

## Frequently Asked Questions FY2019 Nonprofit Security Grant Program (NSGP)

UPDATED - April 19, 2019

### Allowable Expenses:

**NEW: Question: What kinds of expenses would be allowed for contracted security personnel?**

Answer: Hiring of contracted security personnel is allowed under this program. NSGP funds may not be used to purchase equipment for contracted security. The sub-recipient must be able to sustain this capability in future years without NSGP funding. These costs should be classified as organization costs. Subrecipients may not use NSGP funding to hire full or part-time employees that will be placed on a nonprofit's payroll.

The Homeland Security Act of 2002, as amended by the PRICE of Homeland Security Act limits the use of no more than 50 percent of an award for personnel activities unless a waiver is approved by FEMA. Nonprofit organizations that apply for and are awarded NSGP funds for contracted security personnel must count such costs towards the nonprofit organization's 50% personnel cap. FEMA will review an applicant's contract security costs at time of award and anticipates waiving the personnel cap, where necessary, as a term and condition of the award.

See the clarification from FEMA posted on our website at:

<http://www.dhses.ny.gov/grants/nonprofit/nsgp.cfm>

**NEW: Question: Regarding Funding History listed on the Investment Justification, how far back (in terms of years) should an organization go in listing past NSGP funding?**

Answer: You should list ALL years of NSGP funding that an organization has received.

**Question: What kinds of target hardening project costs or security enhancement costs can I apply for?**

Answer: Allowable costs include planning, equipment, training, contracted security personnel and exercises. This is not all-inclusive list, below are some examples of each:

- Planning – Activities related to the development of plans such as:
  - ✓ Security Risk Management Plans
  - ✓ Continuity of Operations Plans
  - ✓ Response Plans
- Equipment – Authorized Equipment List Sections 14 and 15 only; examples include:
  - ✓ Access control equipment
  - ✓ Surveillance equipment
  - ✓ Physical protective measures such as concrete barriers

See the Authorized Equipment List posted at:

<http://www.dhSES.ny.gov/grants/nonprofit/nsgp.cfm>

- Training
  - ✓ Active Shooter Training
  - ✓ Security Training for employees, or members/congregation
- Exercises
  - ✓ Response exercises
- Contracted Security Personnel
  - ✓ hiring and training of contracted security personnel

**Question: Are Planning and Training considered two separate budget items?**

Answer: Yes.

**Question: Would video intercoms be an acceptable equipment request?**

Answer: Video intercoms are an allowable cost.

**Question: Are panic buttons to call for help and send an alarm to other areas of the building in the event of a problem allowable?**

Answer: Panic buttons would be allowable if they are part of an existing alarm system or incorporated into an alarm system purchase.

**Question: Can we apply for multiple pieces of equipment/projects in one application?**

Answer: Yes, as long as you stay within the allowable equipment categories and within the funding caps per the RFA.

**Question: Are Management and Administration costs allowed under this grant?**

Answer: Per page 12 of the RFA: "M&A Activities are those costs defined as directly relating to the management and administration of NSGP funds, such as financial management and monitoring. Sub-recipients may use up to five percent (5%) of the FY2019 NSGP funds awarded to them by the State to be used solely for Management and Administration purposes associated with the award. M&A activities are those defined as directly relating to the management and administration of NSGP funds, such as financial management and monitoring. Management and administrative expenses must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement. M&A costs are not operational costs, they are the necessary costs incurred in direct support of the grant or as a consequence of the grant and should be allocated across the entire lifecycle of the grant. Examples include preparing and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment

expenditures for financial accounting purposes; and responding to official informational requests from state and federal oversight authorities.

M&A costs include the following categories of activities:

- Hiring of full-time or part-time staff or contractors/consultants responsible for activities relating to the management and administration of NSGP funds
- Meeting-related expenses directly related to M&A of NSGP funds”

**Question: Is upgrading a firewall an authorized expense as part of our cyber security target hardening?**

Answer: Technology to support cybersecurity is not an allowable cost under the NSGP. Training is the only eligible expense for cyber security projects. See page 11 of the RFA under Training: “Allowable training topics are limited to the protection of critical infrastructure key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness including programs such as Community Emergency Response Team (CERT) training, Active Shooter training, and emergency first aid training.”

**Eligibility:**

**Question: Can I apply for multiple locations/facilities for the same organization?**

Answer: Yes, you may apply for multiple locations of the same organization, but for each location/facility that you apply for you must:

- a) Submit a complete Investment Justification;
- b) Have a vulnerability assessment specific to the location/facility for which you are applying; and
- c) Ensure that the total amount you are requesting for all locations/facilities does not exceed the maximum award allowed by the program.

