Nonprofit Security Grant Program – National Security Supplemental (NSGP-NSS)

Single-Organization Application Submission Instructions for NSGP-NSS-UA (Urban Area) and NSGP-NSS-S (State)

The Nonprofit Security Grant Program (NSGP) is made available to states via the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). The purpose of the NSGP is to provide federal funds to states to assist nonprofit organizations that are at high risk of terrorist or other extremist attacks through support for eligible physical security enhancements and other security activities.

NSGP is managed by the Ohio Emergency Management Agency (Ohio EMA) as the State Administrative Agency (SAA). Eligible organizations within Ohio will submit applications to Ohio EMA in accordance with the application instructions detailed herein. Ohio EMA will review eligible applications and forward Investment Justifications (IJ) to FEMA Grant Programs Directorate. FEMA will score applications and make final award decisions.

Applications are due no later than **12:00pm Noon ET on December 18, 2024**.

Applicants will be notified of FEMA's award/no-award determinations once those are announced in April 2025. The performance period for the grant is anticipated to be **June 1, 2025 – August 31, 2027**. Costs incurred prior to the performance period are not eligible.

Please refer to other information and documentation available at https://ema.ohio.gov/prepare-respond/preparedness-grants/preparedness-grant-programs/fema-nonprofit-security-grant-program-nsgp.

Questions relating to the NSGP-NSS application process should be submitted to NSGP@dps.ohio.gov.

The maximum amount for an individual application is **$200,000**. Applicants with multiple sites (i.e. – separate physical addresses) may apply for up to $200,000 per site, up to three sites, for a maximum of $600,000. If an applicant applies for projects at multiple sites, regardless of whether the projects are similar in nature, it must include *complete* and *separate* applications *unique* to each site.

Only eligible nonprofits will be recommended for FEMA review. **An eligible nonprofit organization must:**

1. Meet the description under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and be exempt from tax under section 501(a) of such code;
2. Be able to demonstrate that the organization is at high risk of terrorist or other extremist attacks based on its mission and/or beliefs. Terrorism specifically refers to violent, criminal acts committed by individuals and/or groups who are inspired by, or associated with, designated foreign terrorist organizations or nations (state-sponsored), or by individuals and/or groups attempting to further their ideological goals stemming from domestic influences, such as those of an extremist political, religious, social, racial, or environmental nature.
3. Establish a Unique Entity Identifier (UEI) on the Federal System for Award Management (www.SAM.gov).

   ***NOTE**: FEMA has waived the requirement for applicants to provide a UEI on the Investment Justification. Awardees, however, will eventually need to have a registered UEI in order to accept funding. It is still recommended that applicants without an UEI start the registration process at this time.*

Only eligible applications will be recommended for FEMA review. **An eligible application must:**

1. Be completed **in full** and in the **required formats**;
2. Be for the location(s) the nonprofit occupies **at the time of application**. Projects for current or future construction, or current or future renovations, are **not** eligible;
3. Demonstrate that the organization is at high risk of terrorist or other extremist attacks;
4. Only include eligible activities and/or equipment as presented in the ***NSGP-NSS Allowable Costs Guide***. Funding can be used for contracted security personnel, as well as security-related planning, exercises, training and the acquisition and installation of security equipment on occupied and operational real property owned or leased by the nonprofit organization at the time of application.
5. Specify either **NSGP-NSS-UA (Urban Area)** or **NSGP-NSS-S (State)** designated funding in the application, not both. Applicants applying for funding to enhance security at a facility/site with a physical address located within **Cuyahoga, Franklin or Hamilton counties** must apply for **NSGP-NSS-UA (Urban Area)**. Applicants whose site is *not* located within these counties must apply for **NSGP-NSS-S (State)**. Applications that request the incorrect NSGP funding type will be disqualified. ***NOTE**: If a nonprofit organization has multiple sites with physical address* locations both within and outside of a UASI-designated high-risk urban area, they may apply to both funding streams (NSGP-NSS-S and NSGP-NSS-UA), but may not exceed a total of six (6) applications for a maximum of $600,000 (i.e. – 3 for NSGP-NSS-S and 3 for NSGP-NSS-UA).
6. Include each of the following **three** documents (incomplete applications will be disqualified):

a. **NSGP-NSS Investment Justification (IJ)**

i. The IJ is in a **PDF Fillable Form** format. Download the form to your computer before trying to fill it out. Opening it in your web browser and editing it without downloading it to your computer will cause issues. Save the file in its original format and **submit in its original PDF Fillable Form format**. **DO NOT** print out and scan the form. IJs submitted in any other format will be disqualified.

