

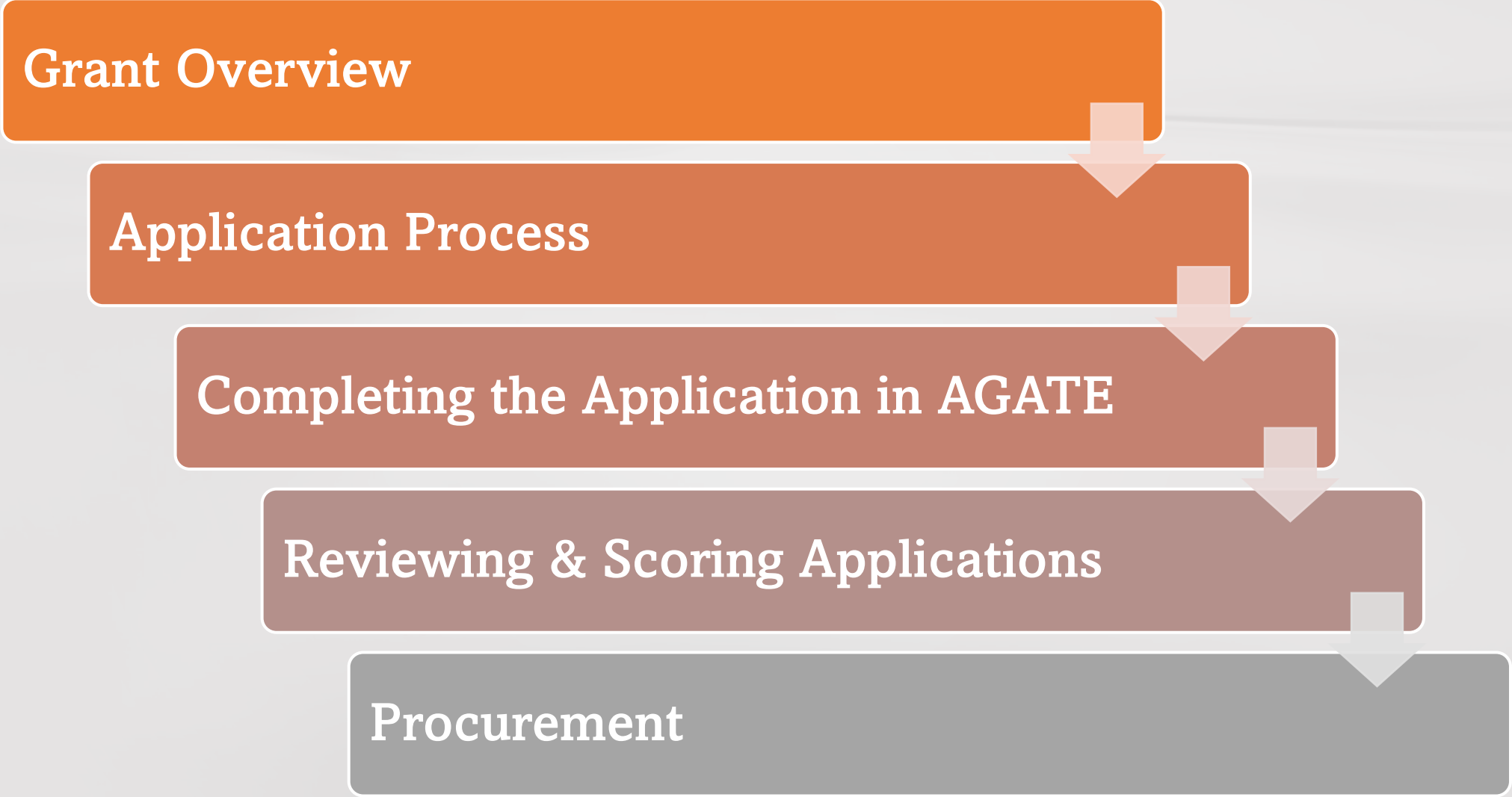
FY 2026 Nonprofit Security Grant Program (NSGP)

Presented by
Alabama Law Enforcement Agency
Programs Office



Agenda

Grant Overview



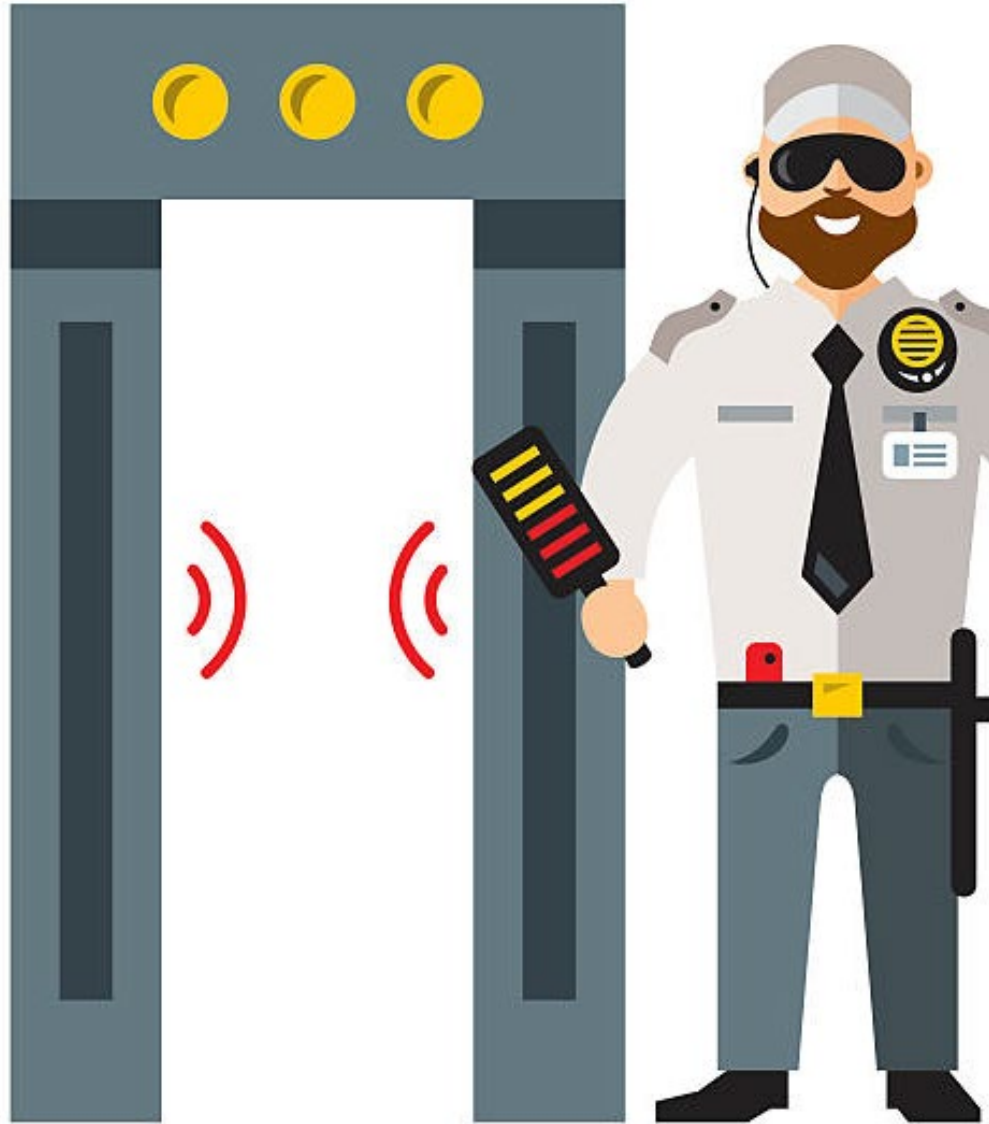
```
graph TD; A[Grant Overview] --> B[Application Process]; B --> C[Completing the Application in AGATE]; C --> D[Reviewing & Scoring Applications]; D --> E[Procurement];
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Application Process

Completing the Application in AGATE

Reviewing & Scoring Applications

Procurement



NSGP Overview

- The NSGP is a competitive grant program intended to provide federal funding for physical and cybersecurity enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist or other extremist attack.
- This is a cost reimbursement grant.
- Competitive grant program.
- ALEA serves as State Administrative Agency (SAA) for NSGP.
- **FY25 awards have not been released yet.**
- FY26 Information has not been released yet.



NSGP Overview (cont.)

- Awarded annually to nonprofits with an overall grant performance of 36 months (FEMA to SAA).
- FY2025 allocation for Alabama was \$3M
- The SAA (ALEA) will set the period of performance in your sub-recipient agreement (SAA to nonprofit organization). Typically, 24 months with the ability to extend.
