



Office of the Governor – Homeland Security Grants Division 2018 Nonprofit Security Grant Program (NSGP) Request for Applications (RFA)

The Homeland Security Grants Division (HSGD) of the Governor’s Office is soliciting applications for projects that support target hardening and other physical security enhancements to nonprofit organizations that are at high risk of a terrorist attack based on the nonprofit organization’s ideology, beliefs or mission.

The Nonprofit Security Grant Program (NSGP) seeks to integrate the preparedness activities of nonprofit organizations that are at high risk of a terrorist attack with broader state and local preparedness efforts. The NSGP also serves to promote emergency preparedness coordination and collaboration activities between public and private entities.

If you are interested in applying for a grant under this program, follow the four-step process outlined below.

- **Step One - Review the Process:** Get familiar with the HSGD funding announcement and the process used for this particular program.
- **Step Two - Consider the Requirements:** Consider the eligibility requirements as well as what will be required of successful applicants.
- **Step Three - Apply in eGrants.** Compile and create your grant application. To understand how to apply online or to register for the system go to <https://eGrants@gov.texas.gov>.
- **Step Four – Funding Decisions and Grant Acceptance.** Await the funding decision, which is provided through a grant award or other notice from HSGD. If you receive an award, complete the acceptance process and fulfill other federal grant requirements (e.g. Environmental Planning and Historic Preservation (EHP) review) to access funds.

Step 1: Review the Process

Timeline

Action	Date
Revised HSGD Funding Announcement Released	May 14, 2018
Online System Opening Date	May 14, 2018
Due Date for Nonprofits to Submit/Certify an Application to HSGD*	NOFO +14 days @ 5:00
Federal Investment Justification (IJ) Template made Available	Pending NOFO release
Due Date for Nonprofits to Submit completed IJ to HSGD**	NOFO +14 days
State Review and Scoring completed by HSGD	NOFO +25 days
HSGD submits NSGP Application to FEMA	TBD by FEMA
Earliest Project Start Date	September 1, 2018
Latest Project End Date	February 28, 2021
<p><i>*HSGD has a separate FEMA established deadline that will be listed in the Federal Notice of Funding Opportunity (NOFO). The deadline above is the date Nonprofit organizations must make application to the State in order for the application to be processed and forwarded for consideration by DHS/FEMA.</i></p> <p><i>**If a Nonprofit fails to return the completed IJ by the HSGD established deadline, the Nonprofit's application will not be scored or forwarded to DHS/FEMA.</i></p>	

Step 2: Consider the Requirements

Organizational Eligibility

Applications may be submitted by nonprofit agencies. Eligible nonprofit organizations are those organizations that are:

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

Funding and Project Period Limits

Funding Limits. Each non-profit is limited to a \$75,000* maximum budget request in their application. **Note: If the NSGP federal NOFO allows for a higher maximum, applicants may submit requests (budgets) up to that amount.*

Project Period. Grant-funded projects must begin on or after September 1, 2018 and may not exceed a 30-month grant period. **Upon acceptance of the award, grant-funded projects should commence with the preparation of EHP screening forms and last no longer than required to complete the planned project activities.**

Available Funding. \$60 million is estimated to be available at the national level.

- \$50 million will be for nonprofits located within one of the urban areas anticipated to receive funding under the Fiscal Year (FY) 2018 Urban Area Security Initiative (UASI) grant program. In the prior grant year, these UASI-designated urban areas were:
 - Dallas/Ft. Worth/Arlington Area UASI
 - Houston Area UASI
 - San Antonio Area UASI
- \$10 million will be for nonprofits that are located **outside** of the designated urban areas, and each state is expected to receive a specific allocation for these projects.

Source of Funding. Federal funds are authorized under Section 2003 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296) (6 U.S.C. § 604). NSGP funds are made available through a Congressional appropriation to the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD). All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law.

Match Requirement

None.

Eligible Costs and Activities

NSGP funds may be used for:

- **Equipment** focused on target hardening activities.
- **Training** for nonprofit security personnel to attend security-related training courses and programs within the United States.
- **Construction and Renovation** with pre-approval from HSGD and DHS/FEMA.

Ineligible Costs and Activities

Grant funds may not be used to support the following services, activities, and costs:

- Hiring of Public Safety Personnel
- General-use Expenditures
- Overtime and Backfill
- 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 which study technology development
- Proof-of-concept initiatives
- Initiatives that duplicate capabilities being provided by the Federal Government
- Organizational operating expenses
- Grant writing costs
- Pre-award costs of any kind
- Reimbursement of pre-award security expenses

Environmental Planning and Historic Preservation (EHP) Compliance

All NSGP projects will have an EHP hold placed on their grant award if funded. Grantees may not commence any activities until EHP compliance has been documented and the hold on the project has been lifted by the HSGD. Applicants proposing projects that have the potential to impact the environment, including but not limited to modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties.

Reporting Requirements

Financial and Progress Reports. At the end of each state fiscal year quarter, grantees will be required to submit a financial status report via eGrants. A progress report must be submitted every six months via <https://oog.tamu.edu/> in the format required by HSGD.

