

REQUEST FOR APPLICATIONS (RFA) 2009 UASI –
NONPROFIT SECURITY GRANT PROGRAM

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

FISCAL YEAR 2009 URBAN AREAS SECURITY INITIATIVE
NONPROFIT SECURITY GRANT PROGRAM

RFA Release Date: December 1, 2008

Application Submission Deadline: January 13, 2009, 11:59 P.M.

LATE APPLICATIONS WILL NOT BE ACCEPTED

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SECTION I: GENERAL INFORMATION

A. INTRODUCTION

The Fiscal Year (FY) 2009 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 2009 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 2009 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 2009 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.

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.

Note: Not all UASI cities are guaranteed funding. Allocation decisions will be made based on risk analysis, effectiveness and integration with broader state and local preparedness efforts through their investment justification submissions.

The Homeland Security Act of 2002 references the NCR as defined by Title 10, United States Code, Section 2674 (f)(2) which provides the following definition:

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.

D. INQUIRIES

There will be a RFA information session held on Wednesday, December 10, 2008 between 1 PM and 3 PM at the Washington Council of Governments building (777 North Capitol Street, NE).

To ensure fairness and consistency, all questions not addressed in this RFA, must be submitted in writing by **Wednesday, December 10, 2008**. The question and answer will then be distributed through an addendum to this RFA on **Tuesday, December 23, 2008**. 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 Matthew Fullerton, Homeland Security Grants Division Chief, at matthew.fullerton@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.

G. COST SHARING REQUIREMENT

The sub grantee must meet a 75 percent Federal-25 percent grantee cost sharing requirement. Sub Grantee contributions must be from non-Federal sources. The sub grantee's cost sharing may be met through cash or in-kind contributions which may include training investments related to use of equipment purchased with the sub grants, or training investments related to general purpose security and emergency preparedness for staff. For example, the costs of training security guards on new screening equipment purchased as part of the grant or providing general preparedness training for nonprofit organization staff can be leveraged to satisfy the match. In no event can regular personnel costs such as salary, overtime, or other operational costs unrelated to training be used to satisfy the matching requirement.

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 sub grantee shall provide any information requested by the SAA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact EHP resources cannot be initiated until FEMA has completed its review. 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 #271, *Environmental Planning and Historic Preservation Requirements for Grants*, <http://ojp.usdoj.gov/odp/docs/info271.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 2009 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,
- Proximity of the nonprofit organization to identified Critical Infrastructure or Key Resources (CI/KR),
- 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)/Urban Area Working Group (UAWG), in coordination with the local Citizen Corps Council (if they are separate entities), **no later than 11:59 PM EST, January 13, 2009** to ensure adequate time for a State review of nonprofit applications.

Listed below are the review criteria for the SAA/UAWG phase of the FY 2009 NSGP review. The criteria provide a standard review methodology across States and Urban Areas. By focusing the SAA/UAWG review on two Investment Justification focus areas (Background and Risk), the review leverages local knowledge and efficiently applies the SAA/UAWG effort to the questions most needing local input. The “Overall Score” provides the SAA/UAWG panel the opportunity to objectively review the overall application including the focus areas.

State Review Criteria

- Does the response clearly address all of the identified topics?
- Does the response indicate an understanding of the nonprofit organization's risk, including threat and vulnerability, as well as potential consequences of an attack?
- Can the SAA/UAWG review panel verify the responses?

Overall Score

SCORE = 0

- Incomplete or unclear Investment Justification (IJ) and
- Review panel cannot verify or substantiate information in background and Risk section in IJ.

SCORE = 1

- Partially complete IJ and
- Review panel cannot verify or substantiate information in background and Risk section in IJ.

SCORE = 2

- Complete or clear IJ and
- Review panel can verify or substantiate some information in background and Risk section in IJ.

SCORE = 3

- Complete and clear IJ and
- Review panel can verify or substantiate all information in background and Risk section in IJ.

As part of the FY 2009 NSGP application, FEMA will provide the SAA with a template for the Prioritization of Investment Justifications (in rank order).

