

REQUEST FOR APPLICATIONS (RFA) 2010 UASI –
NONPROFIT SECURITY GRANT PROGRAM

Government of the District of Columbia
Homeland Security and Emergency Management Agency
Homeland Security Grants Division

FISCAL YEAR 2010 URBAN AREAS SECURITY INITIATIVE
NONPROFIT SECURITY GRANT PROGRAM

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Application Submission Deadline: February 19, 2010, 11:59 P.M.

LATE APPLICATIONS WILL NOT BE ACCEPTED

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SECTION I: GENERAL INFORMATION

A. INTRODUCTION

The Fiscal Year (FY) 2010 Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP) provides funding support for target hardening activities to nonprofit organizations that are at high risk of terrorist attack. While this funding is provided specifically to high-risk nonprofit organizations, the program seeks 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, State and local government agencies, and Citizen Corps Councils.

The intent of the FY 2010 UASI NSGP is to create a sustainable national model program to enhance security and overall preparedness to prevent, respond to, and recover from acts of terrorism. States must ensure that the identified urban areas take an inclusive regional approach to the development and implementation of the FY 2010 UASI NSGP and involve core cities, core counties, contiguous jurisdictions, mutual aid partners, port authorities, rail and transit authorities, state agencies, Citizen Corps Council(s), and the Metropolitan Medical Response System (MMRS) steering committees.

The purpose of this Request for Application (RFA) is to solicit applications from 501 (c)(3) nonprofit organizations, located in specific high-threat, high-density urban areas and determined to be at risk of a terrorist attack. Thus, funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist attack. Grant funding may also be used to attend security-related training courses and programs.

B. GRANTING OFFICE

The FY 2010 UASI NSGP for the National Capital Region (NCR) is distributed, managed and monitored by the District of Columbia Homeland Security and Emergency Management Agency (HSEMA), which acts as the State Administrative Agent (SAA) for the NCR homeland security grants.

C. ELIGIBILITY

Applications must be provided to the SAA from eligible nonprofit organizations (as described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such Code) that are at high risk of terrorist attack and are located within the NCR.

The term "National Capital Region" means the geographic area located within the boundaries of (A) the District of Columbia, (B) Montgomery

and Prince Georges Counties in the State of Maryland¹, (C) Counties of Arlington, Fairfax, Loudoun, and Prince William and the City of Alexandria in the Commonwealth of Virginia, and (D) all cities and other units of government within the geographic areas of such District, Counties, and City.

Eligible nonprofit organizations are required to become members of their local Citizen Corps Council, where one exists, in order to build an integrated, comprehensive community preparedness effort in their community.

Criteria for determining eligible applicants who are at high risk of terrorist attack include, but are not limited to:

- Identification and substantiation (e.g. police reports or insurance claims) of prior threats or attacks against the nonprofit organization or closely related organizations (within or outside the U.S.) by a terrorist organization, network, or cell,
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site a possible target of terrorism,
- Role of the applicant nonprofit organization in responding to terrorist attacks,
- Findings from previously conducted risk assessments including threat or vulnerability.

The scoring review sheet is included as an appendix to this document. Applicants are encouraged to consider this review process when writing their proposals.

D. INQUIRIES

There will be a RFA information session held on Wednesday, January 13, 2010 between 1 PM and 3 PM at the Washington Council of Governments building (777 North Capitol Street, NE, Meeting Room 1 on the First Floor).

To ensure fairness and consistency, all questions not addressed in this RFA, must be submitted in writing by **Wednesday, January 20, 2010**. The question and answer will then be distributed through an addendum to this RFA on **Tuesday, February 2, 2010**. Questions that can be answered by referring to sections of the application or that are specific to an applicant may be answered directly by grant administration staff. Oral explanations or instructions given prior to the award of grants will not be binding.

Applicants may submit written questions electronically to Charles Madden, Homeland Security Grants Acting Division Chief, at (202) 724-6568 or charles.madden@dc.gov.

¹ Maryland organizations must show proof that their organization has registered with the Office of the Secretary of State or show proof of exempt status.

E. REGULATIONS

All applications will be considered under the Federal guidelines that determine allowable expenses.

F. AMOUNT OF FUNDING

The maximum grant award is \$75,000 per nonprofit organization. A total of \$19,000,000 is available nationwide under this grant program.

G. COST SHARING REQUIREMENT

There is no matching requirement for this grant program. The sub grantee may choose to provide a demonstration of cost-sharing in the application at its discretion. However, an applicant's willingness to contribute an optional cost share will not impact application scores and, thus, allocations.

H. ENVIRONMENTAL AND HISTORIC PRESERVATION COMPLIANCE

The Federal Emergency Management Agency (FEMA) is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA funding. FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations.

The SAA will act as the liaison between the sub-grantees and FEMA for the EHP review and approval process. The sub-grantee shall provide any information requested by the SAA to ensure compliance with applicable Federal EHP requirements. Any projects funded with FY2010 NSGP funds cannot be initiated until FEMA has completed its review and certified that the project meets EHP standards. Sub-grantees may be required to provide detailed information about the project, including the following: location (street address or map coordinates); description of the project including any associated ground disturbance work, extent of modification of existing structures, construction equipment to be used, staging areas, access roads, etc; year the existing facility was built; natural, biological, and/or cultural resources present in the project vicinity; visual documentation such as site and facility photographs, project plans, maps, etc; and possible project alternatives.