- Provides funding support for security-related & physical security enhancements to nonprofits. This includes facility target hardening, contracted security personnel, security training, security planning, & security exercises.

Eligibility

Eligible nonprofit organizations are only those organizations that are 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.*

AND

Ability to demonstrate, through the application, that the organization is at HIGH RISK of a terrorist attack or other extremist attack.

*Note: Organizations such as churches, mosques, and synagogues are considered automatically exempt if they meet the requirements of section 501(c)(3) and do not have to apply for and receive a recognition of exemption from the IRS.

Refer to links below for additional information:

- [Exemption Requirements - 501\(c\)\(3\) Organizations \(irs.gov\)](#)
- [Tax Exempt Status for Your Organization \(irs.gov\)](#)
- [Charities and Nonprofits \(irs.gov\)](#)



What type of entities/organizations are NOT eligible to apply?

- Utility Companies
- For-profit transportation entities/companies
- For-profit hospitals
- Public schools (elementary, middle, or high schools)
- For-profit colleges/universities
- For-profit public venues, stadiums, amusement parks
- Organizations active in politics/lobbying
- Volunteer Fire Departments
- Community Service Organizations (Kiwanis, Rotary, Lions Clubs, etc.)
- Homeowner associations, labor, agricultural, or horticultural organizations
- Governmental Entities



Eligibility (cont.)

