

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Notice of Funding Opportunity**



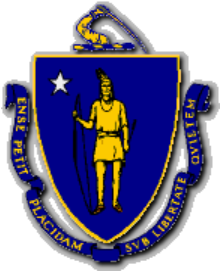
**FFY 2019 Nonprofit Security
Grant Program**

**Charles D. Baker
Governor**

**Karyn E. Polito
Lieutenant Governor**

**Thomas A. Turco, III
Secretary**

**Kevin J. Stanton
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KARYN E. POLITO
Lt. Governor

THOMAS A. TURCO, III
Secretary

**JEANNE BENINCASA
THORPE**
Undersecretary

April 16, 2019

Dear Non-Profit Partners,

Thank you for all that you do to keep the Commonwealth safe. For those of you that I have not had the pleasure of meeting yet, it is with great honor to announce that I have been appointed by Governor Baker to serve as your new Undersecretary of Homeland Security at the Executive Office of Public Safety and Security (EOPSS).

I believe it is my mission to do all that I can to safeguard our citizens, our state, and our values with honor and integrity. As all of you are quite aware, threats to our safety and security are constantly evolving, and require all of us to assess and adapt our strategies as needed to effectively address and thwart such criminal activity.

These federal dollars that you are applying for are so vital to ensuring our public safety. I want to commend all of our previous sub-recipients for spending these dollars with the utmost integrity and directing our funds to the most critical needs.

It is my highest priority to resource and collaborate with our stakeholders across all levels of government; including non-profit agencies and the private sector to build a true culture of preparedness across the Commonwealth of Massachusetts.

I believe that our relationship will be fundamental in meeting and achieving the goals and objectives that we identify together during the next four years.

I look forward to working with all of you in this new capacity.

Sincerely,
Jeanne Benincasa Thorpe
Undersecretary of Homeland Security

Federal Fiscal Year 2019 Nonprofit Security Grant Program Notice of Funding Opportunity

Overview

The U.S. Department of Homeland Security's (DHS), Federal Emergency Management Agency (FEMA), Federal Fiscal Year (FFY) 2019 Nonprofit Security Grant Program (NSGP) provides funding support for target hardening and other physical security enhancements to nonprofit organizations that are at high-risk of terrorist attack.

Funding for this NOFO will come from the FFY2019 NSGP award to EOPSS (Federal Award ID# and Total Federal Award amount will be provided once received from DHS/FEMA). The anticipated federal performance period will be September 1, 2019 through September 30, 2022. Catalog of Federal Domestic Assistance (CFSA Number): 97.008, CFDA Title: Nonprofit Security Grant Program (NSGP).

As the State Administrative Agency (SAA), the Massachusetts Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) is the **only** entity in Massachusetts that may submit FFY 2019 NSGP applications (also referred to as Investment Justifications) directly to the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA). All applications from eligible nonprofits for FFY 2019 NSGP funding must be submitted to OGR. Final award decisions will be made by DHS/FEMA.

Applicants are encouraged to review the FEMA's FFY 2019 Notice of Funding Opportunity as a guide for completing their application / Investment Justification for FFY 2019 Nonprofit Security Grant Program (NSGP). FFY 2019 NOFO for NSGP can be found on FEMA's website: <https://www.fema.gov/nonprofit-security-grant-program>

The FFY 2019 NSGP NOFO contains multiple funding allocations appropriated for nonprofit organizations regardless of whether they are located within FFY 2019 Urban Area Security Initiative (UASI) designated urban areas. As in previous fiscal years, the **Nonprofit Security Grant Program - Urban Area** (NSGP-UA) will be a competitive grant program that funds nonprofits located in UASI-designated urban areas (Boston, Brookline, Cambridge, Chelsea, Everett, Quincy, Revere, Somerville, Winthrop). Under the **Nonprofit Security Grant Program - State** (NSGP-S), each state will receive an allocation for nonprofit organizations located outside of FFY 2019 Urban Area Security Initiative (UASI) designated urban areas.

Nonprofit Security Grant Program (NSGP) Applications are due no later than 5/10/2019

Estimated Available Funding Total nationwide for the FFY 2019 (NSGP) is \$60,000,000

\$50,000,000 NSGP-UA

\$10,000,000 NSGP-S

Maximum Funding Request for NSGP-UA: Up to \$100,000.00 per applicant.

Maximum Funding Request for NSGP-S: Up to \$100,000.00 per applicant.

Project Period of Performance

The estimated project period of performance will be September 1, 2019 through August 31, 2022. Please adhere to this timeframe in the Investment Justification's Milestones section.

Nonprofit Security Grant Program (NSGP) Key Dates:

- 4/24/19 **Deadline for all questions**
- 5/10/19 **Applications Due by 5:00 p.m.**

Eligible Applicants

Nonprofit organizations as 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 and at high-risk of terrorist attack.

Criteria for determining eligible applicants who are at high-risk of terrorist attack include, but are not limited to:

- Identification and substantiation (e.g., police reports or insurance claims) of prior threats or attacks (from within or outside the U.S.) by a terrorist organization, network, or cell against the applicant or closely related organizations;
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as possible target of terrorism;
- Role of the applicant in responding to or recovering from terrorist attacks;
- Findings from previously conducted risk assessments including threat or vulnerability.

