

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



**Federal Fiscal Year 2021  
Nonprofit Security Grant Program  
Application Instructions**

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Governor**

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**Federal Fiscal Year 2021  
Notice of Funding Opportunity  
Office of Grants and Research**

**March 10, 2021**

**Overview**

The U.S. Department of Homeland Security’s (DHS) Federal Fiscal Year (FFY) 2021 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.

In Fiscal Year (FY) 2021, multiple funding allocations have been appropriated for nonprofit organizations regardless of whether they are located within the 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. *In Massachusetts, the UASI Metro Boston area is Boston, Brookline, Cambridge, Chelsea, Everett, Quincy, Revere, Somerville, and Winthrop.* Under the **Nonprofit Security Grant Program - State** (NSGP-S), each state will receive an allocation for nonprofit organizations located outside of the Urban Area Security Initiative (UASI)-designated urban areas.

As the State Administrative Agency (SAA), the Massachusetts Executive Office of Public Safety and Security’s Office of Grants and Research (OGR) is the **ONLY** entity in Massachusetts that may submit FFY 2021 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 2021 NSGP funding must be submitted to OGR. Final award decisions will be made by DHS/FEMA.

<b>Maximum Funding Request for MA Applicants</b>	
<b>Maximum Funding Request for NSGP-UA</b>	<b>Up to \$150,000/applicant</b>
<b>Maximum Funding Request for NSGP-S</b>	<b>Up to \$100,000/applicant</b>

**Project Period of Performance**

The project period of performance will end no later than **December 31, 2023**. Please adhere to this timeframe in the Investment Justification’s Milestones section.

**Nonprofit Security Grant Program (NSGP) Key Dates:**

<b>TENTATIVE DATE</b>	<b>TASK</b>
March 10, 2021	OGR will release/post Notice of Funding Opportunity for NSGP
March 19, 2021	Application Assistance Webinar
<b>April 5, 2021</b>	<b>Deadline to submit Application (IJ), Signature Page, Vulnerability Assessment, Mission Statement, and OGR Risk Assessment by 4:00 p.m.</b>
Award Notification	<b>September 2021</b>
Performance Period	<b>November 2021-December 2023</b>

**Eligible Applicants:**

Nonprofit organizations (as described under section 501(c) (3) of the Internal Revenue Code of 1986) at high-risk of terrorist attacks.

Criteria for determining eligible applicants who are at high-risk of terrorist attacks 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 a 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 FFY2021 NSGP funds, applicants must submit an Investment Justification (IJ) **utilizing the FFY 2021 NSGP IJ Template** available at: <https://www.mass.gov/how-to/apply-for-a-nonprofit-security-grant>

Only one IJ is permitted per site, for no more than 3 sites for a **maximum of \$450,000 NSGP-UA and \$300,000 NSGP-S**. The site must have a physical address (not a PO Box #) to be considered eligible. The nonprofit must occupy the location at the time of application.

Each applicant must develop an IJ that addresses the investments it will make with their proposed 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 **December 31, 2023**.

Applicants must ensure that their IJ is consistent with all applicable requirements outlined in the FFY 2021 NSGP Notice of Funding Opportunity (NOFO) available at <https://www.fema.gov/media-collection/nonprofit-security-grant-program-notices-funding-opportunity> as well as support the National Preparedness Goal available at [https://www.fema.gov/sites/default/files/2020-06/national\\_preparedness\\_goal\\_2nd\\_edition.pdf](https://www.fema.gov/sites/default/files/2020-06/national_preparedness_goal_2nd_edition.pdf)

##### **2. Applicant Signature Page**

Each applicant must include with its application the Signature Page signed by the nonprofit organization's representative and original mailed to the NSGP program coordinator.

##### **3. Vulnerability Assessment**

In order to be eligible for this grant funding, each applicant must submit with its application a vulnerability assessment **unique to the site** the IJ is being submitted for as a separate attachment in a PDF or Word format.

##### **4. 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.

- 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 download from <https://www.mass.gov/how-to/apply-for-a-nonprofit-security-grant>

## **Allowable Costs**

Funds must be spent in compliance with applicable rules and regulations noted in the FFY 2021 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)
- Notification and Warning Systems
- Radios and Public Address Systems

The equipment categories are listed on the web-based AEL located on the DHS/FEMA site at [www.fema.gov/authorized-equipment-list](http://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.