- To be eligible, you:
 - Must have an active Unique Entity Identifier (UEI) and be registered with Sam.gov
 - Obtained from SAM.gov (FREE)
 - Must read and comply/have written standards for several requirements in:
 - 2 CFR - <https://www.ecfr.gov/>
 - FY26 NSGP NOFO (when released)
 - Preparedness Grants Manual
- Individual submitting the application must be a current employee, personnel, official, staff or leadership of the nonprofit organization and duly authorized to apply for an award on behalf of the entity. Further, the authorized organization representative must provide an email address unique to the recipient at the time of the grant application.
- Consultants and contractors of the recipient are not permitted to be the authorized organization representative of the subrecipient.

Funding Availability

*based on FY2025, could change with FY2026

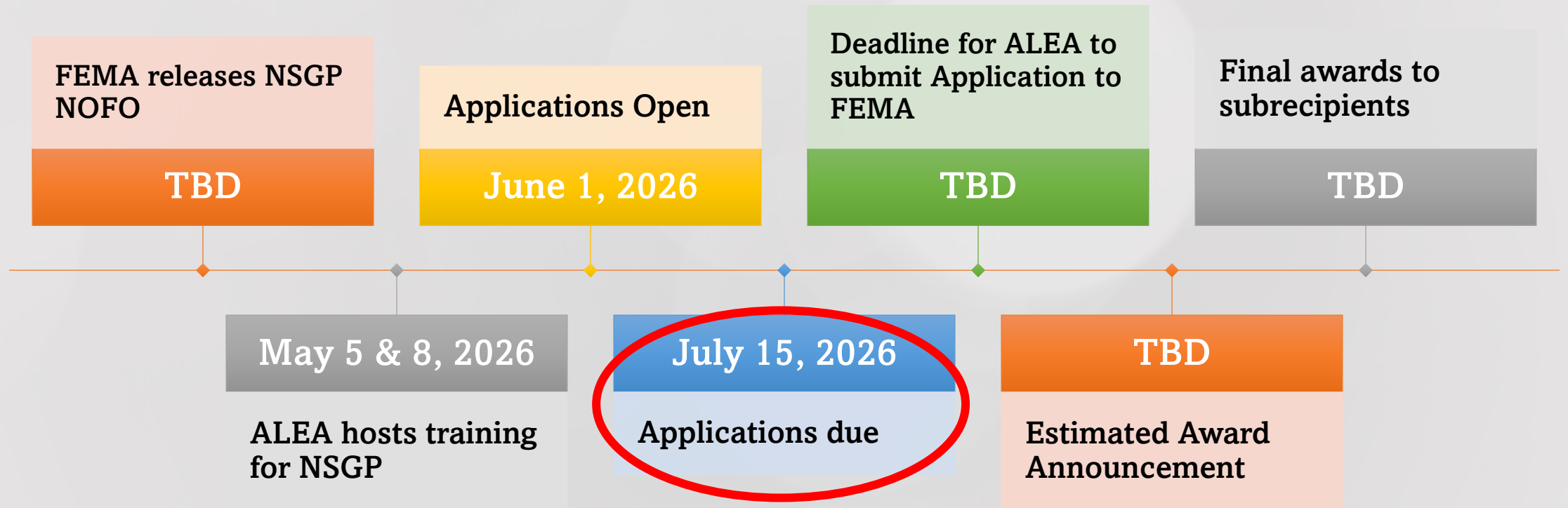
Applicants with one site may apply for up to \$200,000

Applicants with multiple sites may apply for up to \$200,000 per site, for up to three sites (maximum \$600,000 per applicant)

If multiple sites are applied for, it must include an assessment of the vulnerability and risk unique to each site. Multiple sites should have own unique address.

Estimated Timeline

(* this is all subject to change based on FEMA and the release of FY26 Information)



Pre-Application Action Items: How Can I Prepare?

Obtain a UEI Number (SAM.gov)

- Ensure your organization has an active UEI and that it is registered prior to applying, as issues with your UEI could slow down the application process.
- UEI may not be active for up several days after registration, so be proactive in completing this step!
- Ensure UEI is marked as public when registering.
- This is a FREE service and should never require a cost.

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)



[Check Entity Status](#)

Complete AGATE Registration

(First Time Applicants)



Register on our website:

grants.alabama.gov.

*Make sure your agency is not already in the system. Duplicate entries could cause issues later.



If you are doing a new registration, please email us so that we can approve it (Email GrantsAdmin@alea.gov with subject line FY 2026 NSGP).

Brainstorm Your Project

- Have Vulnerability/Risk Assessment Conducted
 - Identify gaps and vulnerabilities.
 - CISA Self Assessment Tool - [CISA Facility Security Self-Assessment](#)
- Propose projects to address those identified risks and vulnerabilities in your Investment Justification (IJ).
- Determine how best to demonstrate in your IJ that your organization is at high risk of a terrorist or other extremist attack (i.e. prior incidents, threats, examples at similar orgs).



