



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

Some general information is provided below to assist interested nonprofits prepare for the NSGP application process. The Delaware Emergency Management Agency (DEMA) will update the Nonprofit Security Grant Program resources tab on their website as the Federal Notice of Funding Opportunity (NOFO) becomes available. Additional information and resources can be found on FEMA's website: <https://www.fema.gov/grants/preparedness/nonprofit-security>.

For questions related to NSGP or to be added to Delaware Emergency Management Agency's (DEMA) nonprofit contact list for future updates, contact Mark Dworkin at [Mark.Dworkin@delaware.gov](mailto:Mark.Dworkin@delaware.gov) or (302) 659-2231.

## NSGP Overview

This grant provides funding support for target hardening and other physical security enhancements and activities to nonprofit organizations that are at high risk of terrorist attack. The intent is to integrate nonprofit preparedness activities with broader state and local preparedness efforts. It is also designed to promote coordination and collaboration in emergency preparedness activities among public and private community representatives, as well as state and local government agencies.

### Are you Eligible?

Eligible organizations meet the following criteria:

- Registered as a 501(c)(3) organization as described in the Internal Revenue Code of 1986, title 26 of the U.S.C., and exempt from tax under section 501(a) of such Code.
- Facility is located within the State of Delaware.
- Be at a high risk of a terrorist attack based on the following:
  - Identification and substantiation of prior 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.
  - 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.
  - Findings from previously conducted threat and/or vulnerability assessments.

### How can these funds be used?

This grant provides funding support for target hardening and other physical security enhancements and activities to nonprofit organizations that are at high risk of terrorist attack. Allowable and unallowable costs are provided in the NOFO. FEMA also developed the Preparedness Grants Manual to guide applicants and recipients of grant funding on how to manage their grants and other resources. Reference Appendix C of the FEMA Preparedness Grants Manual for NSGP-specific information and requirements.

**Make sure you are referencing the most up-to-date and relevant information for the fiscal year you are applying.**

### Is the NSGP a reimbursement grant?

Yes. Following general federal grant practices, the NSGP awards are paid out through a reimbursement format as a precaution against misuse of funds. The sub-grantees are required to lay out the funding for the approved project investments and activities and submit reimbursement requests that substantiate the outlays to the SAA. Only permissible uses of the funds that were included in the application and approved in the award notice can be reimbursed.

## How do I apply?

Once the NOFO is released by FEMA, eligible nonprofit organizations must apply to their State Administrative Agency (SAA) for NSGP funds. Nonprofits may not apply to FEMA directly. The SAA is the only entity eligible to apply to FEMA on behalf of eligible nonprofit organizations. For Delaware, DEMA is designated as the SAA. The applicant's primary point of contact for instruction and guidance throughout the application and post-award process is the SAA.

## What do I need to submit to my SAA to apply for NSGP funds?

Please note that the list of documents provided below is based on grant requirements from previous years. Always reference the NOFO for the fiscal year in which you are applying for the most up-to-date and relevant information.

Each eligible nonprofit organization should submit the following to their SAA as part of their grant application package:

- **NSGP Investment Justification (IJ)**

- The IJ is an excel document form used to apply for NSGP. The investments, or projects, described in the IJ must:
  - Be for the location(s) that the nonprofit occupies at the time of application;
  - Address an identified risk, including threat and vulnerability;
  - 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;
  - Be able to be fully completed within the three-year period of performance;
  - Be consistent with all applicable requirements outlined in the NOFO and the Preparedness Grants Manual.

- **Vulnerability/Risk Assessment**

- A vulnerability/risk assessment unique to the site for which the nonprofit organization is applying. Currently, there are no other FEMA specific requirements for the vulnerability assessment. If a nonprofit applies for projects at multiple sites, regardless of whether the projects are similar in nature, it must include an assessment of the vulnerability and risk unique to each site.

- **Mission Statement**

- A Mission Statement and any mission implementing policies or practices that may elevate the organization's risk. The SAA will use the Mission Statement along with the information provided in the IJ to determine the central purpose of the organization and will validate the nonprofit's 'organization type' selected by the nonprofit organization on the IJ. Applicants MUST identify the nonprofit organization using one of the following four categories: 1) Ideology-based/Spiritual/Religious; 2) Educational; 3) Medical; or 4) Other.

- **Supporting documentation** related to actual incidents that have occurred at the location/facility, if applicable.

