

Allowable Costs and Training Requests



Allowable Costs



EQUIPMENT



TRAINING



**CONSULTANT
COSTS FOR
PLANNING**



**CONSULTANT
COSTS FOR
EXERCISES**



**CONTRACTED
SECURITY**



M&A



**Homeland Security
and Emergency Services**

Equipment

- Funding can be used for the acquisition and installation of security equipment on real property owned or leased by the organization specifically in prevention of and/or protection against the risk of a terrorist attack or other extremist attack.
- Allowable costs are focused on target hardening and physical/cyber security enhancements. This equipment must protect the critical infrastructure of the facility.



Equipment Reminders: CCTV Equipment



Purchase of CCTV cameras should be used to secure the exterior of the building to deter/detect a terrorist attack from occurring prior to entering the building. If installing interior cameras, the cameras should be facing points of entry to the building. For more information regarding interior cameras, please talk with your Contract Representative.



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Equipment Reminders: Telecommunication/Physical Security Surveillance Equipment Restrictions

Effective August 13, 2020, FEMA recipients, subrecipients and their contractors and subcontractors are prohibited to obligate or expend federal funds on certain telecommunications products and contracting with certain entities for national security reasons. FEMA funds cannot be used to:

- Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services;
- Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services;
- Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services.

If vendors use the following covered telecommunications equipment or services, reimbursement may be in jeopardy:

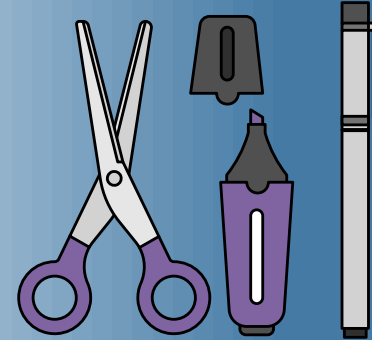
- Huawei Technologies Company (or any subsidiary or affiliate of such entities);
- ZTE Corporation (or any subsidiary or affiliate of such entities);
- Hytera Communications Corporation (or any subsidiary or affiliate of such entities);
- Hangzhou Hikvision Digital Technology Company (or any subsidiary or affiliate of such entities);
- Dahua Technology Company (or any subsidiary or affiliate of such entities);
- An entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.



Security Training



Allowable training-related costs are limited to attendance fees for training and related expenses (materials, supplies, and/or equipment).



Allowable training topics are limited to the protection of critical infrastructure key resources including:

Physical and
Cyber Security

Target
Hardening

Terrorism
Awareness/Employee
Preparedness



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Security Training

If you have Attendance Fees for Security Training in your NSGP-NSS budget, the Training must be approved by DHSES before the training is conducted:



Request for Training Approval

Request for Training Approval: Nonprofit Security Grant Program (NSGP)

Grantee Information

Legal Name of Organization:

Facility Address:

Point of Contact: Title:

Phone Number: Email:

Grant Details

Contract Number: Grant Year:

Training Requirements

- If you have security/terrorism training in your contract, you must get the training curriculum approved by DHSES before you conduct the training session. DHSES only approves the curriculum, not the vendor. Make sure you follow all of the procurement procedures for training as you would for equipment/installation.
- Nonprofit organization staff may use NSGP funds to attend security-related training courses and programs within the United States.
- Allowable training-related costs under the NSGP are limited to attendance fees for training, and related expenses, such as materials, supplies, and/or equipment.
- Overtime, backfill, and/or travel expenses are not allowable costs.
- Allowable training topics are limited to the protection of critical infrastructure key resources, including physical and cybersecurity, 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.
- Training conducted using NSGP funds must address a specific threat and/or vulnerability, as identified in the nonprofit organization's Investment Justification (IJ).
- Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills.

