



NON-PROFIT SECURITY GRANT GUIDANCE FROM THE STATE OF MAINE

As part of the FY20 Non-profit Security Grant Program application each eligible nonprofit applicant must submit the following documents:

1. **NSGP Investment Justification (IJ)** Each sub-applicant, must develop a formal IJ that addresses each investment proposed for funding. Security enhancements must be for the locations that the nonprofit occupies at the time of application. The investments or projects described in the IJ must:
 - Address an identified risk, including threat and vulnerability, and build or sustain a core capability identified in the Goal;
 - 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.
2. **Vulnerability/Risk Assessment** Each sub-applicant must include its vulnerability/risk assessment on which the request in the IJ is based.
3. **Mission Statement** Each subapplicant must include its Mission Statement and any mission implementing policies or practices that may elevate the organization's risk. Recognizing the impact an organization's ideology, beliefs, or mission may have on their risk of potential terrorist 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 organization type identified in the IJ as one of the following:
 - 1) Ideology-based/Spiritual/Religious
 - 2) Educational
 - 3) Medical; or
 - 4) DUNS Number

You must also:

- Comply with the Federal Funding Accountability and Transparency Act (FFATA)
- Submit a work plan
 - **Example projects include, but not limited to:** Physical security enhancements, i.e. cameras to the exterior of the building, or control and access systems.
- Submit a proposed budget



Proposed budgets must ensure all costs are allowable per FEMA's federal guidelines:

- **Allowable:**
 - Equipment
 - Equipment is limited to select items in the following categories of items on **FEMA's Authorized Equipment List (AEL)** for allowable equipment purchases:
 - -Physical security enhancement equipment: Category 14
 - -Inspection and Screening Systems: Category 15
 - Planning
 - Training/Exercises
 - Nonprofit Management and Administration
 - Indirect (Facilities & Administration) Costs
 - Construction and Renovation
- **Unallowable Costs:**
 - Hiring of public safety personnel
 - General use expenditures like software, general use vehicles, licensing fees, etc.
 - Overtime and backfill
 - Weapons, weapons systems and accessories, and ammunition
 - Vulnerability Security Assessments and development
 - Development of Investment Justifications
 - Technological Development Studies
 - Proof-of-Concept Initiatives
 - Funding federal programs
 - Duplicating federal programs
 - Organizational operational expenses
 - Reimbursement of pre-award security expenses

Eligible nonprofits organizations are those that are:

- Described under section 501 (c)(3) of the IRS Code of 1986 (IRC) and exempt from tax under section 501 (a) of such code.
- Determined to be at high risk of a terrorist attack by the Secretary of Homeland Security.

Proposals are evaluated based on the:

- Building and sustainability of core capabilities outlined in FEMA's National Preparedness Report
- Strengthening of governance integration between private nonprofit entities and federal, state, and local governments



- Encouragement of a whole community approach to security and emergency management

Is there a specific form needed for the Vulnerability/Risk Assessment?

No there is no specific template, that document can be in word or pdf format.

Nonprofit organizations may apply for up to \$100,000.

Is it mandatory for nonprofits to register with the System for Award Management (SAM)?

No, because nonprofits apply for the FY20 NSGP grant through the State Administrative Agency (SAA) they are not required to be registered in SAM.

Is the milestones section of the Investment Justification asking for estimated start and end dates of the key activities needed to complete our project?

Yes, you can estimate those dates.

For the project costs is it ok to provide estimates?

Yes, but the estimates should be as close to actual costs as possible.

How much are Management and Administration (M&A) Costs for the NSGP-UA?

Nonprofits can use and expend up to 5% of their FY18 NSGP funds for M&A activities directly related to the management and administration of the award. If you apply for the maximum amount of \$100,000 then your M&A costs cannot exceed \$5,000.

The State of Maine allocation under the NSGP-S program:

The FY2020 NSGP-S Target Allocation for Maine is \$500,000. Final allocation decisions are subject to change based on the number of applications and total federal request from each eligible recipient.

Scoring & review process:

- SAA reviews projects on the following criteria:
- *Clarity of the project description*
- *Detail provided in the project scope and Project Justification*
- *Capacity to support a Homeland Security Grant Program, Non-Profit Security Grant Program priority to measure program outcomes*
- *Cost effectiveness, reasonableness, and allow-ability of the proposed project budget*



- *Feasibility of a proposed timeline and deliverables*

Further, applications are reviewed by a team of subject matter experts internally at SAA. After reviewed for completeness and accuracy, SAA then submits the Maine submissions to FEMA. FEMA reviews and finalizes award decisions.