Environmental & Historic Preservation Form (EHP)

- ****Spending cannot begin on a project that requires an EHP until FEMA has given approval**** [FEMA EHP Form](#)
- **Examples of Projects Requiring EHP:**
 - Purchase of equipment that will require installation on or in a building or structure
 - Training exercises with any field-based components, such as drills or full-scale exercises
 - Renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure
 - Examples include, but are not limited to: interior building renovations, electrical system upgrades, sprinkler system, vehicle exhaust systems, closed circuit television cameras, security fencing, access control for an area, building, or room, bollards, motion detection systems, alarm systems, security door installation or upgrades, lighting, and audio-visual equipment
 - Installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank
 - New construction, addition to, or expansion of a facility
 - Construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building
 - NOT required at the time of application but will be required if awarded



Application Process

Beginning the Application Process



- Register for an account on our website (*First time applicants): <https://Grants.Alabama.Gov>. Ensure that you have an active UEI number and it is registered with SAM.gov.
- Complete your Vulnerability Assessment (VA) for each location (if more than one). **Make sure Organization Name and Address are both shown on VA.
- Check FEMA's Authorized Equipment List (AEL) to ensure proposed equipment is covered. Provide basic estimates/quotes for market values of equipment, installation, warranty, etc.
- Ensure Investment Justification (IJ) is complete and detailed and tied to your Vulnerability Assessment
- Attach Vulnerability Assessment, IJ, and Mission Statement

Application Requirements

- Investment Justification (IJ) – This is the only document forwarded to FEMA
 - You must save/download this PDF document to your computer , close your browser, and then used Adobe to open the saved PDF document from your computer. The form is not viewable or fillable from a browser. If not done correctly, you will receive an error message. **MUST use form provided. (subject to change once FY26 NOFO is released)**
 - **A new IJ may have to be resubmitted once FEMA releases FY26 information.**
- Vulnerability Assessment (No standardized form)
 - Identify threats & vulnerabilities specific to your organization. **This assessment is the foundation on which the application is built.**
- Mission Statement on official letterhead– used to validate information provided in the IJ and categorize the facility (ideology-based, medical, education, other).
 - If applicable, provide the “who,” “what,” and “why” of your organization.
- Ensure these are separate documents.
- ALEA Miscellaneous Attachments – Not all of these are required at the time of application but will be required upon award.

Allowable Costs

- NSGP provides funding support for physical security enhancements and other security activities to nonprofits at high risk of a terrorist attack.
- These include projects addressing, but not limited to:
 - ✧ Planning
 - ✧ Equipment
 - ✧ Training
 - ✧ Exercises
 - ✧ Contracted Security Personnel
 - ✧ Indirect Costs
 - ✧ Management and Administration (M&A)

Allowable Costs: Planning

Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities. Planning must be related to the protection of the facility and the people within the facility and should include populations with access and functional needs as well as those with limited English proficiency.



Examples:

Development and enhancement of security plans & protocols

