

# Non-Profit Security Grant Program (NSGP)

**New Mexico Department of Homeland  
Security & Emergency Management**

**Grants Management Bureau**





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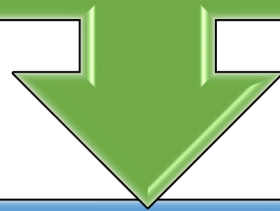


# FY 2024 Nonprofit Security Grant Program (NSGP)

- The Nonprofit Security Grant Program (NSGP) is a competitive grant program appropriated annually through DHS and administered by FEMA.
  - The New Mexico Department of Homeland Security and Emergency Management is the State Administrative Agency (SAA)
  - Provide federal funding support for **physical and cyber 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 activities.
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# Who is Eligible?

Eligible organizations are tax-exempt nonprofits as described by the IRS under the Internal Revenue Code (IRC). Nonprofits can be registered 501(c)(3) organizations or could be described as tax-exempt under section 501(a) of the IRC.



Examples of eligible entities may include nonprofits such as:

Houses of  
Worship

Education  
Facilities

Medical Facilities

Other 501(c)(3)  
organizations

## Not Eligible

Examples of **noneligible** entities may include nonprofits such as:

For-Profit  
Entities

Public  
Schools

Government  
Entities



# Funding Guidelines & Restrictions

- All costs charged to awards covered by this **funding must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200**, unless otherwise indicated in the funding notice, 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.
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# Funding Guidelines & Restrictions

- 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).
  - Allowable costs are focused on **target hardening and physical and cyber security enhancements** and other security-related activities.
  - Any costs or project work obligated, initiated, or incurred outside of the period of performance will be ineligible for reimbursement.
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# Funding Guidelines & Restrictions

- NSGP allowable costs are focused on **physical security enhancements and security-related training and awareness.**
  - Funding can be used for the acquisition and installation of **security on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist or other extremist attack.**
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# Funding Guidelines & Restrictions

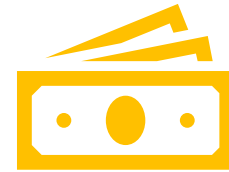


**NSGP is a reimbursement grant.** Awardees should be expected to pay for approved project costs initially.

Reimbursement is then requested for incurred costs and provided through DHSEM.



Purchases may be made (and reimbursed) incrementally rather than the entire amount of awarded funds at once.



Expenses must align with the nonprofit's awarded project and occur within the Period of Performance.

Unallowable costs will not be reimbursed.

# Allowable Costs

“Allowable Costs” refers to the items of cost, that in general, are costs that can be funded with federal grant dollars as long as the **cost fits within a framework** of responsible stewardship of grant funds.



# Allowable Costs

- **Management and Administration (M&A):**  
Costs of up to 5% of the sub-recipient award
  - M&A costs are for activities **directly related** to the management and administration of the award, such as *financial management, reporting, and program and financial monitoring*.
  - Some examples of M&A costs include grants management training for M&A staff, equipment and supplies for M&A staff to administer the grant award, contractual services to support the M&A staff with M&A activities, and auditing costs related to the grant award to the extent required or permitted by statute or 2 C.F.R. Part 200.



# Allowable Costs

- **Personnel:** Contracted Security protection
- **Planning:** Activities related to the development of plans such as Response Plans, Continuity of Operations.
- **Equipment:** Costs for access and control equipment, surveillance, physical protective measures, radios, and notification systems, etc.
- **Training & Exercises (security-related):** costs are allowed
- **Allowable Training Topics:** physical & cyber security, terrorism/extremism awareness, employee preparedness, active shooter, emergency first aid.
- **Construction and Renovation:** Costs are allowed **only with prior written approval** from DHS/FEMA and **not exceed 15%** of the total award.
- **Maintenance and Sustainment:** Related costs such as maintenance contracts, warranties, repair or replacement costs, upgrades, user fees, as described in DHS/FEMA Policy FP 205-402-125-1



# Allowable vs. Unallowable Projects/Activities

- Examples of **ALLOWABLE** expenditures that have been purchased using NSGP funding:
  - Security Cameras & Alarms
  - Access Controls/Fences/Bollards/Barriers
  - Planning/Training & Exercises
  - Technology/Cybersecurity



# Allowable vs. Unallowable Projects/Activities

- Examples of **UNALLOWABLE** expenditures that cannot be purchased using NSGP funding:
  - Facial recognition/License Plate Readers
  - Weapons/Weapon Training
  - General Operational Expenses, Salaries, etc.
  - Direct hiring of Public Safety Personnel



## 14EX-00-BSIR – Systems, Building, Blast/Shock/Impact Resistant

### Description:

Systems to mitigate damage from blasts, shocks, or impacts, such as column and surface wraps, wall coverings, breakage/shatter resistant glass, window wraps, and deflection shields.

### Grant Notes:

Grantees should leverage private assets where appropriate when implementing security enhancements at privately-owned critical infrastructure facilities.