This will allow the SAA to easily provide a prioritized list of applicants, ranked in consideration of two 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 will act on applications within 90 days of the submission deadline. Each Investment Justification will be reviewed for completeness, adherence to programmatic guidelines, feasibility, and how well the proposed solution addresses the identified risk (see Appendix B). Awards will be made on or before September 30, 2009.

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.

FY 2009 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 2009 Urban Area,
- FY 2009 UASI NSGP Federal Funding Request,
- FY 2009 UASI NSGP Grantee's 25 Percent Match,
- FY 2009 UASI NSGP Total Project Cost,
- Any Previous NSGP Funding Received, including amount,
- Any Previous DHS Funding Received, including source,
- Any Current Contract with DHS (Yes/No – if yes, please describe).

(800 Character Max not including spaces)

This information will not be scored

II. BACKGROUND - Describe the nonprofit organization including:

- Membership and community served,
- Involvement in their local Citizen Corps Council,

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.

- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible target of terrorism,
- Known critical infrastructure or key resources (CIKR) located within close proximity to nonprofit organization facilities (see <http://www.dhs.gov/nipp> for additional information and guidance on CIKR sectors),
- 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 2009 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)

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

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 previous findings such as risk assessment and/or police findings.

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 below 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 2009 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. GRANTEE MATCH PLAN

Describe how the 75-25 match in kind will be met. Provide the Federal request amount, the grantee's 25 percent match, and the total project cost for the FY 2009 NSGP. In addition to the required cash or -in-kind match, discuss other funding sources (e.g., non-FY 2009 NSGP funds) that you plan on utilizing for the implementation of this project.

(1,000 Character Max not including spaces)

This information will not be scored

X. IMPACT

What measurable outputs and outcomes will indicate that this Investment is successful at the end of the FY 2009 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

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 2009 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 January 13, 2009. 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 matthew.fullerton@dc.gov as well as mailed or

delivered to the following location:

Attention: Matthew Fullerton
District of Columbia Government
Homeland Security Grants Division Chief
Homeland Security and Emergency Management Agency
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 January 13, 2009 at the above location. HSEMA will not accept applications arriving via messenger/courier services at or after 12:00 a.m., EST on January 14, 2009.

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 2009 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 2009 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 2009 UASI NSGP funds to attend security-related training courses and programs. Allowable training-related costs under FY 2009 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 2009 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***

2009 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 2009 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 2009 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 2009 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 and Renovation. Construction and renovation are prohibited under the FY 2009 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 2009 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 2009 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 3 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 2009 UASI NSGP,
 - To assist with design, requirements, and implementation of the FY 2009 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 2009 UASI NSGP funds.
- Meeting-related expenses directly related to management and administration of FY 2009 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:

- *OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments, at <http://www.whitehouse.gov/omb/circulars/index.html>*
- *OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, at <http://www.whitehouse.gov/omb/circulars/index.html>*
- *OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, at <http://www.whitehouse.gov/omb/circulars/index.html>*
- *OMB Circular A-21, Cost Principles for Educational Institutions, at <http://www.whitehouse.gov/omb/circulars/index.html>*
- *OMB Circular A-122, Cost Principles for Non-Profit Organizations, at <http://www.whitehouse.gov/omb/circulars/index.html>*
- *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, at <http://www.whitehouse.gov/omb/circulars/index.html>*
- *Federal Acquisition Regulations, Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations, at <http://www.acquisition.gov/far/current/html/FARTOCP31.html>*

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. 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

SAA/UAWG Scoring Template

Federal Emergency Management Agency (FEMA)
FY 2009 Nonprofit Security Grant Program (NSGP)
State - UAWG Prioritization of Investment Justifications

**FY 2009 URBAN AREAS SECURITY INITIATIVE (UASI)
NONPROFIT SECURITY GRANT PROGRAM (NSGP)**

SAA/UAWG Prioritization of the Investment Justification (IJ) Instructions

State

Urban Area

Review Date

IJ Overview

As part of the FY 2009 NSGP application process, 501(c)(3) organizations within eligible Urban Areas are instructed to develop a formal IJ that addresses each initiative proposed for funding. The IJ must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities in a manner consistent with the purpose of the program and guidance provided by FEMA. Nonprofit organizations must ensure that the IJ is consistent with all applicable requirements outlined in the *FY 2009 NSGP Guidance and Application Kit*.