Application Requirements:

1. **Investment Justification (IJ)** - To apply for FFY2019 NSGP funds applicants must submit an Investment Justification **utilizing the FFY 2019 NSGP Investment Justification Template** available at <https://www.mass.gov/how-to/apply-for-a-nonprofit-security-grant>

Each applicant may apply for up to \$100,000. The funding may be requested for multiple sites, but the organization must submit a complete IJ for each site, with only one site per IJ.

Each applicant must develop an IJ that addresses its investment proposed for funding. The IJ must address an identified risk, including threat and vulnerability, and build or sustain a core capability identified in the National Preparedness Goal. The IJ must demonstrate the ability to provide enhancements consistent with the purpose of the NSGP program and guidance provided by DHS/FEMA.

NSGP 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 by **August 31, 2022**.

Applicants should review FEMA's FFY 2019 NSGP NOFO and ensure their IJ is consistent with all applicable requirements outlined in the FFY 2019 NSGP Notice of Funding Opportunity (NOFO) available at <https://www.fema.gov/nonprofit-security-grant-program> as well as support the National Preparedness Goal available at <http://www.fema.gov/national-preparedness-goal>.

2. **Vulnerability and Risk Assessment** - In order to be eligible for this grant funding each applicant must submit with its application a vulnerability and risk assessment as a separate attachment in a PDF or Word format.

3. **Mission Statement** - Each applicant must include with its application its Mission Statement in a PDF or Word format. Recognizing the impact an organization's ideology, beliefs, or mission may have on their risk of potential terror threats, SAA's will use the Mission Statement along with information provided in the applicant's IJ in order to validate the organization type. The central purpose of the organization described in the Mission Statement will be used to validate the organizations type identified in the IJ as either 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.
4. **Unique Entity Identifier** - All applicants must provide a valid DUNS number in its application;

Information on obtaining a DUNS number is available from Grants.gov at:
www.grants.gov/web/grants/register.html
5. **Sub-grantee Risk Assessment Form** - Federal regulations included in 2 CFR §200.331 require OGR to evaluate each sub-recipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the sub-award for purposes of determining the appropriate sub-recipient monitoring. NSGP applicants must complete this form and submit it with the applications. The form may be downloaded from <https://www.mass.gov/how-to/apply-for-a-nonprofit-security-grant>
6. **FFATA Required** - All those who receive an award under this program must comply with the Federal Funding Accountability and Transparency Act (FFATA). More information on this requirement will be provided by OGR during the contracting phase.

Allowable Costs

Funds must be spent in compliance with applicable rules and regulations noted in the FFY 2019 NSGP NOFO.

1. **Equipment** - Funding may be used for the acquisition and installation of security equipment on real property owned or leased by the nonprofit organization, specifically to prevent or protect against a terrorist attack. Equipment is limited to two categories of items on the Authorized Equipment List (AEL):
 - Physical Security Enhancement Equipment (Category 14)
 - Inspection and Screening Systems (Category 15)
The equipment categories are listed on the web-based AEL located on the DHS/FEMA site at www.fema.gov/authorized-equipment-list.
2. **Planning** - Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities. Planning must be related to the protection of the facility and the people within the facility and should include those with access and functional needs as well as those with limited English proficiency. Examples of planning activities allowable under this program include:
 - Development and enhancement of security plans and protocols
 - Development or further strengthening of security assessments

- Emergency contingency plans
- Evacuation/Shelter-in-place plans

3. Training – Nonprofit organizations may use NSGP funds for the following training-related costs:

- Employed or volunteer security staff to attend security-related training within the United States
- Employed or volunteer staff to attend security-related training within the United States with the intent of training other employees or members/congregants upon completion of the training (“train-the-trainer” type course)
- Nonprofit organization’s employees, or members/congregants to receive on-site security training.

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

Allowable training topics are limited to the protection of critical infrastructure key resources, including physical and cybersecurity, target hardening, and terrorism awareness/employee preparedness including programs such as Community Emergency Response Teams (CERT) training, Active Shooter training, and emergency first aid training. Training conducted using NSGP funds must address a specific threat and/or vulnerability, as identified in the nonprofit organization’s IJ. Training should provide the opportunity to demonstrate and validate skills learned as well as to identify any gaps in these skills. **Proposed attendance at training courses and all associated costs using the NSGP must be included in the nonprofit organization’s IJ.**

4. Exercises – Funding may be used to conduct security-related exercises. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, and documentation. Exercises afford organizations the opportunity to validate plans and procedures, evaluate capabilities, and assess progress toward meeting capability targets in a controlled, low-risk setting. All shortcomings or gaps- including those identified for children and individuals with access and functional needs- should be identified in an improvement plan. Improvement plans should be dynamic documents with corrective actions continually monitored and implemented as part of improving preparedness through the exercise cycle.