### FEMA Related Grant Programs:

- Emergency Management Performance Grants (EMPG)
- Intercity Bus Security Grant Program (IBSGP)
- Port Security Grant Program (PSGP)
- State Homeland Security Program (SHSP)
- Tribal Homeland Security Grant Program (THSGP)
- Transit Security Grant Program (TSGP)
- Urban Areas Security Initiative Program (UASI)
- Amtrak - (IPR - Amtrak)
- Nonprofit Security Grant Program (NSGP)

# Authorized Equipment List

- The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grants programs.
  - Approved AEL equipment types allowable for NSGP are listed starting on page C-3 in the NSGP Appendix of the Preparedness Grants Manual.
- Link to FEMA's Authorized Equipment List: <http://www.fema.gov/authorized-equipment-list>

What do I need to do to  
prepare to apply for the  
NSGP?

*Next Steps*





# Prepare to Apply



## Step 1

Know your State Administrative Agency

- New Mexico Department of Homeland Security and Emergency Management



## Step 2

Prepare Subapplication Materials

- Create a mission statement, complete a vulnerability assessment (if you don't already have one), review the understand the Investment Justification for each location applying for the grant.



## Step 3

Get a UEI Number

- Apply for a Unique Entity Identifier (UEI) by registering at SAM.gov. Although you don't need a UEI to apply for NSGP, you must provide your UEI to the SAA to receive any sub-awards.

# Application Elements

- ❖ Mission Statement
- ❖ Vulnerability assessment
- ❖ Investment Justification
  - Two (2) Parts
    - Federal Application
    - State Application
- ❖ Supporting Documents





Describes the “who, what and why” of an organization




# Vulnerability Assessments

- A vulnerability assessment is used to identify and validate physical security deficiencies of your organization/facility and is the foundation of an NSGP application.
  - Vulnerability assessments can be provided in the form of a Cybersecurity and Infrastructure Security Agency (CISA) Self-Assessment ([Facility Security Self-Assessment | CISA](#)), a state or local law enforcement assessment, an outside contractor's assessment, or other valid method of assessment.
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# Vulnerability Assessments

- Nonprofit organizations should think broadly and holistically in their approach to security measures designed to protect buildings and safeguard people.
- Some physical security control examples include locks, gates, and guards (e.g., contract security).
- There are many additional layers to physical security that can help protect the organization, including:
  - creating comprehensive physical security plans,
  - conducting training and exercises (active shooter, evacuation),
  - identifying countermeasures against intrusion (access controls),
  - preventing physical security breaches (security enhanced doors/windows),
  - monitoring for physical security threats (e.g., cameras, surveillance)
- Descriptions of allowable costs and activities can be located in the [NOFO](#) and the [PGM](#).





## Investment Justification – 2 Parts Federal Application and State Application

- Federal Application- FEMA Form FF-207-FY-21-115 / OMB No. 1660-0163 - .PDF
  - NM DHSEM State Application-MS Word
  - Budget Detail - Excel
  - Signature of Authority Form- MS Word
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# Supplemental Documents

- Helps validate and describe threats, risks and vulnerabilities that a facility may face.
  - DHSEM, the SAA, is requiring an additional application and budget worksheet as part of the state internal NSGP application submission requirement.
  - Failure to submit the application and budget worksheet with the completed Investment Justification (IJ) will result in an incomplete application.
  - Incomplete applications will not be reviewed, scored and submitted to FEMA for the final review.
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# APPLICATION REVIEW

A hand holding a red marker is shown underlining the text 'APPLICATION REVIEW'. The text is written in a bold, black, hand-drawn font. The red line is thick and extends across the width of the text.

Application Review Process





# Scoring and Funding Recommendations

- Upon submission of your completed application, DHSEM will review, score, and rank every complete application it has received from eligible nonprofit organizations based on the criteria outlined in the DHSEM NSGP NOFO.
  - The results of the DHSEM scoring process will be forwarded to FEMA.
    - FEMA's federal review focuses on checks to ensure SAAs have followed the applicable guidance in their prioritization of projects, validating recipient eligibility (e.g., that a recipient meets all the criteria for the program), validating allowability of the proposed project(s), and checking for any derogatory information on the organization applying.
  - Following the federal review and SAA scoring, nonprofit organizations are recommended for funding.
  - The final list of recommended nonprofit organizations to be funded is provided to the DHS Secretary for final approval.
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# Additional Points

- Additional “bonus” points are added to the final scores of subapplicants based on their funding history and service to disadvantaged communities.
  - For subapplicants that have not received funding in the past, 15 additional points will be added to the final score.
  - To advance considerations of equity in awarding NSGP grant funding, FEMA will add 10 additional points to the scores of organizations that are located within a disadvantaged community and demonstrate how they serve a disadvantaged community or population.
  - FEMA will apply the Council on Economic Quality’s Climate and Economic Justice Screening Tool (CEJST) to each subapplicant using the address of their physical location to identify whether a community is considered “disadvantaged” per the tool’s methodology ([CEJST Methodology](#)).
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# Federal Investment Justification