For certain types of projects, FEMA must consult with other Federal and state agencies such as the U.S. Fish and Wildlife Service, State Historic Preservation Offices, and the U.S. Army Corps of Engineers, as well as other agencies and organizations responsible

for protecting natural and cultural resources. For projects with the potential to have significant adverse effects on the environment and/or historic properties, FEMA's EHP review and consultation may result in a substantive agreement between the involved parties outlining how the sub grantee will avoid the effects, minimize the effects, or, if necessary, compensate for the effects.

Because of the potential for significant adverse effects to EHP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period. Sub Grantees are responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EHP review that are necessary to address potential adverse impacts. Sub Grantees may use NSGP funds toward the costs of preparing such documents and/or implementing treatment or mitigation measures. Failure of the sub grantee to meet Federal, State, and local EHP requirements, obtain applicable permits, and comply with any conditions that may be placed on the project as the result of FEMA's EHP review may jeopardize Federal funding.

The sub recipient shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. The sub recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the sub recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the sub recipient will immediately cease construction in that area and notify the SAA. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.

For more information on FEMA's EHP requirements, sub grantees should refer to FEMA's Information Bulletin #329, *Environmental Planning and Historic Preservation Requirements for Grants*, <http://www.fema.gov/pdf/government/grant/bulletins/info329.pdf>. Additional information and resources can also be found at <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm>.

I. PERIOD OF PERFORMANCE

These grant funds will be available for the period beginning with the date of award and the project period will not exceed **36 months**. All grant expenditures must occur within this time frame. Any extensions of this period of funding must be negotiated on an individual basis and should not be assumed. HSEMA reserves the right to negotiate alternative funding dates if needed.

J. APPLICATION REVIEW AND FUNDING ALLOCATIONS

Applications will be reviewed through a two-phased State and Federal review process for completeness, adherence to programmatic guidelines, feasibility, and how well the Investment Justification addresses the identified risk.

FY 2010 NSGP evaluation criteria include items such as:

- Identification and substantiation of prior threats or attacks (within or outside the U.S.) by a terrorist organization, network, or cell against the applicant,
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site a possible target of terrorism,
- Role of the applicant nonprofit organization in responding to terrorist attacks,
- Findings from previously conducted threat, vulnerability and/or consequence assessments,
- Integration of nonprofit preparedness with broader state and local preparedness efforts to include coordination with the Citizen Corps Council,
- Complete, feasible investment justifications that address an identified risk, including threat and vulnerability.

From this review and rating process, specific allocations will be determined. All funding decisions made by FEMA are final and binding. Note: As there are generally far more requests for funds than funds available, applicants may not be chosen for funding or may receive only partial funding for the project.

State Review: Applications should be submitted by the nonprofit organization to the State Administrative Agency (SAA) **no later than 11:59 PM EST, February 19, 2010** to ensure adequate time for a State review of nonprofit applications.

As part of the FY 2010 NSGP application, FEMA has provided the SAA with an Investment Scoring Worksheet that is attached as an appendix to this document.

This will allow the SAA will conduct an initial review and scoring of the applications based on the quality of responses to questions in the template, taking into account the following two over-arching factors:

- Need – The relative need for the nonprofit organization compared to the other applicants and
- Impact – The potential impact of the nonprofit investment on achieving maximum prevention and/or protection results at minimal cost.

Federal Review: FEMA conduct the final review of the applications using the same criteria and will make final decisions on funding within 90 days of the submission deadline.

K. NOTIFICATION OF AWARD

HSEMA will notify all applicants of the final award decisions within 10 working days of receiving the award determination from DHS. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that application contains, note any reduction in funding from the initial request and outline the necessary steps the applicant must complete to establish the actual award. **No grant activities should begin until the actual grant award has been issued.** All applicants will be notified of the status of their application, via email, within this time frame.

SECTION II: APPLICATION REQUIREMENTS

A. INVESTMENT JUSTIFICATION

Applicants will be required to submit Investment Justifications (see Appendix A) for funding requests that address the threat-oriented eligibility criteria as well as specific information on what activities will be implemented, what outcomes will be achieved, how the investment will be managed, and how the investment and related security enhancement activities are being coordinated with relevant state and local authorities.

The Investment Justification must: 1) Be created and submitted in Microsoft Word (*.doc) or text (*.text); 2) **Not exceed five (5) single-spaced pages, in 12 point Times New Roman font, with a minimum of 1" margins.** The applicant is required to adhere to and include the following section headings, page restrictions, character limitations and selection criteria within the Investment Justification. Due to the competitive nature of this program, separate attachments will neither be accepted nor reviewed. Additionally, scanned or imaged applications will not be accepted.

Applications should use the following naming convention when submitting their electronic documents for review: "FY2010NSGP_(2-letter state abbreviation)_NCR_(nonprofit name)".

FY 2010 NSGP Investment Justification and Selection Criteria

I. APPLICANT INFORMATION - Identify the following:

- Name of the Organization,
- Organization Type (e.g., Medical, Religious, Educational, Community Center, Museum, Others),
- 501(c)(3) Number,
- Dun and Bradstreet Number¹,
- FY 2010 Urban Area,
- FY 2010 UASI NSGP Federal Funding Request,
- FY 2010 UASI NSGP Total Project Cost,
- Any Current Contract with DHS (Yes/No – if yes, please describe),
- Membership establishment with local Citizen Corps Council (Yes/No).

(800 Character Max not including spaces)

This information will not be scored

II. BACKGROUND - Describe the nonprofit organization including:

¹ Organizations should verify that they have a **current** and **valid** DUNS number, or take steps necessary to obtain one as soon as possible; pending DUNS numbers will **not** be accepted. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.