Development or further strengthening of security assessments

Emergency contingency plans

Evacuation/Shelter-in-place plans

Other project planning activities with prior approval from DHS/FEMA

Allowable Costs: Equipment

- Allowable costs are focused on target hardening and physical security enhancements. 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, especially in prevention of and/or protection against the risk of a terrorist or other extremist attack.
 - Video Surveillance Systems (security Cameras)
 - Facial recognition or License Plate Reader software is not allowed
 - Bollards
 - Fencing
 - Impact Resistant Film/Windows
 - Access Control Systems
 - Security enhanced doors/windows

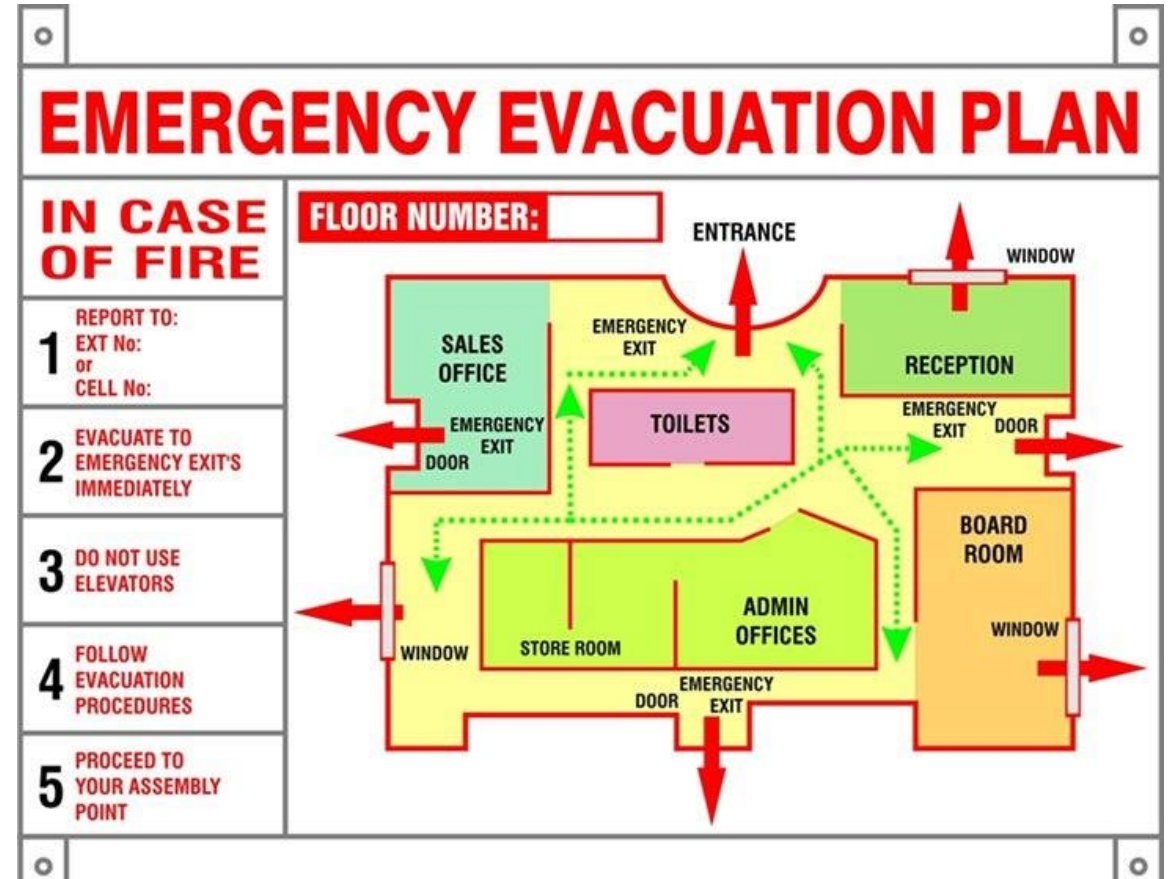
Allowable Costs: Training

- Security-related Training Courses & Programs:
 - Limited to an organization's security personnel, staff, members and volunteers only
 - Allowable Costs: Attendance Fees, Materials, Supplies, and/or Equipment
 - Unallowable Costs: Overtime, Backfill, and/or Travel Expenses
- Examples:
 - Target Hardening
 - Terrorism Awareness/Employee Preparedness (CERT, Active Shooter, Emergency First Aid)



Allowable Costs: Exercise

- Funding may be used to conduct security-related exercises. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, and documentation.
- Must be Homeland Security Exercise and Evaluation Program (HSEEP) compliant.
- After Action Report Required



Allowable Costs: Contracted Security Personnel

- Contracted Security – MUST be acquired through a competitive process
 - CANNOT directly hire individual off-duty law enforcement personnel
- Allowable if not already included in current operating budget
- Depending on NOFO, contracted security may be capped at 50% of the overall award without a waiver from FEMA
- May not use the NSGP funding to hire full or part-time employees that will be placed on a nonprofit's payroll
- Subrecipient MUST be able to sustain this capability in future years without NSGP funding
- NSGP funds may not be used to purchase equipment for contracted security



Allowable Costs: Management & Administration

- M&A activities are those costs defined as directly relating to the management and administration of NSGP funds such as financial management and monitoring
 - Activities directly related to the management and administration of the project
 - This does NOT include/cover the cost of application creation. That would be considered a pre-award cost. This is only for post-award costs.
 - Up to 5% of the individual award amount
 - If a current staff position will take on this role, a portion of their time can be used for M&A as long as:
 - Duties are well defined as outlined in NOFO and Prep. Grants Manual and
 - Time and attendance records are kept to reflect % of time spent on grant, etc.
- Examples:
 - Hiring of full or part-time staff or contractor/consultant:
 - To assist with the management of NSGP funds to include reimbursement preparation and submission
 - To ensure compliance with reporting/data collection requirements

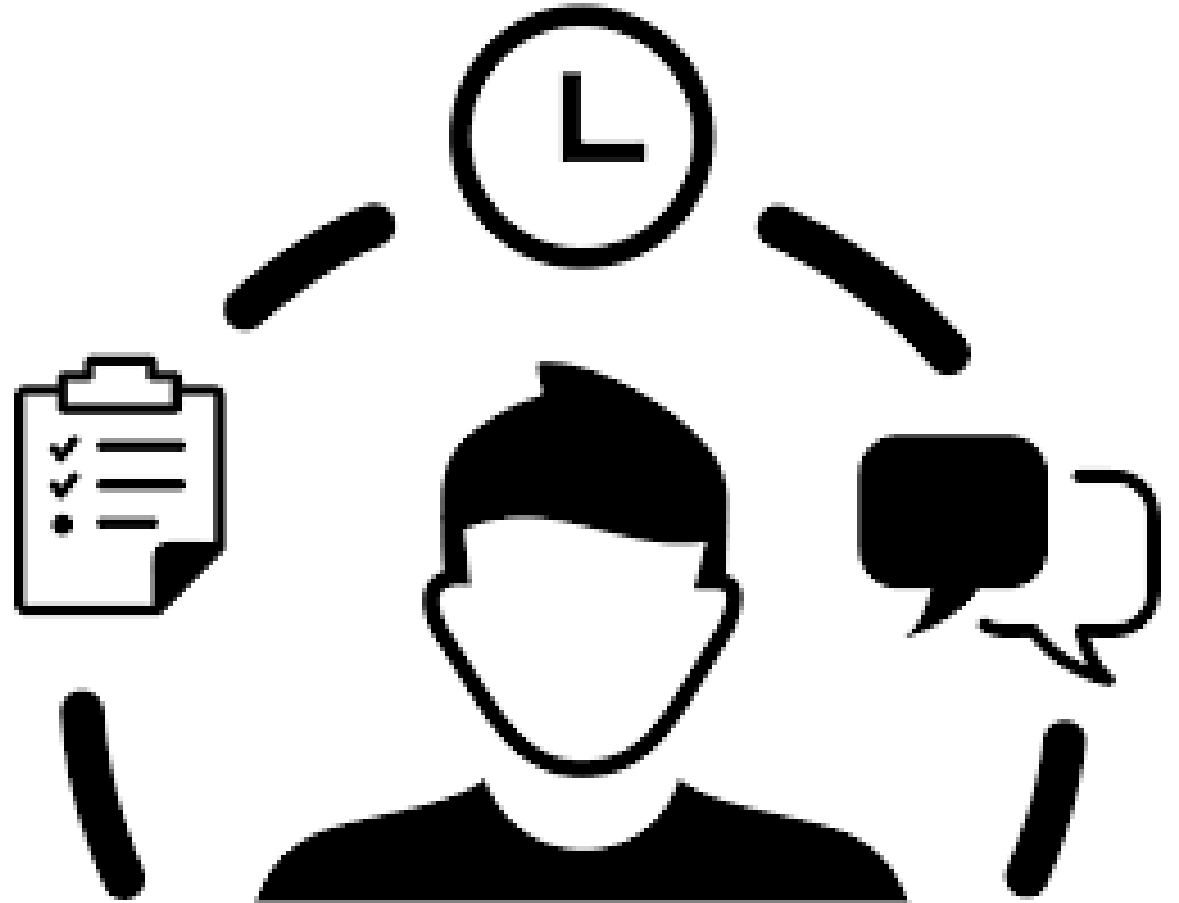
Unallowable Costs

- Organizational salaries or operating costs
- Direct hiring of public safety personnel
- General-use expenditures
- Overtime
- Development of risk/vulnerability assessments or Investment Justification
- License plate reader (LPR) systems
- Facial recognition software
- Knox Boxes
- Weapons or weapons training
- Landscaping
- Proof-of-concept initiatives
- Sexual predator screening database
- Pre-award costs (including grant writer/application development fees)



Application – Investment Justification (IJ)

