State of West Virginia
FY 2023 Nonprofit Security Grant Program
Preliminary Application Guidance

The Nonprofit Security Grant Program (NSGP) provides funding to enhance the ability of nonprofit organizations to prevent and protect against terrorist attacks. NSGP funds are focused on security-related activities and projects to strengthen physical and cyber security. Besides funding, the program aims to integrate plans and actions of nonprofit organizations with broader community preparedness efforts,

The State of West Virginia is soliciting applications from eligible organizations to be included in the federal application the state will submit in late spring 2023. All organizations in the state wishing to apply should submit application materials to the Homeland Security State Administrative Agency (HS SAA) who compiles all application materials and submits them to the federal government. All complete proposals received by the HS SAA will be submitted to FEMA. The federal government determines which projects receive funding and the amount of funding.

Stemming from the statutory authority for this program, the intended outcome is to implement target hardening and other physical security enhancements in nonprofit organization facilities.

Eligibility
Eligible entities are organizations that meet the criteria as described under section 501(c)(3) of the Internal Revenue Service code or are tax-exempt under section 501(a) of the IRS code. Examples of eligible organizations include houses of worship, non-governmental educational facilities, medical facilities, camps, senior centers, shelters/crisis centers, event venues, and community/social service organizations, so long as they are nonprofits. Information on 501(c)(3) eligibility can be found at https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations

The following types of entities/organizations are not eligible. Utility companies, for-profit hospitals, volunteer fire departments, for-profit transportation providers, homeowner associations, or any governmental entity.

Unique Entity Identifier (UEI)
Every applicant organization must have a Unique Entity Identifier (UEI) which can be obtained from the federal government's System for Award Management (SAM.gov). If the organization has previously used a Dun & Bradstreet Universal Numbering System (DUNS) number to apply for federal funds, that number will not be acceptable and will disallow the application. An organization can find their UEI on SAM.gov if they have previously received federal funding. It is critically important that every interested organization begin application for a UEI as soon as possible if they do not have a current number.

Timeline
Critical dates in the FY 2023 NSGP application process are:

January 18, 2023	Preliminary Application Guidance released.
January 23, 2023	NSGP Introductory webinars at 2:00 pm and 7:00 pm
January 26, 2023	NSGP Introductory webinars at 11:00 am and 1:30 pm
No later than March 1, 2023	Updated Application Guidance released containing information from the FY 2023 NSGP Notice of Funding Opportunity from FEMA. The final version of the Investment Justification form will be available at this time.
To be scheduled	Additional webinars will be scheduled after official grant guidance is released.
Friday, April 7th	Application information due to Homeland Security State Administrative Agency
Late August	Notification to state of approved applications
Sept 1, 2023 - Aug 31, 2026	Period of Performance for FEMA approved applications

Allowable Projects & Activities
The following types of equipment and activities are allowable in the NSGP program.
- Access control systems
- Alarms, Warning & Notification Systems
- Security Cameras/CCTV
- Fences/bollards/barriers
- Security Screening Equipment
- Security-enhanced doors and windows
- Locks
- Cybersecurity/technology to support infrastructure protection projects
- Planning (development or revision of safety and security plans including evacuation)
- Training (awareness, active assailant, first aid, and other similar trainings)
- Practical Exercises (active shooter, bomb threat, etc.)
- Limited usage of contract security personnel

The complete list of allowable equipment to be purchased with NSGP funds is in the FEMA Authorized Equipment List. Commonly referred to as the AEL, the list can be found at https://www.fema.gov/grants/tools/authorized-equipment-list The HS SAA can help you ensure that equipment you want to include in your application is allowable and on the AEL.

The following are not allowable in the NSGP program. Organizational operating cost and general use expenses, License Plate Readers, facial recognition software, knox boxes, fire suppression systems, guns/weapons and weapons training, landscaping, proof of concept initiatives, air purification systems/HVAC, sexual predator screening database, and organizational salaries.

Previously completed facility improvements are not eligible for reimbursement through this program.

Environmental & Historic Preservation (EHP) Requirements

Any project that involves building construction/modification or attaching anything to a permanent structure must undergo an Environmental & Historic Preservation (EHP) screening. This would include installation of security cameras, replacement of doors or windows, construction or replacement of fencing, and other similar project activities. The HS SAA will assist successful applicants through the EHP process.

Maximum Annual Award

In previous years, the maximum annual award per organization per site is $150,000. An organization can apply for up to three sites/locations per grant cycle.

Match Requirement

There is no required funding to match federal funds received through the NSGP program. No additional funds can be granted to an organization after the initial award in each grant cycle so organizations should not start projects that will cost more than their grants funds if they do not have supplemental money to finish the project. NSGP grant funds may not be used as match for any other federal grant or cooperative agreement.

Vulnerability Assessment

An assessment to identify the threats and vulnerabilities which pose the greatest risk is essential to improving the security of any facility and is a required part of the NSGP application. There is not a specific format that must be used in completing the assessment. It is recommended that a person who does not regularly visit the facility assist in completing the assessment to help provide a more complete review. The HS SAA can supply sample assessments for reference. The Cybersecurity and Infrastructure Security Agency has an online assessment tool that can be accessed at https://www.cisa.gov/houses-worship-security-self-assessment

Occupancy Requirement

An organization must currently occupy and utilize a building or facility to qualify for NSGP funding. Funds cannot be acquired for a facility that the organization intends to build or move into in the future.

Contact Information

The NSGP Program is administered by the WV Homeland Security State Administrative Agency.
Phone: 304 558-5380
Email: hssaa@wv.gov
Website: www.emd.wv.gov then click on the "Grants" tab
Points of Contact: David Hoge or Kevin Cook

FY 2023 NSGP Application Checklist

1. **Obtain a Unique Entity Identifier (UEI) from www.SAM.gov .** If you have previously received federal funding with a DUNS number, you can log on to SAM. Gov and find your UEI. If you have not received federal funding, you will need to register and a UEI will be assigned. To register for a UEI, you will need your organization's Employer Identification number.

2. **Notify the WV Homeland Security State Administrative Agency of your intent to apply.** Send an email to hssaa@wv.gov indicating your interest in applying. We will send a response and also an Agency Contact Sheet.

3. **Submit Agency Contact Sheet.** Completion of this sheet will help us ensure we are sharing information with the right points of contact. On the sheet, the Programmatic and Financial points of contact need to be two different people. You may also add additional contacts as appropriate. We can limit the sharing of application and general information to the individuals you designate.

4. **Complete a Vulnerability Assessment.**

5. **Submit application materials to HS SAA at hssaa@wv.gov .**
   a. <u>Organizational Mission Statement</u> – submit a copy of your organization's mission statement, preferably on letterhead.
   b. <u>Vulnerability Assessment</u> – the assessment should identify specific gaps or opportunities for improvement in the facility security that are addressed by the items in the grant budget
   c. <u>Completed Investment Justification</u> – make sure to use the FY 2023 Investment Justification form, which will be distributed and posted on our website when released by FEMA. For planning purposes, a copy of the FY 22 IJ form is available which is likely very similar to the FY 23 form.

6. **Send supplemental documentation to provide context, if needed.** To help give a broader understanding of the particular security issues that an organization is trying to resolve by the grant application, additional documentation can be submitted, but is not required. For example, if a security incident has occurred at the facility, you may submit a police report or insurance settlement documentation.