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

Specific instructions on how to apply for, update, or verify a DUNS number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(ii), if an applicant is experiencing exigent circumstances that prevents it from receiving a DUNS number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov) and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain a DUNS number and complete SAM registration within 30 days of the federal award date.

## **5. Electronic Delivery**

DHS 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 encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

## 6. How to Register to Apply through Grants.gov

For information on how to register to apply through Grants.gov, please see the [Preparedness Grants Manual](#).

## 7. How to Submit an Initial Application to FEMA via Grants.gov

Standard Form 424 (SF-424) is the initial application for this NOFO.

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following forms:

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying

For further information on how to submit an initial application via Grants.gov, please see the [Preparedness Grants Manual](#).

## 8. Submitting the Final Application in ND Grants

After submitting the initial application in Grants.gov, eligible applicants will be notified by 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 applications.

Applicants needing assistance registering for the ND Grants system should contact [ndgrants@fema.dhs.gov](mailto: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/grants/guidance-tools/non-disaster-grants-management-system>.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, “Content and Form of Application Submission.”. The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO.

## 9. 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 in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of its 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.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5 p.m. ET** on the application deadline. 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 received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

## 10. Content and Form of Application Submission

### a. *Standard Required Application Forms and Information*

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

### I. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

### II. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
  - **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
  - **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an

indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

Generally, applicants have to submit either the non-construction forms (i.e., SF-424A and SF-424B) or construction forms (i.e., SF-424C and SF-424D), meaning that applicants that only have construction work and do not have any non-construction work need only submit the construction forms (i.e., SF-424C and SF-424D) and not the non-construction forms (i.e., SF-424A and SF-424B), and vice versa. However, applicants who have both construction and non-construction work under this program need to submit both the construction and non-construction forms.

## **b. Program-Specific Required Forms and Information**

### **I. SAA SPECIFIC APPLICATION INSTRUCTIONS**

The following program-specific forms or information are required to be submitted in ND Grants:

- Investment Justifications (IJ) only from eligible nonprofits that meet the following criteria:
  - Are recommended for funding by the SAA;
  - **Are for no more than \$150,000 per site, for no more than three sites, for a maximum of \$450,000 per eligible nonprofit;**
  - **Include one IJ per site, and only one site per IJ<sup>2</sup>;**
  - **Have a physical address (not a PO Box Number);** and
  - Are for location(s) that the nonprofit occupies at the time of application.
- SAA Prioritization of IJs 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 IJs for NSGP-UA and a separate Prioritization of IJs for NSGP-S;
  - SAAs **must** include nonprofit organization application details for each nonprofit organization that applied to the SAA for funding on the State Prioritization of IJs even if not being recommended by the SAA for funding. IJs for applications not being recommended for funding should not be submitted to FEMA;
  - Each nonprofit organization being recommended for funding must be scored and must have a **unique rank** (#1 [one] being the highest ranked through the total number of applications the SAA scored); and

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<sup>2</sup> A nonprofit may procure resources covering similar purposes across multiple sites, but the quantities and costs must be broken down by site in each IJ.

- States with multiple FY 2021 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 rankings.

## II. NONPROFIT ORGANIZATION SPECIFIC APPLICATION INSTRUCTIONS

As part of the FY 2021 NSGP application, each eligible nonprofit sub-applicant must submit the following three documents to the SAA:

### 1. NSGP IJ

**Sub-applicants with one site may apply for up to \$150,000 for that site. Sub-applicants with multiple sites may apply for up to \$150,000 per site, for up to three sites, for a maximum of \$450,000 per sub-applicant (or for NSGP-S, the SAA capped maximum award). If a sub-applicant applies for multiple sites, it must submit one complete IJ for each site.**

A fillable IJ form (DHS/FEMA Form 089-24 (OMB Control Number: 1660-0110) 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 for that site, regardless of whether it is submitting for similar projects at multiple sites;**
- 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](#).

Sub-applicants are required to self-identify with one of the following four categories in the IJ as part of the application process:

1) Ideology-based/Spiritual/Religious	3) Medical
2) Educational	4) Other

### 2. Vulnerability/Risk Assessment

Each sub-applicant must include a vulnerability/risk assessment **unique to the site** the IJ is being submitted for.



### 3. Mission Statement

Each sub-applicant must include its Mission Statement and any mission implementation policies or practices that may elevate the organization's risk. SAAs will use the Mission Statement along with the sub-applicant's self-identification in the IJ, to validate that 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.**

### 11. 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/2020/01/spoc\\_1\\_16\\_2020.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf)).

