



**MAINE FY2021
NONPROFIT SECURITY GRANT PROGRAM GUIDANCE
APPLICATION DEADLINE: APRIL 14, 2021**

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.

Nonprofit organizations must apply through their respective SAA, Maine Emergency Management Agency.

- 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.

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
- 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

As part of the FY21 Nonprofit Security Grant Program application each eligible nonprofit applicant must submit the following documents to HSGrants@maine.gov by April 14, 2021:

- 1. NSGP Investment Justification (IJ)** Each 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:
 - Be consistent with all applicable requirements outlined in the FY2021 Notice of Funding Opportunity (NOFO).
 - 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
- 2. Vulnerability/Risk Assessment** This file can be submitted as either a word or pdf format. Each applicant must include its vulnerability/risk assessment on which the request in the IJ is based. **There is no specific form/format for the Vulnerability/Risk Assessment.**
- 3. Mission Statement** This file can be submitted as either a word or pdf format. Each applicant 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
- 4. Budget worksheet:** Budget worksheet template is on the MEMA website under Nonprofit Grant tab.

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-S?

Nonprofits can apply for up to 5% of their FY21 NSGP funds for M&A activities directly related to the management and administration of the award.

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.