### **3. Training/Exercises**

Nonprofit organization security personnel may use NSGP funds to attend security-related training courses, exercises and programs in the United States. Allowable training-related costs under NSGP are limited to attendance fees for the training, and related expenses, such as materials, supplies, and/or equipment. Overtime, backfill, and/or travel expenses are **not** allowable costs. Allowable training topics are limited to the protection of Critical Infrastructure/Key Resources (CI/KR), including physical and cyber security, target hardening, and terrorism awareness/employee preparedness programs such as Community Emergency Response Team (CERT) training, Active Shooter training and emergency first aid.

Training conducted using NSGP funds must address a specific threat, vulnerability and/or consequence, as identified in the nonprofit's Investment Justification. Proposed attendance at training courses and all associated costs leveraging the FY 2021 NSGP must be included in the nonprofit organization's Investment Justification. Proposed attendance at training/exercises and all associated costs using NSGP must be included in the IJ.

**4. Nonprofit Management and Administration (M&A)**

Nonprofit organizations that receive an award under this program may use and expend up to five percent (5%) of their FY 2021 NSGP funds for M&A purposes.

**5. 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.

**6. 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 approval from DHS/FEMA before any funds are used for construction or renovation.

**7. 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.

**8. Contracted Security**

The recipient must be able to sustain this capability in future years without NSGP funding, and a sustainment plan will be part of the closeout package for any award funding this capability. NSGP funds may not be used to purchase equipment for contracted security. 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.

Additionally, NSGP recipients and subrecipients may not use more than 50% of their award to pay for personnel activities unless a waiver is approved by FEMA.

**Unallowable Costs:**

Examples of unallowable costs are listed below:

- Hiring of public safety personnel. NSGP funds may not be used to support sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- Grant Writers.
- General-use expenditures. Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc.), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness functions), general-use vehicles, licensing fees.
- 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.

- Reimbursement of pre-award security expenses.

See full FFY 2021 NSGP NOFO for other restrictions.

### **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 OGR 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 2021 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 OGR General Sub-recipient Grant Conditions. Key applicable elements of this document will be reviewed with sub-recipients at the beginning of contract activity.

### **Application/Investment Justification Submission Information**

Electronic applications are **due no later than 4:00 pm on April 5, 2021** and must be submitted to [carrie.t.clifton@mass.gov](mailto:carrie.t.clifton@mass.gov) with the subject line:

- FY 2021 UASI NSGP\_UA <Nonprofit Name>.”
- FY 2021 STATE NSGP\_S <Nonprofit Name>.”

### **Late applications will not be accepted.**

Application documents must use the following file naming convention:

- **For NSGP-UA:** Investment Justifications: FY2021\_NSGP\_UA <MA> <Metro Boston> <Nonprofit Name>
- **For NSGP-S:** Investment Justifications: FY2021\_NSGP\_S <MA> <Nonprofit Name>

**An application must be in the form of the FFY 2021 NSGP Investment Justification Template**, available at <https://www.mass.gov/how-to/apply-for-a-nonprofit-security-grant>,

The application **must** be accompanied by a copy of the organization’s mission statement, vulnerability assessment and an indirect cost rate agreement if applicable. 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 Information and Award Announcements**

FFY 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 FFY 2021 NSGP-S, the state will make recommendations

to DHS/FEMA based on their target allocation of \$2,100,000. Priority will be given to nonprofit organizations that have not received prior NSGP funding.

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. DHS/FEMA will inform OGR of any awards by late summer 2021. Upon receipt of this information, OGR will notify all applicants. DHS/FEMA will award OGR any NSGP funding by **October, 2021** and OGR will aim to enter into contracts with successful applicants by **November, 2021**, contingent upon awardees providing all necessary signed contract documentation back to OGR in a timely manner.

### **Application Assistance**

Written questions on general application process matters may be sent to [carrie.t.clifton@mass.gov](mailto:carrie.t.clifton@mass.gov) as this is a competitive grant process, questions on specific review processes, etc., will not be answered. The deadline for questions is **April 5, 2021**. Resulting Q&A will be posted as available at <https://www.mass.gov/how-to/apply-for-a-nonprofit-security-grant>.

We are pleased to announce a webinar for the FFY2021 NSGP to review changes/highlights, eligibility, allowable costs, an overview of the Investment Justification and a Q&A on **Friday, March 19<sup>th</sup> at 10am**. See registration below:

Please register for **FFY2021 Nonprofit Security Grant Program Information Session** on **Mar 19, 2021 10:00 AM EDT** at:

<https://attendee.gotowebinar.com/register/601498145119258379>

After registering, you will receive a confirmation email containing information about joining the webinar.