### 12. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, the terms and conditions of the award, or the Preparedness Grants Manual. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. See 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

Federal funds made available through this award may be used for the purpose set forth in this NOFO, the [Preparedness Grants Manual](#), and the terms and conditions of the 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 awards, 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. See the [Preparedness Grants Manual](#) for more information on funding restrictions and allowable costs.

#### a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain

telecommunications and video surveillance products and contracting with certain entities for national security reasons.

For additional guidance, please refer to [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services \(Interim\)](#).

**Effective August 13, 2020**, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- (1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- (3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

#### **I. REPLACEMENT EQUIPMENT AND SERVICES**

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the [Preparedness Grants Manual](#).

#### **II. DEFINITIONS**

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” *See* 2 C.F.R. § 200.471.

**b. *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 AOR. The request letter must outline what the pre-award costs are for, including a detailed budget breakout of pre-award costs from the post-award costs, and a justification for approval. Please note that pre-award security expenses are not allowable.

**c. *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.

**I. *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 total of the state’s combined UASI and NSGP-UA awards. Additionally, since all costs must be allocable to the applicable grant program, the state must be able to trace the level of expenditures for its UASI M&A costs separately from its NSGP-UA M&A costs, with each set of M&A costs limited to 5 percent of the applicable awards.

## II. 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 total of the state's combined SHSP and NSGP-S awards. Additionally, since all costs must be allocable to the applicable grant program, the state must be able to trace the level of expenditures for its SHSP M&A costs separately from its NSGP-S M&A costs, with each set of M&A costs limited to 5 percent of the applicable awards.

## III. 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 2021 NSGP funds for M&A purposes associated with the subaward.

### d. *Indirect Facilities & Administrative (F&A) Costs*

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Grant Management Specialist for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA Grant Management Specialist for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

### e. *Other Direct Costs*

#### I. PLANNING

Planning costs are allowed under this program only as described in this NOFO and the accompanying appendix in the [Preparedness Grants Manual](#).

#### II. ORGANIZATION

Organization costs are not allowed under this program.

#### III. EQUIPMENT

Equipment costs are allowed under this program only as described in this NOFO and the accompanying appendix in the [Preparedness Grants Manual](#).

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 Property Standards in the [Electronic Code of Federal Regulations \(eCFR\)](#).

**IV. MAINTENANCE AND SUSTAINMENT**

Maintenance and sustainment costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable. For additional information, see the [Preparedness Grants Manual](#).

**V. TRAINING**

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

**VI. EXERCISES**

Exercise costs are allowed under this program only as described in this NOFO and the accompanying appendix in the [Preparedness Grants Manual](#).

**VII. 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.

**VIII. OPERATIONAL OVERTIME**

Operational overtime costs are not allowed under this program.

**IX. CONTRACTED SECURITY**

Contracted security personnel are allowed under this program only as described in this NOFO and the accompanying appendix in the [Preparedness Grants Manual](#). The nonprofit organization must be able to sustain this capability in future years without NSGP funding, and a sustainment plan will be required as part of the closeout package for any award funding this capability. Contracted security costs described in the IJ should include the hourly/daily rate, the number of personnel, and anticipated number of hours/days the personnel will work over the course of the period of performance. NSGP funds may not be used to purchase equipment for contracted security.

Additionally, NSGP recipients and subrecipients may not use more than 50 percent of their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50 percent personnel cap and applicable procedures for seeking a waiver, please see [FEMA Information Bulletin No. 421b, Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security](#)

[Act of 2008 \(Public Law 110-412 – the PRICE Act\).](#)

## **E. Application Review Information**

### **1. Application Evaluation Criteria**

#### **a. *Programmatic Criteria***

FY 2021 NSGP applications are to be submitted by nonprofit organizations to their respective SAA. FY 2021 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 2021 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.

The following are FY 2021 NSGP evaluation criteria:

- For NSGP-UA, state and federal verification that the nonprofit organization is located within one of the FY 2021 UASI-designated urban areas; and for NSGP-S, verification that the nonprofit is located outside of one of the FY 2021 UASI-designated urban areas;
- 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, and/or mission as: 1) an ideology-based/spiritual/religious; 2) educational; 3) medical; or 4) other nonprofit entity;
- 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 **for each site** that addresses an identified risk **unique to that site**, 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); and
- Project schedule.

