



VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

FREQUENTLY ASKED QUESTIONS

Nonprofit Security Grant (Non-Disaster Federal Funded)

This FAQ is broken up into the four phases of grant management: Pre-Award, Award, Post-Award, and Closeout.

Pre-Award

1. What is the name of the Grant and Acronym?

Nonprofit Security Grant Program (NSGP).

2. What is the intent/purpose of the grant?

NSGP provides funding support for physical security enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist attack. NSGP seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts.

3. What is the CFDA number of the grant?

97.008

4. Why is the grant important to Virginia?

The NSGP supports the goals of Building a Culture of Preparedness and Readying the Nation for Catastrophic Disasters. There is a focus on the criticality of information sharing and collaboration for building a national culture of preparedness and protecting against terrorism and other emerging threats to our national security.

5. Who can apply for this grant (list all)?

The State Administrative Agency (SAA) is the only entity eligible to apply for NSGP funds on behalf of eligible nonprofit organizations. There are three types of eligible nonprofit organizations:

1. Those described under Section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code. Note: The Internal Revenue Service (IRS) does not require certain organizations, such as churches, mosques, and synagogues, to apply for and receive a recognition of exemption under section 501(c)(3) of the IRC. Such organizations are automatically exempt if they meet the requirements of Section 501(c)(3). These organizations are not required to provide recognition of exemption. For organizations that the IRS requires to apply for and receive a recognition of exemption under Section 501(c)(3), the state may or may not require recognition of exemption, as long as the method chosen is applied consistently. Refer to the links below for additional information:
 - <https://www.irs.gov/charities-nonprofits/charitable-organizations/exemptionrequirements-section-501-c-3-organizations>
 - <https://www.irs.gov/publications/p557/ch03.html>
 - <https://www.irs.gov/charities-nonprofits>
2. Those that can demonstrate, through the application, that the organization is at high risk of a terrorist attack; and
3. NSGP-UA are urban areas designated by Urban Areas Security Initiative (UASI), and NSGP-S are located outside such a UASI-designated urban area. Eligible nonprofits in UASI-designated urban areas may apply to the SAA to receive funding only under NSGP-UA. Eligible nonprofit organizations located outside of UASI-designated urban areas may apply to the SAA to receive funding only under NSGP-S. DHS/FEMA will verify that nonprofits have applied to the correct program, and they may

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disqualify the applications of nonprofits that apply to the wrong program.

6. When does the grant application period typically open?

The application is usually posted around April, and the deadline to submit is around the end of May. This is a very short turnaround time.

7. What is the process for the sub-applicant to apply?

The applicant must fill out the Investment Justification form and attach the following items:

- A mission statement
- A vulnerability assessment specific to the facility being applied for
- Supporting documentation that substantiates the threat, if applicable

8. Who reviews and approves the projects (state, federal, subject matter experts)? Please describe.

A panel of Subject Matter Experts (SMEs) review and score the investment justifications (IJs). This information is passed on to VDEM leadership for their review, and it is finally submitted to FEMA.

9. What special grant requirements must be addressed in the application?

It must address physical security enhancements and other security-related activities of nonprofit organizations that are at high risk of a terrorist attack.

10. Are there scoring criteria? If so, what are they?

Yes. During the scoring review, seven areas are looked at closely against the IJ:

1. Application Information
2. Background
3. Risk
4. Target hardening
5. Milestones
6. Project management
7. Impact

11. What stakeholders are involved in the application process?

The nonprofit community.

12. How are stakeholders and potential sub-applicants notified?

An email notification is sent out through Constant Contact to everyone on the VDEM list serve.

13. What is VDEM's role in the application process?

VDEM ensures that the necessary information is uploaded and available on our website as soon as the application period opens. We also organize the SME panel to review the IJ's before we pass them to leadership for final review and submission.

14. Is there a cost share involved?

No.

15. Are there any application resources that applicants need to be aware of? List documents and where they can find them.

Yes. The Notice of Funding Opportunity (NOFO), the IJ, the Preparedness Grants Manual, and other resource documents are available on the VDEM website.

16. When can the applicant expect to be notified if their grant is approved or not?

Around 2 to 3 months.