- Membership and community served,
- Involvement in their local Citizen Corps Council,
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible target of terrorism,
- Any role in responding to or recovering from terrorist attacks.

(1,800 Character Max not including spaces)

The information provided will be scored in terms of its contribution to setting context and its relationship to other questions.

III. INVESTMENT HEADING:

- Investment Name,
- Total FY 2010 NSGP Federal Funding Requested,
- Investment Phase – Ongoing or New.

(500 Character Max not including spaces)

This information will not be scored

IV. BASELINE – Previous Request Name and Funding: If the nonprofit organization has received DHS or NSGP funding in the past, provide the funding amount and the investment type.

(700 Character Max not including spaces)

This information will not be scored

V. RISK - DHS defines risk as the product of three principal variables: *Threat, Vulnerability, and Consequences*. In the space below, describe findings from previously conducted risk assessments, including a) Threats, b) Vulnerabilities, and c) Potential Consequences of an attack.

V.a. Threat: In considering threat, the applicant should discuss the identification and substantiation of prior threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The applicant should also discuss findings from risk assessment, police findings, and/or insurance claims.

V.b. Vulnerabilities: In considering vulnerabilities, the applicant should discuss the organization’s susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.

V.c. Potential Consequences: In considering potential consequences, the applicant should discuss potential negative effects on the organization’s asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack.

(2,200 Character Max not including spaces)

The information provided will be scored based on the indication of an understanding of the organization's risk, including threat and vulnerabilities, as well as potential consequences of an attack.

VI. TARGET HARDENING

In this section, describe the proposed target hardening activity, including the total Federal funds requested, that addresses the identified threat or vulnerability. Allowable costs are focused on target hardening activities. Thus, funding can be used for acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or in protection against the risk of a terrorist attack. This equipment is limited to two categories of items on the Authorized Equipment List (AEL).

- Physical Security Enhancement Equipment (AEL Category 14) and
- Inspection and Screening Systems (AEL Category 15).

The equipment categories are listed on the web based AEL on the Responder Knowledge Base (RKB), which is sponsored by DHS and located at <http://www.rkb.us/>. The description must identify the respective AEL category for all requested equipment.

(2,200 Character Max not including spaces)

Target hardening activity and impact address prevention of, protection against, and/or mitigation of the identified risk(s).

VII. MILESTONES

Provide description and associated key activities that lead to the milestone event over the FY 2010 NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur.

(1,000 Character Max not including spaces)

Milestones collectively present a clear sequence of events that will allow the Investment to reach its objectives for this period of performance.

VIII. PROJECT MANAGEMENT

Describe the project management, including:

- Who will manage the project,
- Description of any challenges to the effective implementation of this project,
- Coordination of the project with State and local homeland security partners.

(2,000 Character Max not including spaces)

Response describes, at a high-level, the roles and responsibilities of the management team, governance structures, and subject matter expertise required to manage the Investment

IX. IMPACT

What measurable outputs and outcomes will indicate that this Investment is successful at the end of the FY 2010 NSGP period of performance? What specific target capability is this investment working to achieve?

(1,500 Character Max not including spaces)

Response describes how the outcomes will mitigate risks outlined in the Background and Risk sections of the Investment Justification

X. OPTIONAL COST SHARE

In FY 2010, grantees may provide an optional cost share; however, an applicant's willingness to contribute an optional cost share will not impact application scores and thus, allocation. If the nonprofit organization chooses to participate in the optional cost share, please provide the funding source and amount.

(600 Character max not including spaces)

This information will not be scored

B. APPLICATION IDENTIFICATION

Applicants must submit their Investment Justification electronically, via email. In addition, applicants must submit a copy of their 501(c)(3) tax exempt letter as well as five (5) hard copies of their Investment Justification, including an original and four (4) copies, in a sealed envelope or package clearly marked "**Application in Response to FY 2010 UASI NSPG.**" **Of the five (5) copies, one (1) copy must be an original.** Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Telephonic, telegraphic, electronic and facsimile submissions **will not be accepted as originals**.

Application Submission Date and Time

Both hard and electronic applications are due no later than 11:59 P.M. EST, on February 19, 2010. All applications will be recorded upon receipt. **Any additions or deletions to an application will not be accepted after the deadline.**

Applications **must be** emailed to charles.madden@dc.gov as well as mailed or

delivered to the following location:

Attention: Charles Madden

District of Columbia Government
Homeland Security and Emergency Management Agency
Grants Division
2720 Martin Luther King Jr. Avenue, SE, 2nd Floor
Washington, DC 20032

Any application received after the specified time will be considered **INELIGIBLE** and will **NOT** be reviewed for funding. Faxed proposals will not be accepted.

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services must be sent in sufficient time to be received by the 11:59 P.M., EST, deadline on February 19, 2010 at the above location. HSEMA will not accept applications arriving via messenger/courier services at or after 12:00 a.m., EST on February 20, 2010.

LATE APPLICATIONS WILL NOT BE ACCEPTED

SECTION III: ALLOWABLE COSTS GUIDANCE

THE FOLLOWING PROJECTS AND COSTS ARE CONSIDERED ELIGIBLE FOR AWARD CONSIDERATION:

A. EQUIPMENT

Allowable costs are focused on target hardening activities. Thus, funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist attack. This equipment is **limited to two categories** of items on the Authorized Equipment List (AEL):

- Physical Security Enhancement Equipment (AEL category 14)
- Inspection and Screening Systems (AEL category 15)

The two allowable prevention and protection categories and equipment standards for the FY 2010 NSGP are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), at <http://www.rkb.us>.