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

**b. *Financial Integrity Criteria***

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as amended by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- Financial stability;
- Quality of management systems and ability to meet management standards;
- History of performance in managing federal award;
- Reports and findings from audits; and/or
- Ability to effectively implement statutory, regulatory or other requirements.

**c. *Supplemental Financial Integrity Criteria and Review***

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000:

- FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is 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).
- An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- 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. § 200.206.

#### d. **Security Review**

DHS Intelligence and Analysis (I&A) receives a list of potential NSGP awardee organizations, which it reviews against U.S. intelligence community (IC) reporting. Any potentially derogatory information, as well as any potentially mitigating information, that could assist in determining whether a security risk exists is sent to FEMA and is used in making final award decisions.

## 2. **Review and Selection Process**

### **NSGP-UA Process**

#### **State Review**

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 2021 UASI-designated urban area;
- Review and score only **complete** application packages (including mission statements and vulnerability assessments) using the NSGP Scoring Worksheet provided by DHS/FEMA; **Note:** FEMA/DHS will add five bonus points to the state score for all organizations that have not received NSGP funding in previous years;
- Validate the **self-certified organization type listed in the IJ** by assessing the central purpose of the organization described in the mission statement;
- 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 2021 UASI-designated urban areas, each urban area must be ranked separately;
- Submit the results of the SAA review of **complete applications from eligible applicants** to DHS/FEMA using the SAA Prioritization Tracker;
- Submit nonprofit organization application details for **all applications received but not recommended for funding (including incomplete applications and ineligible applicants)** to DHS/FEMA using the SAA Prioritization Tracker (IJs for applications not being recommended for funding should not be submitted to FEMA); and
- 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**

The highest-scoring IJs from each submitting urban area are reviewed by a panel made up



of DHS/FEMA HQ Preparedness Officers and Regional Preparedness Officers or Grants Management Specialists. FEMA typically reviews IJs totaling up to 150% of the available funding. As a part of this, federal staff will also verify that the nonprofit is located within a FY 2021 UASI-designated urban area. 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:

- FEMA will organize applications in rank order (based on the state scores) from highest to lowest score;
- FEMA will select the highest scored projects for a federal review. At least one IJ from each submitting urban area will be included in the federal review.

## Final Score

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

- By a factor of three for ideology-based/spiritual/religious entities;
- 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 2021 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

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 2021 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:** FEMA/DHS will add five bonus points to the state score for all organizations that have not received NSGP funding in previous years;
- Validate the **self-certified organization type listed in the IJ** by assessing the central

- purpose of the organization described in the mission statement;
- 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** to DHS/FEMA using the SAA Prioritization Tracker;
- Submit nonprofit organization application details for **all applications received but not recommended for funding (including incomplete applications and ineligible applicants)** to DHS/FEMA using the SAA Prioritization Tracker (IJs for applications not being recommended for funding should not be submitted to FEMA);
- SAAs must submit IJs that collectively represent three times the sum of the state’s NSGP-S allocation, or the state’s allocation plus \$450,000, 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:

<u>State Allocation</u>	<u>Submit Additional IJs That Total This Amount to DHS/FEMA</u>
\$150,000	\$600,000
\$300,000	\$900,000
\$450,000	\$1,350,000

- 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**

The IJs submitted by each SAA will be reviewed by DHS/FEMA HQ Preparedness Officers. Federal staff will verify that the nonprofit organization is located outside of an FY 2021 UASI-designated urban area. Federal reviewers will score each IJ using the NSGP Investment Justification Scoring Worksheet.

### **Final Score**

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**

### **1. Notice of Award**

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO and the [Preparedness Grants Manual](#) as well as any specific terms and conditions in the Notice of Award to receive an award under this program.** See the [Preparedness Grants Manual](#) for information on Notice of Award.

### **2. Pass-Through Requirements**

Pass-through funding is required under this program. See the [Preparedness Grants Manual](#) for information on these requirements.

### **3. Administrative and National Policy Requirements**

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

In addition to the information regarding DHS Standard Terms and Conditions and Ensuring the Protection of Civil Rights, see the [Preparedness Grants Manual](#) for additional information on administrative and national policy requirements, including the following:

- Environmental Planning and Historic Preservation (EHP) Compliance;
- FirstNet;
- National Incident Management System (NIMS) Implementation; and
- SAFECOM.