- If applicable, nonprofit organizations may include any proof of actual incidents that have occurred at the location or facility; this includes items such as police reports or photographs (include a brief description of the items you are submitting in your IJ).

## Is a permanent (rented, owned) physical location an eligibility requirement for this grant?

The physical address for the grant may be rented or owned by the applicant. Temporary structures are not eligible.

## What makes a strong IJ?

- 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](#));
- Verify all proposed activities are allowable costs per the relevant fiscal years NSGP NOFO;
- Realistic milestones that consider the [Environmental Planning and Historic Preservation \(EHP\)](#) review process, if applicable; and
- Description of the project manager(s) level of experience.

## What is the required vulnerability risk assessment and how do I complete it?

The vulnerability risk assessment is used to identify and validate physical security deficiencies of your organization/facility and is the foundation of an NSGP application. Addressing gaps as they are identified in the vulnerability risk assessment keeps a facility and its occupants, visitors, and members safer.

A vulnerability risk assessment is Vulnerability assessments can be provided in the form of a Cybersecurity and Infrastructure Security Agency (CISA) Self-Assessment, state or local law enforcement assessment, contractor assessment, or other valid method of assessment. The SAA may require a specific format/type of vulnerability assessment, so be sure to review the state-specific guidelines for their application requirements. Projects/activities requested through the NSGP should align to mitigate items identified in the vulnerability assessment.

**Please note that completing the vulnerability/risk assessment takes time, we recommend getting the process started now for upcoming fiscal year applications.**

Below are some vulnerability risk assessment resources available to Delaware nonprofits:

- **Violent Intruder Toolkit Self-Assessment:** The Delaware Information and Analysis Center (DIAC) has created a quick reference guide to help organizations further enhance their security posture. This guide contains instructions and template for a Self-Assessment/Security Risk Assessment to identify vulnerabilities at an organization's facility. The DIAC Self-Assessment can be found here: [Violent Intruder Toolkit Self-Assessment](#).
- **Faith Based Organizations:** CISA has designed a tool to guide personnel at houses of worship through a security-focused self-assessment to understand potential vulnerabilities and identify options for consideration in mitigating those vulnerabilities. This self-assessment is a first step in building an effective security program; it is not intended to be an in-depth security assessment. After completing this process and addressing preliminary findings, houses of worship personnel may consider pursuing more detailed security assessments to explore specific issues. The CISA Self-Assessment can be found here: [Houses of Worship Self-Assessment](#).
- CISA also offers vulnerability/risk assessments through the Security Assessment at First Entry (SAFE) program. SAFE is a rapid physical security assessment that assists facility owners and operators in implementing effective security programs. Using SAFE, CISA Protective Security Advisors (PSA) provide a structured review of a facility's existing security measures and delivers feedback on observed vulnerabilities and options for improving security. Learn more about SAFE assessments here: [SAFE Fact Sheet](#)

## What to Expect after Applying?

DEMA submits all eligible applications to the federal awarding agency on behalf of nonprofit organizations. Awards are determined by the federal awarding agency. Award notifications are made by DEMA to nonprofits after the formal award is made by FEMA. Nonprofits should anticipate a few months between when they submit their applications to DEMA and when they are notified of NSGP awards. Anticipated Federal timelines are provided in the NOFO.

If a nonprofit is awarded NSGP funds, an Environmental and Historic Preservation (EHP) review may be required prior to any project work beginning. 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 complete the 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 and photographs so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. Refer to FEMA's [website](#) for more information on what types of project work may require an Environmental & Historic Review.

## Additional Information and Resources:

- Unique Entity ID: Grant award recipients will need their organization's mandatory registration on the System for Award Management ([www.SAM.gov](http://www.SAM.gov)).
- FEMA NSGP webpage: [FEMA Website - Nonprofit Security Grant Program](#)
- FEMA Authorized Equipment List: [Authorized Equipment List](#)
- State Administrative Agency (SAA) Contact List: [State Administrative Agency \(SAA\) Contacts](#)
- Grants Management Requirements and Procurement Under Grants: [FEMA Grants](#)
- Preparedness Grants Manual: [Preparedness Grants Manual](#) (See Appendix C for NSGP-specific information)
- Grants Management Technical Assistance Online Training: [Grants Management](#)
- Grants Learning Center and Resources: [Learn Grants](#)
- Environmental Planning and Historic Preservation Information: [Environmental Planning and Historic Preservation \(EHP\) Compliance](#)