**Question: Can an organization headquartered in NYC (NSGP-UA) apply for a grant for a site outside of the city that is considered NSGP-S?**

Answer: Yes, as long as you meet the other eligibility requirements. You will need to make sure the information provided on the Investment Justification is completed according to the area you are requesting funding for. Per page 3 of the RFA “You may not apply to both programs.”

**Question: Is there a possibility that awards may be made for less than the application amount?**

Answer: Yes, it is possible that a partial award may be granted.

**Question: Who is eligible for this grant?**

Answer: To be considered for funding, eligible organizations must:

- Be described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such Code.
- Able to demonstrate, through the application, that the organization is at high risk of a terrorist attack.
- Be prequalified, through the New York State Grants Gateway prior to application submission <https://grantsgateway.ny.gov>.
- Provide a current and valid DUNS number with the application. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.
- Provide a copy of their organization's mission statement along with their application.
- Provide a copy of their threat and/or vulnerability assessment **for the facility listed on the Investment Justification(s)**. If you are applying for multiple locations you must submit a complete separate Investment Justification for each location with a vulnerability assessment specific to the location/facility for which you are applying. The assessment must include the address of each facility.
- Be registered, have recently applied for registration or be exempt from registering with the NYS Attorney General's Office Charities Bureau.

**Question: Can an application be submitted for a new building that is under construction?**

Answer: No, you may only submit for existing facilities that the organization occupies at the time of application.

**Requirements:**

**Question: What must be submitted to consider the application complete?**

Answer: To be considered for funding, eligible nonprofit organizations must submit an application using the State's Electronic Grants (E-Grants) System (see Exhibit A: E-Grants Instructions). A complete application includes the following:

- Investment Justification Template (Submitted as an attachment in E-Grants)

- Contact Information
- Proposed Project Workplan Information
- Budget Request Information
- Certification to Accept the Assurances
- Status History report from Grants Gateway website showing prequalification status (Submitted as an attachment in E-Grants)
- **Signed and notarized** Vendor Responsibility Questionnaire (Submitted as an Attachment in E-Grants) or a copy of your on-line Questionnaire certified within the last six months
- Mission Statement (Submitted as an attachment in E-Grants)
- Threat and/or vulnerability assessment for each facility listed on each Investment Justification (Submitted as an attachment in E-Grants)

**Question: What makes a strong Investment Justification?**

Answer:

- Clearly identified risks, vulnerabilities and consequences;
- Description of findings from a previously conducted vulnerability assessment;
- Details of any incident(s) including description, dates, etc.;
- A brief description of any supporting documentation (such as police reports or photographs) that is submitted as part of the application, if applicable;
- Explanation of how the investments proposed will mitigate or address the vulnerabilities identified from a vulnerability assessment;
- Establish a clear linkage with investment(s) and core capabilities (See National Preparedness Goal); see <http://www.fema.gov/national-preparedness-goal> for information on core capabilities;
- All activities proposed in the application are allowable costs per the FY 2019 NSGP RFA;
- Realistic milestones that consider the Environmental Planning and Historic Preservation (EHP) review process, if applicable; and
- Description of the project manager or managers' level of experience.

**Question: Will a recent Vulnerability Assessment prepared for Hate Crimes be acceptable for this grant, or is a new assessment required?**

Answer: A new assessment is not a requirement.

**Question: Is there anything that can be used in place of a formal Threat/Vulnerability Assessment? Is the Risk/Evaluation Tool OK?**

Answer: Each organization must submit a risk assessment. There is not a prescribed format for that assessment. There are several ways to go about that including but not limited to: from a local police department, a private vendor, a self-assessment, etc.

## Technical

Question: When it states that max characters per text box is 500 - does that apply to every text box in the grant or just the text box below that statement?

Answer: That information pertains to the boxes below it.

Question: One of the documents that need to accompany our grant request for FY2019 NSGP-UA, is documentation that we are prequalified. Where do I obtain such documentation?

Answer: Please refer to page 65-67 of the E-Grants Tutorial for instructions on how to obtain the required documentation to demonstrate prequalification status.

Question: For the Bonus: Funding History Section, please clarify the difference between "New" and "Ongoing".

Answer: New would be a new project to address something that has not previously been addressed; ongoing would be, for example, adding more cameras to an existing CCTV system previously purchased with grant funding.

Question: Is it possible to include new projects and ongoing ones within the same application? If yes, how do we address this question?

Answer: Yes, you can include both ongoing and new projects. Use the "Additional Information" Box in the Funding History Section to describe your projects. Also, you can use the text box in the Target Hardening Section to delineate "new" and "ongoing" projects.