ii. For NSGP-NSS-S (State) applications, use the file naming convention: **NSGP-NSS_S_OH_<*NonprofitName*>** (Example: *NSGP-NSS_S_OH_PhilanthropyFoundationCenter*)

iii. For NSGP-NSS-UA (Urban Area) applications, use the file naming convention: **NSGP-NSS_UA_OH_<*Urban Area* (*Cleveland or Columbus or Cincinnati*)>_<*NonprofitName*>** (Example: *NSGP-NSS_UA_OH_Cleveland_PhilanthropyFoundationCenter*)

iv. If applying for multiple sites, please make sure to rank the sites in order of priority (i.e. – in the case of limited funding, which site represents your *highest* priority for security improvements). Demonstrate your priority ranking in the following manner: **NSGP-NSS_S_OH_<*NonprofitName*>_Site1** (Site2, Site3) or **NSGP-NSS_UA_OH_<*Urban Area* (*Cleveland or Columbus or Cincinnati*)>_<*NonprofitName*>_Site1** (Site2, Site3)

v. In ***Part IV. Facility Hardening*** of the Investment Justification, do **not** include specific brand names, models, manufacturers, company names, contractors, providers, etc. Describe your projects in plain English and provide reasonable cost estimates based on best available information at the time of application. Due to federal procurement regulations, you will not be able to specify products and providers as an awardee until you have conducted proper procurement in accordance with grant requirements.

b. **Mission Statement**, which explains the nature of the applicant organization's purpose and mission. The mission statement must validate the organization's type as either: 1) Ideology-based/spiritual/religious; 2) Educational; 3) Medical; or 4) Other. The mission statement should be provided on the organization's official letterhead. This document may be submitted in PDF or Word format. PDF is preferred. Use the file naming convention: **NSGP-NSS_<*NonprofitName*>_MS**

c. **Vulnerability Assessment** of the site**,** upon which the request in the application is based. There is no specified or required format for the vulnerability assessment, although it is recommended that the assessment be conducted with the participation of both the organization's leadership and someone with an understanding of site security issues and experience assessing site security. If an organization has already conducted a vulnerability assessment for the site it is applying for, it can use a previous assessment as long as there have been no substantive changes that would make the assessment invalid or inaccurate. This document may be submitted in PDF or Word format. PDF is preferred. Use the file naming convention: **NSGP-NSS_<*NonprofitName*>_VA**

There are various versions of vulnerability assessments available. The U.S. Cybersecurity and Infrastructure Security Agency (CISA) has made available a vulnerability assessment for houses of worship that could be applied to any type of nonprofit organization. This assessment is available at https://www.cisa.gov/houses-of-worship. A vulnerability assessment should clearly identify and prioritize the security vulnerabilities of the site.

d. Do **not** submit any other miscellaneous supporting documentation. Do **not** submit quotes, police reports, news articles, insurance claims, letters of support, photographs, blueprints, credentials, etc., or anything other than the **three** required documents cited above: ***Investment Justification, Mission Statement, and Vulnerability Assessment***.

7. Be submitted via email as separate attached files, in the proper format, and using the proper file naming conventions to NSGP@dps.ohio.gov no later than **12:00pm Noon ET on December 18, 2024**. Use the email subject line: ***NSGP-NSS Application Submission - <Organization Name> - <Site Name, if different>***.

Please take note of the following to avoid disqualification:

a. For applicants with multiple sites, please submit each separate site application in a **separate** email.
b. Do **not** email links to your application materials, such as to a "cloud storage" service or online "drop box."
c. No paper applications or data storage devices will be accepted by mail.
d. No applications will be accepted after the deadline under any circumstances.