- Responses in each section should address all components in the description
 - ***Application Form/Investment Justification is ONLY item forwarded for Federal Review**
- Sections of the Investment Justification Application Form
 - I. Nonprofit Organization Applicant Information
 - II. Background
 - III. Risk
 - IV. Facility Hardening
 - V. Milestones
 - VI. Project Management
 - VII. Impact



Investment Justification (IJ) Overview

- Include the history of the organization
- Clearly link the findings from the risk/vulnerability assessment to your proposed project(s)
 - Explain how proposed investments will address vulnerabilities
- Detail any incident(s) including description, dates, etc.
 - Include supporting documentation (police reports, photographs), if applicable
- Confirm all investments proposed are allowable costs
- Use realistic milestones to include the Environmental Planning & Historic Preservation (EHP) review process.
- Describe the project manager's level of experience



Investment Justification — Troublesome Sections

- III. Risk – Nexus to Terrorism
 - Threat
 - Identification or specific threats against nonprofit or closely related organization by a terrorist organization
 - Include findings from risk assessment, police findings or claims that may have been made at that location
 - Vulnerability
 - What are the specific vulnerabilities that expose your facility/location to potential impact from a terrorist or other extremist attack?
 - Potential Consequences
 - What would happen as a result of an attack? What's the potential impact to your facility, the organization and the people it serves?

Investment Justification — Troublesome Sections (Continued)

- IV. Facility Hardening (2 parts)
- Narrative – fully describe target-hardening activities, associated costs and link to vulnerability assessment (Please include estimated quantities where applicable).
 - Example: Fencing-240 feet of 8-foot chain-link fencing topped with 1 foot of barbed wire addressing the vulnerability to breach/access the facility along the west side. (AEL # 14SW-01-WALL)

$$240 \text{ feet} \times \$208.33 \text{ per foot} = \$50,000$$

- Example: \$5,000 for 8 exterior cameras, 3 located on lighting poles in parking lot, 1 adjacent to the main entrance, and 1 on each corner of the building (4) to address the current inability to monitor the exterior of the facility and identify suspicious activity to prevent or protect from an incident

$$8 \text{ cameras} \times \$625 = \$5,000$$

- Authorized Equipment List (AEL) Grid at bottom of Facility Hardening section – Planning, Exercise, Contract Security, and M&A are listed at the bottom of the drop-down menu but will not have an associated AEL
 - Training: AEL# 21GN-00-TRNG

Investment Justification – Troublesome Sections (Continued)

V. Milestones

- Steps/Dates that sequentially build upon each other toward project completion
- Example milestones below:

Milestone	Start Date	End Date
Award notification and completion of award paperwork	10/1/24	10/31/24
Environmental and Historic Preservation paperwork completion, submission and approval	10/1/24	11/30/24
Secure estimates/quotes (fencing, security system, access control)	10/31/24	12/15/24
Selection and award of contracts to vendors	1/1/25	1/31/25
Installation and testing of security camera & monitoring equipment	2/1/25	7/15/25
First Aid training delivery	8/1/25	8/31/25
Vendor payments, grant closeout paperwork	9/1/25	9/30/25

Investment Justification — Troublesome Sections (Continued)

VII. Impact

- Measurable outputs and outcomes
 - Scoring Criteria – should directly link to the vulnerabilities and consequences described in Section III.