Equipment Standards

The Standardized Equipment List (SEL) is located on this site as well. In some cases, items on the SEL are not allowable under FY 2010 NSGP or will not be eligible for purchase unless specific conditions are met. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

A list of mandatory standards for each equipment item can be found on the RKB website.

B. TRAINING

Nonprofit organization security personnel may use FY 2010 UASI NSGP funds to attend security-related training courses and programs. Allowable training-related costs under FY 2010 UASI NSGP are limited to attendance fees for the 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 CI/KR, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness.

Training conducted using FY 2010 UASI NSGP funds must address a specific threat, vulnerability and/or consequence, as identified in the nonprofit's Investment Justification. ***Proposed attendance at training courses and all associated costs leveraging the FY***

2010 UASI NSGP must be included in the nonprofit organization's Investment Justification.

Nonprofit organizations are required, within 30 days after attendance, to submit information to the SAA on all training supported with FY 2010 UASI NSGP funds. This information will consist of course title, course description, mission area, level of training, the training provider, the date of the course, and the number and position titles of the individuals.

Allowable Training Costs

Allowable training-related costs under FY 2010 UASI NSGP are limited to attendance fees for the training, and related expenses, such as materials, supplies, and/or equipment.

The following projects and costs are considered ineligible for award consideration:

- Hiring of Public Safety Personnel. FY 2010 NSGP funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities,
- Construction. Construction is prohibited under the FY 2010 NSGP,
- General-use Expenditures. Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness functions), general-use vehicles, licensing fees, weapons, weapons systems and accessories, and ammunition are prohibited,
- Overtime and Backfill. Funds may not be used to support overtime and backfill costs associated with implementation of FY 2010 NSGP activities.

ADDITIONALLY, THE FOLLOWING INITIATIVES AND COSTS ARE CONSIDERED INELIGIBLE FOR AWARD CONSIDERATION:

- Initiatives that do not address the implementation of programs/initiatives to build prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities,
- The development of risk/vulnerability assessment models,
- Initiatives that fund risk or vulnerability security assessments or the development of the Investment Justification,
- Initiatives in which Federal agencies are the beneficiary or that enhance Federal property,
- Initiatives which study technology development,
- Proof-of-concept initiatives,
- Initiatives that duplicate capabilities being provided by the Federal government,
- Organizational operating expenses,
- Reimbursement of pre-award security expenses.

Any other activities unrelated to the implementation of the FY 2010 NSGP, items not in accordance with the AEL, or previously identified as ineligible within this guidance, are not allowable costs.

No travel costs are allowable.

C. MANAGEMENT AND ADMINISTRATIVE (M&A)

No more than 5 percent of the total award amount (including SAA M&A costs) may be used for M&A purposes. M&A activities are those defined as directly relating to the management and administration of the grant funds, such as financial management and monitoring.

M&A costs include the following categories of activities:

- Hiring of full-time or part-time staff or contractors/consultants:
 - To assist with the management of FY 2010 UASI NSGP,
 - To assist with design, requirements, and implementation of the FY 2010 UASI NSGP,
 - Meeting compliance with reporting/data collection requirements, including data calls.
- Development of operating plans for information collection and processing necessary to respond to DHS data calls.
- Travel expenses directly related to management and administration of FY 2010 UASI NSGP funds.
- Meeting-related expenses directly related to management and administration of FY 2010 UASI NSGP funds.

SECTION IV: AWARD, FINANCIAL AND REPORTING REQUIREMENTS

A. GRANT AWARD TO APPLICANT

Upon approval of the application the grant will be awarded to the respective applicant. This date will be known as the “*award date*.” **No grant activities should begin until the actual grant award has been issued.**

B. FINANCIAL REQUIREMENTS

Sub Grantees shall comply with all applicable laws and regulations. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:

- 44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*
- 2 CFR Part 215, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (formerly OMB Circular A-110)*
- 2 CFR Part 225, *Cost Principles for State, Local, and Indian tribal Governments (formerly OMB Circular A-87)*
- 2 CFR Part 220, *Cost Principles for Educational Institutions (formerly OMB Circular A-21)*
- 2 CFR Part 230, *Cost Principles for Non-Profit Organizations (formerly OMB Circular A-122)*
- Federal Acquisition Regulations (FAR), *Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations*
- OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*

C. REPORTING REQUIREMENTS

Following award of the sub grant, sub grantees will be responsible for providing updated progress reports relative to stated goals and objectives. The report is due within 10 days of the end of each calendar quarter. The SAA will provide a copy of this form. Future awards and reimbursements may be withheld if these reports are delinquent. The final report is due 60 days after the end date of the award period.

D. MONITORING

Sub Grantees will be monitored periodically by SAA program managers to ensure that the program goals, objectives, performance requirements timelines, budgets and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, and administrative issues relative to

each program, and will identify areas where technical assistance and other support may be needed. Monitoring may include a site-visit by the SAA program manager, and may involve taking pictures of the physical security upgrades performed with federal funds.

E. REIMBURSEMENT

Subgrantees must submit requests for reimbursement to the SAA with complete documentation to justify all costs in order to receive payment. The SAA will review the request and accompanying documentation and the request is deemed sufficient it will be submitted to the District of Columbia Treasury for payment. The D.C. Treasury can take up to 30 days to process and issue payments. Requests for payment that are not completely documented and justified will be returned to the subgrantee for revision. Requests for reimbursement should be submitted to the SAA no later than 90 days from the date of incurring the expense or receiving an invoice.