Step 3: Apply via eGrants

Basics

To apply to HSGD for these grants, you must complete or make sure you have already completed some standard requirements. All of the following are needed to apply within eGrants:

- Applicants must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <http://fedgov.dnb.com/webform/displayHomePage.do>).
- Applicants must be registered in the federal System for Award Management (SAM) database located at <https://www.sam.gov> and maintain an active registration throughout the grant period. (Both the DUNS number and SAM registration expiration date must be entered on the *Profile/Grant.Vendor* Tab in eGrants.)
- Applicants must have or register for an account in eGrants at <https://eGrants.gov.texas.gov>.
- Applicants will be required to enter their 9-digit State Payee Identification Number (Employer Identification Number (EIN) or Vendor ID) to begin an application.
- Applicants will be required to enter basic organizational information on the *Profile.Details* Tab in eGrants, including contact information for three separate grant officials.
- Applicants must provide additional information as outlined throughout the eGrants application by responding to questions and information on each Tab within the system.
- Applicants must upload the required Texas Direct Deposit Authorization Form, Texas Application for Payee Identification Number Form, and IRS W9 Form for each application prior to submission. The eGrants system will not allow an application submission until these forms are attached to the application. These forms are available at <https://egrants.gov.texas.gov/updates.aspx> under the Financial Management section of "Forms and Guides".

Submission Method

Applicants will respond to this funding announcement by creating, submitting and certifying an application in eGrants (<https://eGrants.gov.texas.gov>) by the deadline stated within this RFA.

Note: Applications submitted under the previous 2018 NSGP RFA, released in February 2018, will not have to be re-submitted, but these applicants will still need to upload the additional documents by the deadline as required below.

The investments or projects described within eGrants must:

- Support security enhancements for the physical location that the nonprofit occupies at the time of application;
- Address an identified risk, including threat and vulnerability, and build or sustain a core capability;
- 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; and
- Be able to be fully completed within the period of performance.

HSGD Funding Announcement: 2018 Nonprofit Security Grant Program (NSGP)

Applicants must also upload (*Upload.Files* Tab) the following additional documents to the application:

1. **Vulnerability/Risk Assessment.** Each applicant must include its vulnerability/risk assessment on which the request in the IJ is based.
2. **Mission Statement.** 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, HSGD will use the central purpose of the organization described in Mission Statement, along with information provided in the applicant's IJ, in order to validate the organization type as one of the following: 1) Ideology-based/Spiritual/Religious; 2) Educational; 3) Medical; or 4) Other.
3. **FY 2018 NSGP Investment Justification (IJ).** This is the FEMA application template that each applicant must complete and submit to HSGD. Each applicant must develop a formal IJ that addresses the investments proposed for funding. Security enhancements must be for the locations that the nonprofit occupies at the time of application.

**Note: HSGD will require each applicant to complete and upload these documents by a specific deadline. HSGD will contact each applicant to communicate the deadline for these documents after the federal 2018 NSGP NOFO is released by DHS/FEMA.*

Closing Date for Receipt of Applications

All applications must be certified via HSGD's grant management website on or before 5:00 PM CST, fourteen (14) calendar days after the NOFO is released.

Step 4: Funding Decisions and Grant Acceptance

Selection Criteria

FY 2018 NSGP applications will be submitted by eligible nonprofit organizations to HSGD via the eGrants system. FY 2018 NSGP applications will be reviewed through a two-phased 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. A review team selected by HSGD will score each eligible application prior to submission to FEMA for further and final consideration.

HSGD is also required to prioritize the NSGP applications for FEMA based on need and impact. As such, HSGD may assign bonus points to applications with the highest scores for the *Risk* and *Target Hardening* sections of their IJ. The HSGD will rank projects from highest to lowest based on the average final score assigned to each project. Ties will be broken through review of an application's average score before bonus points were assigned and the score each application received for the *Risk* section of the IJ.

The federal NSGP evaluation criteria in prior years has been as follows:

- State and Federal verification that the nonprofit organization is located within the eligible areas as outlined in the NOFO.
- Identification and substantiation of current or persistent threats or attacks (from within or outside the U.S.) by a terrorist organization, network, or cell against the applicant based on their ideology, beliefs, or mission.

HSGD Funding Announcement: 2018 Nonprofit Security Grant Program (NSGP)

- Symbolic value of the site(s) as a highly recognized regional and/or national or historical institution(s) that renders the site a possible target of terrorism.
- Role of the applicant nonprofit organization in responding to or recovering from terrorist attacks.
- Findings from previously conducted threat and/or vulnerability assessments.
- Integration of nonprofit preparedness with broader state and local preparedness efforts.
- Complete, feasible IJ that addresses an identified risk, including the assessed threat, vulnerability, and consequence of the risk, and proposes building or sustaining a core capability identified in the National Preparedness Goal.
- History of prior funding under NSGP. *Note: Not having received prior year funding is a positive factor when calculating HSGD's score of the application.*

For complete information on the criteria used **last year** to review and score IJs at the state and federal levels, please refer to Appendix D of the FEMA Notice of Funding Opportunity (NOFO) – NSGP Investment Justification and Scoring Criteria located at the following link:

https://www.fema.gov/media-library-data/1496432820413-257c868ed47d92699315aff1aea1d544/FY_2017_NSQP_NOFO_508_Final.pdf

Funding Announcements

After FEMA makes final funding decisions, each applicant will receive either an unfunded notice or a preliminary decision notification from HSGD. Then, HSGD will issue award notices to grant recipients within 45 days of receipt of the federal NSGP award to the State of Texas. The award notice will provide all of the conditions and requirements of the grant. Release of final grant awards are always contingent on HSGD's receipt of the federal grant award under which the program is funded and HSGD cannot release or guarantee funding to any applicant until that award is received, acceptance is processed and a determination is made that adequate funding is available.

Contact Information: For technical assistance or additional information, contact HSGD at eGrants@gov.texas.gov or (512) 463-8382.