



Homeland Security and Emergency Services

FY2021 Nonprofit Security Grant Program (NSGP) Frequently Asked Questions Updated as of 4/7/2021

Allowable Expenses:

Question: Does allowable equipment include both interior and exterior projects?

Answer: Yes, the equipment may be interior or exterior, provided it addresses an identified vulnerability of the site. Please refer to the list of NSGP-allowable equipment items with respective Authorized Equipment List (AEL) codes here:
<http://www.dhSES.ny.gov/grants/nonprofit/nsgp.cfm>.

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.

Question: If we are requesting to apply more than 50 percent of the award towards contracted security personnel costs, do we need to also submit a personnel cap waiver request with our application?

Answer: No, applicants wishing to submit for more than 50% in personnel costs may do so in their grant application. No additional procedures regarding exceeding the personnel cap are necessary for your application.



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

Answer: Yes.

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

Answer: Per page 10 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 FY2020 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

***NEW* Question:** Can an existing employee be utilized for Planning or M&A activities?

Answer: Yes, but only for time worked above and beyond their normal work schedule, otherwise this may be considered supplanting. Please also note that overtime and backfill are not allowable expenses.



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Eligibility:

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

Answer: Yes, each nonprofit organization may apply for up to \$150,000 per site, for up to three (3) sites, for a maximum award of \$450,000 per organization. For each requested site you must:

- a) Submit a separate E-Grants application specific to each site;
- b) Submit a separate site-specific Investment Justification;
- c) Submit a separate site-specific vulnerability assessment; and
- d) Ensure that the total amount you are requesting for all locations 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 for which you are requesting funding.

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 New York State Grants Management prior to application submission: <https://grantsmanagement.ny.gov/get-prequalified>.
- 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.



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- Be registered, have recently applied for registration or be exempt from registering with the NYS Attorney General's Office Charities Bureau.
https://www.charitiesnys.com/charities_new.html

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

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

Question: How is "site" defined under the program? Would multiple buildings owned by an organization located on a campus that share the same street address be considered one site or multiple sites?

Answer: A "site" must have a separate and distinct street address. Multiple buildings sharing a physical address would be considered one site.

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 the Request for Applications - Exhibit A: E-Grants Instructions). A complete application includes the following:

- E-Grants Application Information:
 - Contact Information
 - Please provide at least two (2) contacts from your organization
 - Proposed Project Workplan Information
 - Budget Request Information
 - All requested projects must be clearly linked to security vulnerabilities identified in the vulnerability assessment
 - Certification to Accept the Assurances
- Required Attachments to Upload to the E-Grants Application:
 - Investment Justification Template
 - Status History report from Grants Gateway website showing prequalification status
 - Mission Statement of the applying organization



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- Threat and/or vulnerability assessment specific to the site listed on the Investment Justification.
 - Please note that for **each** requested site, the applicant must provide:
 - A separate E-Grants application
 - A separate site-specific Investment Justification
 - A separate site-specific threat/vulnerability assessment **to include the site's address**

Question: Is a Vendor Responsibility Questionnaire required to be submitted with the application?

Answer: No, a Vendor Responsibility Questionnaire is not required for your FY 2021 NSGP application submission.

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 the submitted 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 2021 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: What qualifies as an acceptable vulnerability assessment?

Answer: There is not a prescribed format for vulnerability assessments. There are several ways to obtain a vulnerability assessment, including but not limited to: requesting from a local police department or private vendor, conducting a self-



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assessment, submitting a previously completed assessment, provided it reflects the current vulnerabilities of your site, etc.

Technical

***NEW* Question:** I am working on a Mac and am having difficulty editing and navigating the Investment Justification (IJ) form. Can the IJ only be completed on a PC?

Answer: We recommend use of a Microsoft/PC platform due to compatibility issues with FEMA's Excel-based IJ form. DHSES has and will continue to communicate to FEMA that Mac users often have difficulty navigating the IJ.

Question: Is the Streamlined Prequalification Questionnaire that was available through the NYS Securing Communities Against Hate Crimes (SCAHC) Grants also acceptable for prequalification for a nonprofit seeking to apply for the federal FY 2021 Nonprofit Security Grant Program (NSGP)?

Answer: No. The Streamlined Prequalification process was *only* applicable to the SFY 2019-2020 Securing Communities Against Hate Crimes programs. All applicants of the FY 2021 Nonprofit Security Grant Program (NSGP) must use the traditional prequalification process, available here: <https://grantsmanagement.ny.gov/get-prequalified>.

Question: One of the documents that needs to accompany our grant request for FY 2021 is documentation that we are prequalified. Where do I obtain such documentation?

Answer: Please refer to pages 62-64 of the E-Grants Tutorial for instructions on how to obtain the required documentation to demonstrate prequalification status.

Question: What is the correct funding year to select in the E-Grants application?

Answer: Make sure you select **2021** as the funding year in E-Grants for the FY 2021 Nonprofit Security Grant Program, as this round of funding is sourced from the federal fiscal year (FFY) 2021 budget. **Selecting the wrong year will invalidate your application.**

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.



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Question: For the Bonus Points: 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.