F. SUB GRANT CLOSE-OUT PROCESS

Within 60 days after the end of the sub grant period, the sub grantee will submit a final reimbursement request and progress report detailing all accomplishments throughout the project. Once these documents have been reviewed and approved by the SAA program manager, a final Grant Adjustment Notice (GAN) will be completed to close-out the sub grant. The GAN will indicate the project as being closed and list any remaining funds that will be rescinded.

Appendix A

IJ Worksheet

FY 2010 NONPROFIT SECURITY GRANT PROGRAM

Investment Justification and Scoring Criteria

As part of the FY 2010 NSGP application process, 501(c)(3) organizations within eligible FY 2010 Urban Areas Security Initiative (UASI) Urban Areas must develop a formal Investment Justification that addresses each initiative proposed for funding. These Investment Justifications must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities. The Investment Justification must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by the Federal Emergency Management Agency (FEMA). Applicants must ensure that the Investment Justification is consistent with all applicable requirements outlined below. Applicants may only submit **one** Investment Justification on behalf of their nonprofit organization in order to be considered for funding.

While FEMA has not established a formal Investment Justification template, the following guidelines are provided to ensure that submissions are organized in a consistent manner while addressing key data requirements. **Failure to address these requirements in the prescribed format, including the strict formatting guidelines, could potentially result in the rejection of the Investment Justification from review consideration.**

The Investment Justification must: 1) Be created and submitted in Microsoft Word (*.doc) or text (*.text); 2) **Not exceed five (5) single-spaced pages, in 12 point Times New Roman font, with a minimum of 1” margins.** The applicant is required to adhere to and include the following section headings, page restrictions, character limitations and selection criteria within the Investment Justification. Due to the competitive nature of this program, separate attachments **will neither be accepted nor reviewed**. Additionally, scanned or imaged applications will not be accepted. Applications must use the following file naming convention when submitting required documents as part of the FY 2010 NSGP: “FY 2010 NSGP <State Abbreviation>_<Urban Area>_<Nonprofit Name>.”

Applications should be submitted by the nonprofit organization to the State Administrative Agency (SAA)/Urban Area Working Group (UAWG), in coordination with the local Citizen Corps Council (if they are separate entities), **no later than 11:59 p.m. EST, February 19, 2010** to ensure adequate time for a State review of nonprofit applications. If an extension to the deadline is required, nonprofit organizations must consult with their respective SAA/UAWG. **SAs will receive a separate, Excel-based FY 2010 NSGP Scoring Worksheet upon the release of the FY 2010 Nonprofit Security Grant Program Guidance and Application Kit.** The FY 2010 NSGP Scoring Worksheet will be used by the SAA to review and score NSGP applications consistent with the guidelines provided in the FY 2010 NSGP Investment Justification and Selection Criteria as well as ensure consistency with programmatic requirements. The SAA must submit completed applications electronically through www.grants.gov **no**

later than 11:59 p.m. EDT, April 19, 2010. Late applications will neither be considered nor reviewed.

Question	Scoring Criteria
I. APPLICANT INFORMATION	
<p>Identify the following:</p> <ul style="list-style-type: none"> • Name of the Organization • Organization Type (e.g., Medical, Religious, Educational, Community Center, Museum, Other¹) • 501(c)(3) Number • Dun and Bradstreet Number² • FY 2010 Urban Area³ • FY 2010 UASI NSGP Federal Funding Request • FY 2010 UASI NSGP Total Project Cost • Any Current Contract with DHS⁴ (Yes/No – if yes, please describe) • Membership establishment with local Citizen Corps Council (Yes/No) <p>(800 Character max not including spaces)</p>	<p>This information will not be scored</p>
II. BACKGROUND	
<p>Background: Describe the nonprofit organization including:</p> <ul style="list-style-type: none"> • Membership and community served • Involvement in their local Citizen Corps Council • Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible target of terrorism • Any role in responding to or recovering from terrorist attacks <p>(1,800 Character max not including spaces)</p>	<p>The information provided will be scored in terms of its contribution to setting context and its relationship to other questions.</p>
III. INVESTMENT HEADING	
<p>Investment Heading:</p> <ul style="list-style-type: none"> • Investment name • Total FY 2010 NSGP Federal Funding Requested • Investment Phase – Ongoing or New <p>(500 Character max not including spaces)</p>	<p>This information will not be scored</p>

¹ If the *Other* category is selected, please identify the primary function of the organization.

² Applications can only be submitted with a **current** and **valid** DUNS number; pending DUNS numbers will **not** be accepted.

³ The applicant **must** be located within one of the specific UASI-eligible Urban Areas listed in the FY 2010 Nonprofit Security Grant Program Guidance and Application Kit. Please refer to Table 1 – Eligible Urban Areas under the FY 2010 UASI Program to determine the organization’s Urban Area designation.

⁴ This does not include any DHS or NSGP grant funds previously awarded to the nonprofit organization.