#### **a. *DHS Standard Terms and Conditions***

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

**b. *Ensuring the Protection of Civil Rights***

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving [federal financial assistance](#) from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the [DHS Standard Terms and Conditions](#). Additional information on civil rights provisions is available at <https://www.fema.gov/about/offices/equal-rights>.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

**c. *EHP Compliance***

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

**Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process.** The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the [FEMA.gov EHP page](#), the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

The GPD EHP screening form is located at <https://www.fema.gov/media-library/assets/documents/90195>. Additionally, all recipients under this funding opportunity are required to comply with the FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1, available at <https://www.fema.gov/media-library/assets/documents/85376>.

#### **4. Reporting**

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. See the [Preparedness Grants Manual](#) for information on reporting requirements.

#### **5. Monitoring and Oversight**

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

See the [Preparedness Grants Manual](#) for information on monitoring and oversight.

### **G. DHS Awarding Agency Contact Information**

#### **1. Contact and Resource Information**

##### **a. *Program Office Contact***

FEMA has assigned state-specific Preparedness Officers for the NSGP. If you do not know your Preparedness Officer, please contact CSID by phone at (800) 368-6498 or by email at [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9 a.m. – 5 p.m. ET.

##### **b. *Centralized Scheduling and Information Desk (CSID)***

CSID is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. CSID provides general information on all 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.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9 a.m. – 5 p.m. ET.

**c. *GPD Award Administration Division***

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov).

**d. *FEMA Regional Offices***

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 program under this NOFO. GPD will provide programmatic support and technical assistance. FEMA Regional Office contact information is available at <https://www.fema.gov/fema-regional-contacts>.

**e. *Equal Rights***

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to [FEMA-CivilRightsOffice@fema.dhs.gov](mailto:FEMA-CivilRightsOffice@fema.dhs.gov).

**f. *Environmental Planning and Historic Preservation***

GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to [gpdehpinfo@fema.dhs.gov](mailto:gpdehpinfo@fema.dhs.gov).

**2. Systems Information**

**a. *Grants.gov***

For technical assistance with [Grants.gov](https://www.grants.gov), call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at [support@grants.gov](mailto:support@grants.gov).

**b. *Non-Disaster (ND) Grants***

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800) 865-4076, Monday through Friday, 9 a.m. – 6 p.m. ET. User resources are available at <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system>.

**c. *Payment and Reporting System (PARS)***

FEMA uses the [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email [ask-GMD@fema.dhs.gov](mailto:ask-GMD@fema.dhs.gov).

## **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 Preparedness Grants Manual for further information. Examples of information contained in the [Preparedness Grants Manual](#) include:

- Actions to Address Noncompliance;
- Audits;
- Case Studies and Use of Grant-Funded Resources During Real-World Incident Operations;
- Community Lifelines;
- Conflicts of Interest in the Administration of Federal Awards and Subawards;
- Disability Integration;
- National Incident Management System;
- Payment Information;
- Period of Performance Extensions;
- Procurement Integrity;
- Record Retention;
- Whole Community Preparedness; and
- Other Post-Award Requirements.

### **1. Termination Provisions**

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

#### **a. *Noncompliance***

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO or in the [Preparedness Grants Manual](#).

#### **b. *With the Consent of the Recipient***

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

**c. *Notification by the Recipient***

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

**2. *Period of Performance Extensions***

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's FEMA Preparedness Officer and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Preparedness Officer as needed when preparing an extension request. Please refer to the [Preparedness Grants Manual](#) for more detail on the requirements for submitting a POP extension request.

**3. *Additional Program-Specific Information***

**a. *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 DHS Center for Faith-Based & Neighborhood Partnerships (DHS Center) partners with interagency and whole community partners to offer 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](http://www.fema.gov/faith-resources).

**b. *Helpful Hints for Nonprofit Organizations***

**Nonprofit organizations may not apply to FEMA directly.** Nonprofit organizations must apply for FY 2021 NSGP through their SAA. A list of SAA points of contact is available at [https://www.fema.gov/sites/default/files/2020-08/fema\\_saa-contacts\\_march-2020.pdf?id=6363](https://www.fema.gov/sites/default/files/2020-08/fema_saa-contacts_march-2020.pdf?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 2021 UASI-designated urban area may only apply to NSGP-UA. Nonprofit organizations located outside of an FY 2021 UASI-designated urban area may only apply to NSGP-S.

For nonprofit organizations that are unsure whether or not they are within an FY 2021 UASI-designated urban area, contact the respective SAA. A list of SAA contacts can be found at <https://www.fema.gov/grants/preparedness/state-administrative-agency-contacts>. **Nonprofit organizations may not apply to both programs.**