- Nonprofit organizations must fully answer each question in all the sections of the Investment Justification for the form to be considered complete.
  - In their Investment Justification, nonprofit organizations should summarize the most critically important and impactful information.
  - The Fiscal Year 2024 Investment Justification is the only document submitted to FEMA by the SAA and should be crafted using the identified threats/risks to your organization, the results of the Vulnerability Assessment of a physical location/structure/building, and details of the requested projects/activities to mitigate or remediate those vulnerabilities with associated estimated costs.
  - Nonprofit organizations should describe their current threat/risk. While historic risk may be included for context, the IJ should focus on current threats and risks.
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# Post Award

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- Sub-Grantee “On Boarding”
- Will be scheduled for each successful applicant receives their sub-grant agreement.



# NON-PROFIT SECURITY GRANT PROGRAM (NSGP)

## WHAT IS NSGP?

The Homeland Security Non-Profit Grant Program (NSGP) is a competitive grant program appropriated annually through the Department of Homeland Security (DHS) and administered by the Federal Emergency Management Agency (FEMA). It is intended to help nonprofit organizations increase their physical security posture against acts of terrorism as defined by law.

- **Definitions:**

- Recipient: A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal award
- Applicant: A non-Federal entity submitting an application to the Recipient for assistance under the Recipient's Federal award
- Pass-through entity: A non-Federal entity that provides a sub-award to an Applicant to carry out part of a Federal award
- Sub-recipient: An Applicant that receives a sub-award from a pass-through entity to carry out part of a Federal award

- **How to qualify for this grant:**

- Work with DHSEM to identify if they have state required subapplication requirements in addition to what FEMA requires and is listed in the Notice of Funding Opportunity (NOFO).
- Write your mission statement on official letterhead, if available, specifying the "who, what and why" of your organization (FEMA NOFO requirement). This must be submitted to DHSEM, but will not be submitted to FEMA.
- Conduct and/or review your Vulnerability Assessment (VA) of your facility and any supporting documents (e.g., police or insurance reports) (FEMA NOFO requirement). Subapplicants should use this information to complete FEMA...

# NMDHSEM Website

- Copy this link in the search engine:
  - <https://www.dhsem.nm.gov/administrative-services-bureau/administrative-services-bureau-grants/non-profit-security-grant-program-nsgp/>



|   |   |
|---|---|
| 2024 NSGP NOTICE OF FUNDING OPPORTUNITY                                     |  |
| BUILD AMERICAN, BUY AMERICA ACT: APPLYING THE GENERAL APPLICABILITY WAIVERS |  |
| 2024 NSGP INVESTMENT JUSTIFICATION FEMA FORM                                |  |
| 2024 BUDGET INFORMATION - CONSTRUCTION PROJECTS                             |  |
| 2024 ASSURANCES FOR CONSTRUCTION PROGRAMS                                   |  |
| 2024 STATE SUPPLEMENTAL APPLICATION   |  |
| 2024 DELEGATION OF SIGNATURE AUTHORITY TEMPLATE                             |  |
| 2024 BUDGET DETAIL SUPPLEMENTAL   |  |
| PROTECTING PLACES OF WORSHIP  |  |

# NSGP Documents to Download

# What to submit to DHSEM:

## ❑ 2024 NSGP Investment Justification – FEMA form

- [https://nmdhsem2024-cf.rtscustomer.com/wp-content/uploads/2024/04/FY\\_2024\\_NSGP\\_Investment-Justification.pdf](https://nmdhsem2024-cf.rtscustomer.com/wp-content/uploads/2024/04/FY_2024_NSGP_Investment-Justification.pdf)

## ❑ 2024 State Supplemental Application

- <https://nmdhsem2024-cf.rtscustomer.com/wp-content/uploads/2024/04/FY-2024-NSGP-NMDHSEM-Supplemental-Application.docx>

## ❑ 2024 Delegation of Signature Authority – Template

- <https://nmdhsem2024-cf.rtscustomer.com/wp-content/uploads/2024/04/Delegation-of-Signature-Authority-TEMPLATE.docx>

## ❑ 2024 Budget Detail – Supplemental

- <https://nmdhsem2024-cf.rtscustomer.com/wp-content/uploads/2024/04/Delegation-of-Signature-Authority-TEMPLATE.docx>

# Submitting your Application



Do not submit applications to FEMA. All applications must be submitted to DHSEM.



**Application Deadline:** June 3, 2024, at close of business, 5:00 p.m.



Application submitted after 5:00 p.m. on June 3, 2024, will not be accepted.



**Email your complete application packet to:**  
[DHSEM-GrantsManagement@state.nm.us](mailto:DHSEM-GrantsManagement@state.nm.us)







Thanks for  
your  
Attention