Question	Scoring Criteria
IV. BASELINE	
<p>Baseline – Previous Request Name and Funding: If the nonprofit organization has received DHS⁵ or NSGP funding in the past, provide the funding source, funding amount, funding year, and the investment type.</p> <p>(700 Character max not including spaces)</p>	This information will not be scored
V. RISK	
<p>Risk: DHS defines risk as the product of three principal variables: <i>Threat</i>, <i>Vulnerability</i>, and <i>Consequences</i>. In the space below, describe findings from previously conducted risk assessments, including A) Threats, B) Vulnerabilities, and C) Potential Consequences of an attack.</p> <p>(2,200 Character max not including spaces)</p>	<p>The information provided will be scored based on the indication of an understanding of the organization’s risk, including threat and vulnerabilities, as well as potential consequences of an attack.</p>
<p>V.A. Threat: In considering threat, the applicant should discuss the identification and substantiation of prior threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The applicant should also discuss findings from risk assessment, police findings, and/or insurance claims.</p>	
<p>V.B. Vulnerabilities: In considering vulnerabilities, the applicant should discuss the organization’s susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.</p>	
<p>V.C. Potential Consequences: In considering potential consequences, the applicant should discuss potential negative effects on the organization’s asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack.</p>	
VI. TARGET HARDENING	
<p>Target Hardening: In this section, describe the proposed target hardening activity, including the total Federal funds requested, that addresses the identified threat or vulnerability. Allowable costs are focused on target hardening activities. Thus, funding can be used for acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or in protection against the risk of a terrorist attack. This equipment is limited to two categories of items on the Authorized Equipment List (AEL).</p> <ul style="list-style-type: none"> • Physical Security Enhancement Equipment (AEL Category 14) • Inspection and Screening Systems (AEL Category 15) 	

⁵ Responses should include any funding received through the respective State and/or Urban Area, including the DHS Homeland Security Grant Program (including State Homeland Security Program, Urban Areas Security Initiative, Metropolitan Medical Response System, and/or the Citizen Corps Program).

Question	Scoring Criteria
VI. TARGET HARDENING (cont.)	
<p>The equipment categories are listed on the web based AEL on the Responder Knowledge Base (RKB), which is sponsored by DHS and located at http://www.rkb.us/. The description must identify the respective AEL category for all requested equipment.</p> <p>(2,200 Character max not including spaces)</p>	<p>Target hardening activity and impact address prevention of, protection against, and/or mitigation of the identified risk(s).</p>
VII. MILESTONES	
<p>Milestones: Provide description and associated key activities that lead to the milestone event over the FY 2010 NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur.</p> <p>(1,000 Character max not including spaces)</p>	<p>Milestones collectively present a clear sequence of events that will allow the Investment to reach its objectives for this period of performance.</p>
VIII. PROJECT MANAGEMENT	
<p>Describe the project management, including:</p> <ul style="list-style-type: none"> • Who will manage the project • Description of any challenges to the effective implementation of this project • Coordination of the project with State and local homeland security partners <p>(2,000 Character max not including spaces)</p>	<p>Response describes, at a high-level, the roles and responsibilities of the management team, governance structures, and subject matter expertise required to manage the Investment</p>
IX. IMPACT	
<p>Impact: What measurable outputs and outcomes will indicate that this Investment is successful at the end of the FY 2010 NSGP period of performance? What specific target capability is this investment working to achieve?</p> <p>(1,500 Character max not including spaces)</p>	<p>Response describes how the outcomes will mitigate risks outlined in the Background and Risk sections of the Investment Justification</p>
X. OPTIONAL COST SHARE	
<p>Optional cost share: In FY 2010, grantees may provide an optional cost share; however, an applicant's willingness to contribute an optional cost share will not impact application scores and thus, allocation. If the nonprofit organization chooses to participate in the optional cost share, please provide the funding source and amount.</p> <p>(600 Character max not including spaces)</p>	<p>This information will not be scored</p>

Appendix B

SAA/UAWG Scoring Template

FISCAL YEAR (FY) 2010 NONPROFIT SECURITY GRANT PROGRAM (NSGP)
INVESTMENT JUSTIFICATION SCORING WORKSHEET

- 3 = The applicant **adequately** addressed findings from previously conducted risk assessments, police reports, and/or insurance claims
- 4 = The applicant **thoroughly** addressed findings from previously conducted risk assessments, police reports, and/or insurance claims

Score

6. In considering vulnerabilities, how well did the applicant address the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack?

- 0 = The applicant **did not** address the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack
- 1 = The applicant **poorly** addressed the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack
- 2 = The applicant **partially** addressed the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack
- 3 = The applicant **adequately** addressed the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack
- 4 = The applicant **thoroughly** addressed the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack

Score

7. In considering potential consequences, how well did the applicant address potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack?

- 0 = The applicant **did not** address potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack
- 1 = The applicant **poorly** addressed potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack
- 2 = The applicant **partially** addressed potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack
- 3 = The applicant **adequately** addressed potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack
- 4 = The applicant **thoroughly** addressed potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack

Score

VI. Target Hardening (Total of 8 possible points)

8. Did the applicant describe how the proposed target hardening activity will mitigate the identified risk(s)?

- 0 = The applicant **did not** provide a description of how the proposed target hardening activity will mitigate the identified risk(s)
- 1 = The applicant provided a **poor** description of how the proposed target hardening activity will mitigate the identified risk(s)
- 2 = The applicant provided a **partial** description of how the proposed target hardening activity will mitigate the identified risk(s)
- 3 = The applicant provided an **adequate** description of how the proposed target hardening activity will mitigate the identified risk(s)
- 4 = The applicant provided a **thorough** description of how the proposed target hardening activity will mitigate the identified risk(s)

Score

9. Did the applicant's proposed target hardening activity focus on the prevention of and/or protection against the risk of a terrorist attack?