Completing the State/UAWG Prioritization of IJs

Information for the following columns should be obtained from Section I - Applicant Information of the FY 2009 NSGP IJ.

State	Grantee Match Percentage*
Urban Area	Previous NSGP Funding Amount and
Nonprofit Organization	Funding Year
Organization Type	501(c)(3) Number
FY 2009 Federal Funding Request	Duns Number
FY 2009 Grantee Match*	Contractual Agent with DHS
Total FY 2009 Project Cost	

* Note: The FY 2009 Grantee Match and Grantee Match Percentage columns will automatically populate based on key data points that have been inserted in other fields.

Information regarding AEL Category(s) should be obtained from Section IV - Target Hardening of the FY 2009 NSGP IJ.

AEL Categories Requested	AEL Categories Allowable
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Formatting Requirements for IJs

FEMA has developed guidelines that establish the required IJ content and helps ensure that submissions are organized in a consistent manner while addressing key data requirements. During the preliminary review process, SAAs are encouraged to leverage this FEMA-provided tool to assess FY 2009 NSGP IJs against the prescribed guidelines as outlined in the *FY 2009 NSGP Guidance and Application Kit*. **All** IJs submitted by nonprofit organizations must:

- 1) Be created and submitted in Microsoft Word (*.doc) or (*.text); and
- 2) **Not exceed five (5) single-spaced pages, in 12 point Times New Roman font, with a minimum of 1"inch margins.**

Federal Emergency Management Agency (FEMA)
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State - UAWG Prioritization of Investment Justifications

Additionally, applicants are required to adhere to the following section headings and character limitations within the IJ:

I. Applicant Information	(800 Character Max)
II. Background	(1,800 Character Max)
III. Investment Heading	(500 Character Max)
IV. Baseline	(700 Character Max)
V. Risk	(2,200 Character Max)
VI. Target Hardening	(2,200 Character Max)
VII. Milestones	(1,000 Character Max)
VIII. Project Management	(2,000 Character Max)
IX. Grantee Match Plan	(1,000 Character Max)
X. Impact	(1,500 Character Max)

The formatting requirements, maximum page limit, and character restrictions, to include spaces, provided above **must** be used in determining the response for the *Exceeds Page Limit* and *Adheres to Formatting Requirements* columns.

Scoring and Prioritization Criteria for the IJs

The following information provides review criteria for the SAA/UAWG phase of the FY 2009 NSGP IJ review process. The "Overall Score" provides the SAA/UAWG panel the opportunity to objectively review the overall application including the focus areas of Background and Risk. When scoring the IJs, the following criteria must be considered:

- 1) Does the response clearly address the five identified topics?
- 2) Does the response indicate an understanding of the nonprofit organization's risk, including threat and vulnerability, as well as potential consequences of an attack?
- 3) Can the SAA/UAWG review panel verify the responses?

Overall Score

SCORE = 0

- Incomplete or unclear Investment Justification (IJ)
- Review panel cannot verify or substantiate information in Background and Risk section in IJ

SCORE = 1

- Partially complete IJ
- Review panel cannot verify or substantiate information in Background and Risk section in IJ

SCORE = 2

- Complete or clear IJ
- Review panel can verify or substantiate some information in Background and Risk section in IJ

SCORE = 3

- Complete or clear IJ
- Review panel can verify or substantiate all information in Background and Risk section in IJ

Prioritization

As part of the FY 2009 NSGP application package, the template for the Prioritization of Investment Justifications will allow the SAA to easily provide a prioritized list of applicants, ranked in consideration of two factors:

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

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Applicants Excluded from SAA/UAWG Review or Not Forwarded for National Review

Nonprofit organizations that did not receive SAA/UAWG review and/or were excluded from the applicant pool that were forwarded for National Review need to be listed in this worksheet. The *Prioritization of IJs* worksheet is intended to capture applicants who have or have not satisfied the eligibility requirements outlined under the FY 2009 NSGP. If the SAA/UAWG removes an applicant from consideration for funding, please use the *Applications Not Forwarded* worksheet to provide reason(s) for such exclusion.