The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. For additional information on HSEEP, refer to <https://www.fema.gov/exercise>

5. Nonprofit Management and Administration (M&A) – M& A activities are those costs defined as directly relating to the management and administration of NSGP funds, such as financial management and monitoring. Nonprofit organizations that receive an award under this program may use and expend up to five percent (5%) of their FY 2019 NSGP funds for M&A purposes.

6. Indirect (Facilities & Administrative [F&A]) Costs - Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never

received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f). Recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award. A copy of the approved rate is required at the time of application and must be provided to DHS/FEMA before indirect costs are charged to the award.

- 7. Construction and Renovation** - Any applicant considering submitting an application that involves construction and renovation cost must contact OGR prior to submission. All recipients of NSGP funds must request and receive prior written approval from DHS/FEMA before any funds are used for construction or renovation. The total costs of any construction or renovation paid for using NSGP funds may not exceed 15 percent (15%).
- 8. Maintenance and Sustainment** - Funding may be used for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees as described in DHS/FEMA Policy FP 205-402-125-1.

Unallowable Costs:

Examples of unallowable costs are listed below:

- Hiring of public safety personnel
- Organization costs, and operational overtime costs
- General-use expenditures
- Overtime and backfill
- Weapons, weapons systems and accessories, and ammunition;
- Initiatives that do not address the implementation of programs/initiatives to build prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities;
- The development of risk/vulnerability assessment models;
- Initiatives that fund risk or vulnerability security assessments or the development of the Investment Justification;
- Initiatives in which Federal agencies are the beneficiary or that enhance Federal property;
- Initiatives that study technology development;
- Proof-of-concept initiatives;
- Initiatives that duplicate capabilities being provided by the Federal government;
- Organizational operating expenses; and
- Reimbursement of pre-award security expenses are all not allowable.

Environmental Planning and Historic Preservation Compliance

DHS/FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for DHS/FEMA funding. DHS/FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review process to ensure that funded activities comply with various federal laws. A sub-recipient shall provide any information requested by DHS/FEMA to ensure compliance with applicable EHP requirements. An EHP review will be coordinated through EOPSS and must be completed before any grant-funded purchases may be made.

OGR will work with those awarded grants on the completion and submission of EHP forms (if completion of forms is deemed necessary). These forms are **not** due with the application.

Other Grant Requirements

Sub-recipients of FFY 2019 NSGP funding will be required, during their active contract periods, to

submit quarterly financial and progress reports to OGR. OGR and DHS/FEMA reserve the right to conduct programmatic and financial site visits with sub-recipients during and after the contract period.

Sub-grant conditions: Sub-recipients will also be required to sign the OGR General Sub-recipient Grant Conditions. Key applicable elements of this document will be reviewed with sub-recipients at the beginning of contract period.

Application/Investment Justification Submission Information

Electronic applications/Investment Justifications are **due no later than 5:00 pm on May 10, 2019** and must be submitted to nsgp.pc@mass.gov with the subject line:

- FFY 2019 UASI NSGP- UA <Nonprofit Name>.”
- FFY 2019 UASI NSGP- S <Nonprofit Name>.”

Late applications will not be accepted.

Application documents must use the following file naming convention:

- **For NSGP-UA:** Investment Justifications: NSGP <MA> <Metro Boston> <Nonprofit Name>
- **For NSGP-S:** Investment Justifications: NSGP-S <MA> <Nonprofit Name>

An application must be in the form of the FFY 2019 NSGP Investment Justification Template, available at <https://www.mass.gov/how-to/apply-for-a-nonprofit-security-grant> a mission statement, a vulnerability assessment, and an indirect cost rate agreement if applicable.

The application **must** be accompanied by a copy of the organization’s mission statement **and** a vulnerability assessment. These documents must be submitted in Word or PDF format. Any indirect cost rate document included must be in one of these formats.

Do not include letters of support with your application as they will not be reviewed or considered.

Application Review and Award Announcements

With the assistance of outside reviewers, OGR will review all applications received by the above deadline and then submit eligible applications to DHS/FEMA for final review and award decisions. It is estimated that DHS/FEMA will inform EOPSS/OGR of any awards by October 2019. Upon receipt of this information, OGR will notify all applicants. DHS/FEMA will award EOPSS/OGR any NSGP funding by **October, 2019**. OGR will aim to enter into contracts with successful applicants by **November, 2019**, contingent upon awardees providing all necessary signed contract documentation back to OGR in a timely manner.

Evaluation Criteria

IJs will be evaluated based on the evaluation criteria listed below; it is important that applicant’s IJs clearly and completely address these requirements.

- Identification and substantiation of current or persistent threats or attacks (from within or outside the U.S.) by a terrorist organization, network, or cell against the applicant based on their ideology, beliefs, or mission;
- Symbolic value of the site(s) as a highly recognized regional and/or vulnerability assessment;
- Role of the applicant nonprofit organization in responding to or recovering from terrorist attack;
- Findings from previously conducted threat and/or vulnerability assessments;

- Complete and feasible IJ that addresses an identified risk, including the assessed threat, vulnerability, and consequence of the risk, and proposes building or sustaining a core capability identified in The National Preparedness Goal.

Application Assistance

Written questions on general application process matters may be sent to nsgp.pc@mass.gov