- 0 = The applicant's target hardening activity **did not** focus on the prevention of and/or protection against the risk of a terrorist attack
- 1 = The applicant's target hardening activity **poorly** focused on the prevention of and/or protection against the risk of a terrorist attack
- 2 = The applicant's target hardening activity **partially** focused on the prevention of and/or protection against the risk of a terrorist attack
- 3 = The applicant's target hardening activity **adequately** focused on the prevention of and/or protection against the risk of a terrorist attack

FISCAL YEAR (FY) 2010 NONPROFIT SECURITY GRANT PROGRAM (NSGP)
INVESTMENT JUSTIFICATION SCORING WORKSHEET

4 = The applicant's target hardening activity **thoroughly** focused on the prevention of and/or protection against the risk of a terrorist attack

Score

VII. Milestones (Total of 9 possible points)

10. Did the applicant provide specific milestones that present a clear sequence of events that will allow the Investment to reach its objectives during the FY 2010 NSGP period of performance?

0 = **No**, the applicant **did not** provide specific milestones that present a clear sequence of events that will allow the Investment to reach its objectives during the FY 2010 NSGP period of performance (please proceed to question 13)

1 = **Yes**, the applicant **did** provide specific milestones that present a clear sequence of events that will allow the Investment to reach its objectives during the FY 2010 NSGP period of performance (please proceed to question 11)

11. How well do the milestones collectively present a clear sequence of events that effectively build upon each other and would allow the applicants to reach its intended objectives during the FY 2010 NSGP period of performance?

0 = The milestones identified **do not** present a clear sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2010 NSGP period of performance

1 = The milestones present a **poorly** defined sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2010 NSGP period of performance

2 = The milestones present a **partially** defined sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2010 NSGP period of performance

3 = The milestones present a **adequately** defined sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2010 NSGP period of performance

4 = The milestones present a **thoroughly** defined sequence of events that effectively build upon each other and would allow the applicant to reach its intended objectives during the FY 2010 NSGP period of performance

Score

12. How well did the applicant describe the milestones as well as associated key activities that lead to the milestone event over the FY 2010 NSGP period of performance?

0 = The applicant **did not** provide a description of milestones and associated activities that lead to the milestone event over the FY 2010 NSGP period of performance

1 = The applicant provided a **poor** description of milestones and associated activities that lead to the milestone event over the FY 2010 NSGP period of performance

2 = The applicant provided a **partial** description of milestones and associated activities that lead to the milestone event over the FY 2010 NSGP period of performance

3 = The applicant provided an **adequate** description of milestones and associated activities that lead to the milestone event over the FY 2010 NSGP period of performance

4 = The applicant provided a **thorough** description of milestones and associated activities that lead to the milestone event over the FY 2010 NSGP period of performance

Score

VIII. Project Management (Total of 5 possible points)

13. Has the applicant described, at high-level, the roles and responsibilities of the management team, governance structures, and subject matter expertise required in managing the Investment?

0 = **No**, the applicant **did not** describe the management team's roles and responsibilities, governance structure, or subject matter expertise required to manage the Investment

1 = **Yes**, the applicant **did** describe the management team's roles and responsibilities, governance structure, and subject matter expertise required to manage the Investment

Score

14. How well did the applicant justify the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment?

0 = The applicant **did not** justify the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment

1 = The applicant **poorly** justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment

FISCAL YEAR (FY) 2010 NONPROFIT SECURITY GRANT PROGRAM (NSGP)
INVESTMENT JUSTIFICATION SCORING WORKSHEET

- 2 = The applicant **partially** justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment
- 3 = The applicant **adequately** justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment
- 4 = The applicant **thoroughly** justified the effectiveness of the proposed management team's roles and responsibilities and governance structure to support the implementation of the Investment

Score

IX. Impact (Total of 4 possible points)

15. Did the applicant provide a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification?

- 0 = The applicant **did not** provide a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification
- 1 = The applicant **poorly** provided a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification
- 2 = The applicant **partially** provided a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification
- 3 = The applicant **adequately** provided a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification
- 4 = The applicant **thoroughly** provided a brief description of how outcomes will mitigate risk outlined in the Background and Risk sections of the Investment Justification

X. Optional Cost Share (Unscored)

16. Did the applicant choose to participate in the FY 2010 NSGP optional cash or in-kind cost share? (Note: The participation in the optional cost share will not have an impact on the scoring process or the amount of funding awarded under FY 2010 NSGP)

- No** = The applicant **did not** choose to participate in the FY 2010 NSGP optional cash or in-kind cost share
- Yes** = The applicant **did** choose to participate in the FY 2010 NSGP optional cash or in-kind cost share

Total Score

Total Investment Justification Score:

Based on a possible score of **40**, this Investment Justification scored a

Appendix C

Frequently Asked Questions

FY 2010 NONPROFIT SECURITY GRANT PROGRAM

Investment Justification Scoring Worksheet

FISCAL YEAR (FY) 2010 NONPROFIT SECURITY GRANT PROGRAM (NSGP) INVESTMENT JUSTIFICATION SCORING WORKSHEET

The FY 2010 NSGP Scoring Worksheet below will be used by the State Administrative Agency (SAA) to review and score FY 2010 NSGP applications consistent with the guidelines provided in the FY 2010 NSGP Investment Justification and Selection Criteria as well as ensure consistency with programmatic requirements. **SAA's will receive a separate, Excel-based FY 2010 NSGP Scoring Worksheet upon the release of the FY 2010 Nonprofit Security Grant Program Guidance and Application Kit.** Each applicant's final score along with the SAA's prioritization will be used to populate the Excel-based FY 2010 NSGP Prioritization of Investment Justifications, also provided to SAA's as a separate attachment, which will be used to determine the applicants that will advance to the Federal review process and make funding recommendations to the Secretary of Homeland Security.