 - Be descriptive and address each of the vulnerabilities and consequences
 - Example questions to consider: Is there anything that can be measured to determine a projected output/outcome? Does it reduce unauthorized access by XX% because there was no locking mechanism previously?

Completing the Application in AGATE

Navigating AGATE (grants.alabama.gov)

Choose “New User? Register Here!” to create an account.



Alabama Grants

Opportunity Search

Welcome to Alabama Grants, the State of Alabama's electronic grant management system. This system requires authorization for access.

Getting Started:

1. The initial registration in Alabama Grants must be completed by an Authorized Official (AO) for your organization, like a Program Director or other senior leader.
2. Complete and submit your registration request. Click **New User? Register Here!** to register.
3. After submitting a registration request, you will receive an email confirmation of your acceptance into the system.
4. From that point, your organization's AO can designate access to your organizational account to other staff members as appropriate.

The Subrecipient Training Webinar is available by clicking Below.

[Alabama Grants Video Table of Contents \(ADECA\)](#)

[Alabama Grants Video Tutorial \(ADECA\)](#)

[Alabama Grants Video Table of Contents \(ALEA\)](#)

[Alabama Grants Video Tutorial \(ALEA\)](#)

Announcements

[ALEA Homeland Security Grant Program Post-Award Training](#)

Login

Username

Please enter your username

Password



Log In

[Forgot Username/Password!](#)

[New User? Register Here!](#)

Navigating AGATE: New User Registration

- Once you click, “New User? Register Here!,” this registration page will appear.
- Ensure that you have filled out each required field, then click “Register.”
- Your organization must be registered in SAM.gov before you can create your account.
- After you register, email GrantsAdmin@alea.gov letting us know that you have registered and are awaiting approval.

New User Registration

Page instructions for the registration modal

First Name The First Name field is required.	Middle Name
Last Name The Last Name field is required.	Prefix
	Suffix
SAM Search This field is required.	FEIN
Organization 	Title
Address The Address field is required.	Address 2
State Alabama	County The County field is required.
City The City field is required.	Zip Code The Zip Code field is required.

Email The Email field is required.	Phone The Phone field is required.
Phone 2 	Fax
Cell Phone 	Website
Username The Username field is required.	
Password The Password field is required.	Verify Password The Verify Password field is required.
Notes 	

Register

Navigating AGATE: Personalizing Your Dashboard



Alabama Grants

[Home](#) [Searches ▾](#)

Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

Select the type of information that you would like to see in this panel

My Opportunities (Jumbo)

My Opportunities (Jumbo)

My Opportunities (Wide)

My Tasks (Jumbo)

My Tasks (Tall)

My Tasks (Wide)

My Opportunities

Name	Provider	Availability	Description
Alabama Bomb Squads 2022	ALEA	5/13/2022 12:00:00 AM - Open Ended	Enhancing prevention, detection, response and recovery capabilities for WMD and/or improvised explosive devices (IED) to include CBRNE

Save

Angela Martin ▾

Profile

Messages

Edit Dashboard

Log Out

Navigating AGATE: Personalizing Your Dashboard

My Opportunities

Local Government Pistol Permit Revenue Loss Fund Administration	LETS Provider Organization	8/1/2022 12:00:00 AM - 9/10/2025 7:00:00 AM	
Non-Profit Security Grant Program 2022	ALEA	5/13/2022 7:00:00 AM - Open Ended	Target Hardening and Physical Security Enhancements for Non-Profits
Non-Profit Security Grant Program 2023	ALEA	10/1/2022 7:00:00 AM - 7/1/2024 11:59:00 PM	Target Hardening and Physical Security Enhancements for Non-Profits
OJJDP Title II 2023	LETS Provider Organization	1/1/2021 12:00:00 AM - Open Ended	Juvenile Justice

My Tasks

Initiate Related Document

2021-1LOC-IOC-2 - Claim 2: 01/19/2022 - 01/21/2022	ALEA Reimbursement Request	Dunder Mifflin Paper Company	Reimbursement Request in Process	1/21/2022 6:58:19 AM
2021-1LOC-IOC-22	ALEA Application - Homeland Security	Dunder Mifflin Paper Company	Application In Process	11/4/2021 2:13:29 PM
2021-1LOC-IOC-23	ALEA Application - Homeland Security	Dunder Mifflin Paper Company	Grant Executed	3/16/2022 9:57:31 AM

Announcements

[SHSP PowerPoint](#)

Navigating AGATE: Exploring Opportunities

- Explore opportunities available to you by clicking the name of the grant under “my opportunities” and reading the description to see if they apply to your organization.