Course Information

**Please also provide detailed Curriculum, Agenda, Manual, etc. **

Title of Training:

Location of Training:

Tentative Date(s) and Number of Hours: Overall

Description:

Allowable Course Topics-Check All That Apply:

- | | |
|--|--|
| <input type="checkbox"/> Physical Security | <input type="checkbox"/> Community Emergency Response Team |
| <input type="checkbox"/> Cybersecurity | <input type="checkbox"/> Active Shooter Training |
| <input type="checkbox"/> Target Hardening | <input type="checkbox"/> Emergency First Aid Training |
| <input type="checkbox"/> Other (Please describe): <input type="text"/> | |

Course Objectives:

Type of Personnel to be Trained: Number of Personnel to be Trained:

Attendance Fees (Per Person Cost): Total Training Costs: Procurement Method Used:

Submit this form with the training vendor's curriculum at least thirty days before the training is scheduled.

Vendor's curriculum needs to be on vendor's stationary.

Proposals and invoices from security training vendors must be based on attendance fees (per person cost).



Consultants

A vendor who is procured under contract to provide goods or services.

Consultant costs are used for Planning, Exercises, Contracted Security Personnel and Management and Administration.



Planning

Planning activities must be related to the protection of the facility and the people within the facility.

Allowable planning activities include:

- Development and enhancement of security plans and protocols
- Development or further strengthening of security assessments
- Emergency contingency plans
- Evacuation/Shelter-in-place plans



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Exercises

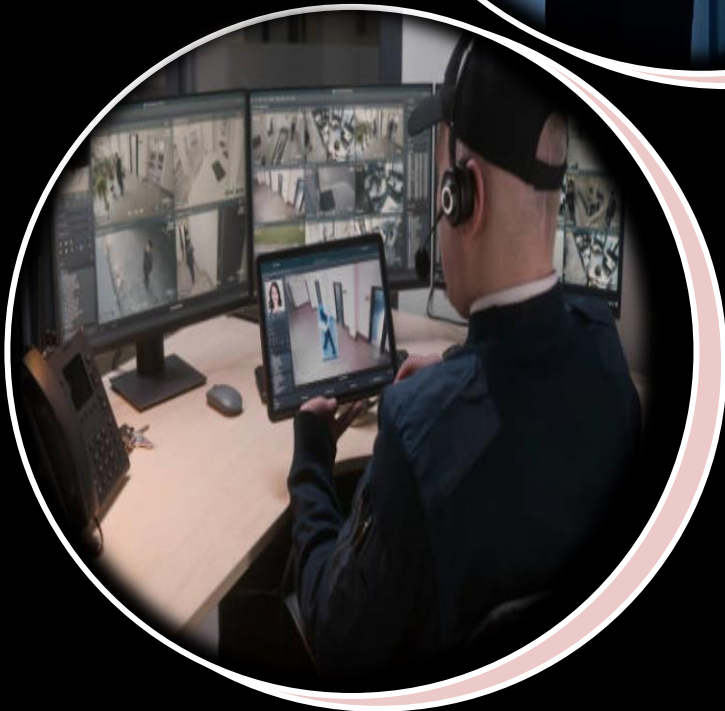
NSGP funding may be used to conduct security related exercises.

Examples of allowable costs include:

- **Costs related to planning and facilitating the exercise**
- **Supplies**



Contracted Security Personnel



- Hiring of contracted security personnel is allowed under this program. NSGP funding is for **ADDITIONAL Contracted Security Personnel** hours.

- Grantees may not use NSGP funding to hire full or part-time employees that will be placed on a nonprofit's payroll.



Management and Administration Costs (M&A)



Allowable M&A costs are limited to:
Hiring of full-time or part-time staff
or contractors/consultants
responsible for activities relating to
the management and administration
of NSGP funds or meeting-related
expenses directly related to M&A of
NSGP funds.



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Types of Management & Administration (M&A)

Personnel

- Personnel already on the organization's payroll who works above the normal work hours on M&A of NSGP funds.
- Must provide time distribution records.

Consultant

- A consultant would have to be procured properly.
- A consultant agreement between the organization and consultant would have to be created.