Submitting SAA/UAWG Scores and the Prioritization of IJs

The FY 2009 NSGP files should be organized according to score and then combined into Adobe PDF files according to score category for a maximum submission of four Adobe files (see example below, if applicable) and one Excel file (the Prioritization of Investment Justifications). The following file naming convention **must** be used when submitting required documents as part of the FY 2009 NSGP: "FY 2009 NSGP <State Abbreviation>_<Score Category>" and "FY 2009 NSGP <State Abbreviation>_Prioritization of Investment Justifications>."

For example:

- State Name_Score 0
- State Name_Score 1
- State Name_Score 2
- State Name_Score 3

The attached application tracker must be submitted to FEMA with the applicable Investment Justifications **no later than 11:59 PM EDT, March 20, 2009**. The NSGP Guidance and Application Kit is also located at <http://www.fema.gov/grants>.

If you have any questions, please contact the Centralized Scheduling and Information Desk (CSID) at askcsid@dhs.gov or (800) 368-6498.

Appendix B

**Certifications Regarding Lobbying; Debarment,
Suspension and Other Responsibility Matters;
Drug-Free Workplace Requirements**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE**

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, The applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in The applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs;and

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Grants Management and Development, 717 14th St., NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (1), (c), (d), and (e). and (f)

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name: _____

3. Grantee IRS/Vendor Number: _____

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Appendix C

Standard Assurances

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE

STANDARD ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection

Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Flood Plain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of

the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Print Name

Print Title

Signature

Date

Appendix D

Frequently Asked Questions



Fiscal Year (FY) 2009 Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP) Frequently Asked Questions (FAQs)

1. What is the purpose of the FY 2009 NSGP?

The purpose of the FY 2009 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 2009 NSGP?

The total amount of funds distributed under the FY 2009 NSGP will be \$15 million. Each nonprofit organization may apply through its state for up to a \$75,000 grant award.

3. Who is eligible to apply for FY 2009 NSGP funds?

Eligible applicants under the FY 2009 NSGP are 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 UASI-eligible urban areas. Applicants must also satisfy the eligibility requirements to apply for grants through their State Administrative Agency (SAA).

4. What are the key milestones associated with the FY 2009 NSGP?

The key milestones associated with NSGP are:

- Nov. 5, 2008: NSGP Grant Guidance and Application Kit released
- Jan. 13, 2009: Deadline for sub-grantees to submit applications to the SAA
- March 20, 2009: Applications due to DHS-FEMA by the SAA

5. How will the FY 2009 NSGP funds be allocated?

The allocation methodology for the FY 2009 NSGP will be based on risk analysis, effectiveness and integration with broader state and local preparedness efforts.

6. What legislation authorized funding for the FY 2009 NSGP?

The *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act of 2009* (Public Law 110-329) provided funding for this program.

7. Where is the FY 2009 NSGP Guidance and Application Kit located?

The FY 2009 NSGP 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 2009 NSGP applications be submitted?

Completed applications must be submitted electronically through www.grants.gov no later than 11:59 p.m. EDT, March 20, 2009.

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.
- To access application forms and instructions, please refer to <http://www.grants.gov>, the CFDA number for NSGP is **97.008**. If you experience difficulties or have any questions, please call the [grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726.
- For financial-related questions, including pre-and post-award administration and technical assistance, please contact the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

10. What is the FY 2009 NSGP period of performance?

The period of performance of this grant program is 36 months. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justification why an extension is required.