State

Urban Area

Name of the Nonprofit Organization

FY 2010 NSGP Federal Funding Request

Scoring Legend

Did Not	The applicant provided no response
Poor	The applicant's response is incomplete and does not address all of the required information
Partial	The applicant's response is complete but minimally addresses all of the required information
Adequate	The applicant's response is complete and moderately addresses all of the required information
Thorough	The applicant's response is complete and fully addresses all of the required information

I. Applicant Information (Unscored)

1. Did the applicant provide all of the required information?

- No** The applicant **did not** provide all of the required information
- Yes** The applicant **did** provide all of the required information

II. Background (Total of 2 possible points)

2. Did the applicant provide a description of their nonprofit organization to include:

- Membership and community served
- Involvement in their local Citizen Corps Council
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible terrorism target
- Any role in responding to or recovering from terrorist attacks

- 0 = The applicant **did not** provided any of the required information regarding their nonprofit organization
- 1 = The applicant provided **some** of the required information regarding their nonprofit organization
- 2 = The applicant provided **all** of the required information regarding their nonprofit organization

Score

III. Investment Heading (Unscored)

3. Did the applicant provide all of the required information?

- No** The applicant **did not** provide all of the required information
- Yes** The applicant **did** provide all of the required information

IV. Baseline (Unscored)

4. Did the applicant indicate whether or not the nonprofit organization has received DHS or NSGP funding in the past, to include: funding source, funding amount, funding year, and the investment type?

- No** The applicant **did not** provide any of the required information
- Yes** The applicant **did** provided all of the required information

V. Risk (Total of 12 possible points)

5. In considering threat, how well did the applicant address findings from previously conducted risk assessments, police reports, and/or insurance claims?

- 0 = The applicant **did not** address findings from previously conducted risk assessments, police reports, and/or insurance claims
- 1 = The applicant **poorly** addressed findings from previously conducted risk assessments, police reports, and/or insurance claims
- 2 = The applicant **partially** addressed findings from previously conducted risk assessments, police reports, and/or insurance claims



Fiscal Year (FY) 2010 Urban Areas Security Initiative Nonprofit Security Grant Program (NSGP) Frequently Asked Questions (FAQs)

1. What is the purpose of the FY 2010 NSGP?

The purpose of the FY 2010 NSGP is to provide funding support for target hardening activities to nonprofit organizations that are at high risk of terrorist attack. This program seeks to integrate nonprofit preparedness activities with broader state and local preparedness efforts. Additionally, the program is designed to promote coordination and collaboration in emergency preparedness activities among public and private community representatives, state and local government agencies, and Citizen Corps Councils.

2. How much funding is available under the FY 2010 NSGP?

The total amount of funds distributed under the FY 2010 NSGP will be \$19 million.

3. Who is eligible to apply for FY 2010 NSGP funds?

The SAA is the only agency eligible to apply for FY 2010 NSGP funds on behalf of nonprofit organizations. Eligible nonprofit organizations (as described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such Code) that are at **high risk of terrorist attack** and are located within one of the specific FY 2010 UASI-eligible Urban Areas must provide their applications to their respective SAA. Applicants must also satisfy the eligibility requirements to apply for grants through their SAA.

4. What are the key milestones associated with the FY 2010 NSGP?

The key milestones associated with FY 2010 NSGP are:

- December 8, 2009: Release date for FY 2010 NSGP Grant Guidance and Application Kit
- February 12, 2010: Deadline for sub-grantees to submit applications to the SAA
- April 19, 2010: Applications due to DHS-FEMA by the SAA

5. How will the FY 2010 NSGP funds be allocated?

The allocation methodology for the FY 2010 NSGP will be based on risk analysis, effectiveness, and integration with broader state and local preparedness efforts. Each nonprofit organization may apply through their State Administrative Agency (SAA) for up to a \$75,000 grant award.

6. What legislation authorized funding for the FY 2010 NSGP?

The *Department of Homeland Security Appropriations Act, 2010* (Public Law 111-83) provided funding for this program.

7. Where is the FY 2010 NSGP Grant Guidance and Application Kit located?

The FY 2010 NSGP Grant Guidance and Application Kit is located online at: <http://www.fema.gov/grants> as well as on www.grants.gov.

8. How will the FY 2010 NSGP applications be submitted?

Completed applications must be submitted no later than 11:59 PM EDT, April 19, 2010. Eligible applicants must apply for funding through the Grants.gov portal, accessible on the Internet at <http://www.grants.gov>. Applicants in need of Grants.gov support should contact the Grants.gov customer support hotline at (800) 518-4726. If applicants have any questions regarding the application process, they should contact the FEMA Grant Programs Directorate Call Center at (866) 927-5646.

9. What other resources are available to address programmatic, technical and financial questions?

- For additional program-specific information, please contact the Centralized Scheduling and Information Desk (CSID) help line at (800) 368-6498 or askcsid@dhs.gov. CSID hours of operation are from 8:00 a.m. to 6:00 p.m. EST, Monday through Friday.
- For financial-related questions, including pre-and post-award administration and technical assistance, applicants may contact the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

10. What is the FY 2010 NSGP period of performance?

The period of performance is 36 months.