Award

1. When the application is approved and funds are obligated, how will the applicant be notified?

Upon approval, an allocation letter is sent by email with specific instructions to the applicant.

2. What is the process to obligate funds? Is there an agreement?

Yes, a subaward agreement is created by the Preparedness Grants Office (PGO) and uploaded to <https://vdem.emgrants.com> the nonprofit to download. It must be signed by the Chief Administrative Officer and then uploaded to the EM Grants website.

3. Can VDEM reimburse funds to a sub-recipient who has not agreed to the terms and conditions in the grant award?

No. The Subaward Agreement must be signed.

4. What is a period of performance (POP)?

This is the timeframe in which the actual project objectives must be met. This does not mean that all expenditures must be paid within this timeframe, but all of the work must be completed. For these grants, the POP from FEMA is 36 months. The POP for subrecipients is 21 months.

5. What is the liquidation period?

The liquidation period is the time where all expenditures are reconciled. VDEM extends the subrecipient 30 days after the end of the grant cycle to submit all expenditures in EM Grants, Final report and the Inventory Form of any asset(s) purchased with a \$5K value or greater (of applicable).

Post-Award

1. What is the responsibility of the sub-recipient?

The subrecipient's responsibility is to adhere to all DHS terms and conditions and the guidelines at 2 CFR 200, submit quarterly reports, and submit timely reimbursement requests.

2. How does the sub-recipient submit quarterly reports?

Subrecipients are obligated to submit Quarterly Progress Reports as a condition of their subaward. Quarterly progress reports must be submitted via your EM Grants account within 15 days following the end of the quarter. The reporting schedule is as follows:

- [Quarter 1 of 6]: October 1 to December 31 Quarter 1 Report Due: on or before January 15
- [Quarter 2 of 6]: January 1 to March 31 Quarter 2 Report Due: on or before April 15
- [Quarter 3 of 6]: April 1 to June 30 Quarter 3 Report Due: on or before July 15
- [Quarter 4 of 6]: July 1 to September 30 Quarter 4 Report Due: on or before October 15
- [Quarter 5 of 6]: October 1 to December 31 Quarter 5 Report Due: on or before January 15
- [Quarter 6 of 6]: January 1 to March 31 Quarter 6 Report Due: on or before April 15

3. How does the sub-recipient submit time extension requests?

These must be submitted through <https://vdem.emgrants.com> at least 90 days before the end of the period of performance. Time extensions must include a justification for the additional time and a revised timeline for completing the scope of work.

4. How does the sub-recipient submit budget amendment requests?

These also are submitted through <https://vdem.emgrants.com>. Budget amendment requests must include the original budget line items and the proposed revised budget line items. VDEM is allowed to approve up to a 10% adjustment in a line item within the budget, but anything over 10% requires FEMA

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approval.

5. How does the sub-recipient submit reimbursement requests?

Reimbursement requests are submitted through <https://vdem.emgrants.com>. Sub-recipients must identify expenses and upload supporting documentation for each expense. Once all expenses are identified and the documentation is uploaded, you may request reimbursement for those expenses. VDEM grants administrators review reimbursement requests for eligibility and completeness.

6. How does the sub-recipient document the funding match?

N/A

7. What type of documentation is required for reimbursement?

Invoices, receipts, contracts, payroll records and proofs of payment (e.g., check, EFT, ACH or wire transfer).

Closeout

1. How long after the period of performance ends does the sub-recipient have to request closeout?

Subrecipients are not required or expected to request closeouts. The closeout process can start as soon as all required documentation are submitted, and all reimbursement payments are processed.

2. What is the process to request a closeout of the project, and what documentation is needed?

N/A

3. Do any performance metrics (program) need to be documented as a result of the completion of the grant?

This information would be captured in the Final Progress Report, the BSIR (Biannual Strategy Implementation Report), Performance Progress Report, and SF 425.

4. How long must documents be retained?

The subgrantee is reminded that all project-related materials, both programmatic and financial, must be retained for at least 3 years from the submission of the final expenditure report.

5. How are sub-recipients notified of the grant closeout?

A closeout Grant Adjustment Notice (GAN) reflecting any de-obligation of funds and/or adjustments made to the award is sent to the Chief Administrative Officer.