Non-Profit Security Grant Program 2023	ALEA	10/1/2022 7:00:00 AM - 7/1/2024 11:59:00 PM	Target Hardening and Physical Security Enhancements for Non-Profits
--	------	---	---

Non-Profit Security Grant Program 2023

Provided By: ALEA

Provided To: Dunder Mifflin Paper Company

ALEA Application - Non Profit Availability Dates: 10/1/2022 7:00:00 AM - 7/1/2024 11:59:00 PM

Due Date: N/A

Description:

This grant provides funding support for target hardening and other physical security enhancements and activities to nonprofit organizations that are at high risk of terrorist attack. The intent is to integrate nonprofit preparedness activities with broader state and local preparedness efforts

Eligible nonprofit organizations are those organizations that are 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. * AND ability to demonstrate, through the application, that the organization is at HIGH RISK of a terrorist attack.

Proceed

Cancel

2025-NPS-2

Forms

Application Forms

Application Information

Project Description

Budget Worksheet

Misc Attachments

Tools

Landing Page

Add/Edit People

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

Status Options

Submit Application

Cancel Application

New Note

Document Landing Page

View document details.

Template

ALEA - Non-Profit 2025

Instance

Non-Profit Security Grant Program 2025

Process

ALEA Application - Non Profit

Document Name

2025-NPS-2

Document Status

Application In Process

Organization

Dunder Mifflin Paper Company

Your Role

Sub Recipient Admin

Period Date

10/1/2024 12:00:00 AM

Due Date

4/24/2025 11:59:00 PM



Please Consider:

- Are all Miscellaneous Attachments signed and attached?
- Does your budget include AEL #'s?
- Does your Budget Narrative explain the cost in your budget?
- Is the agency that is applying for this grant going to be the one coming out of pocket for the purchases?
- Is your agency registered in the STAARS system
- If not [Click Here](#) to register in STAARS



Application Forms

Application Information

☐

Project Description

☐

Budget Worksheet

☐

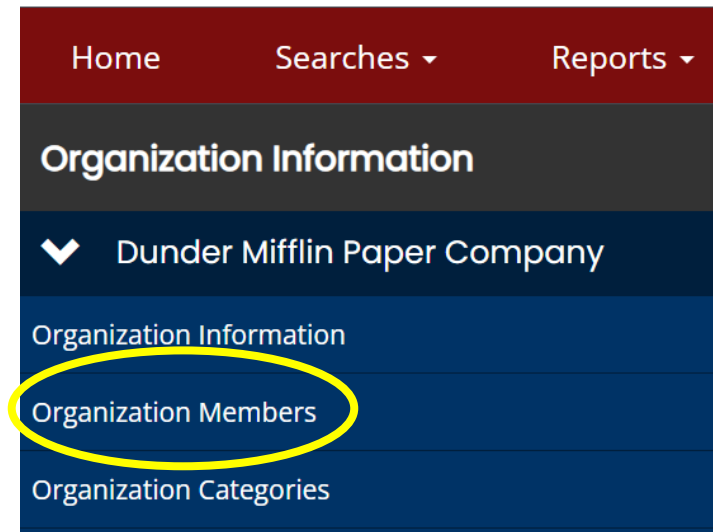
Misc Attachments

☐

Completing the Application

- Once you select the opportunity, you will need to fill out the following forms:
 - Application Information
 - Project Description
 - Budget Worksheet
 - Misc Attachments

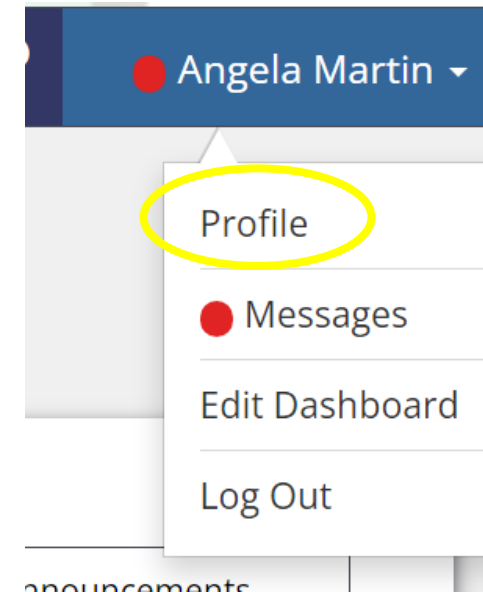
Adding Users to Organization



Step 2



Step 1



Step 3



Members Search

Name

Role

Active

Both

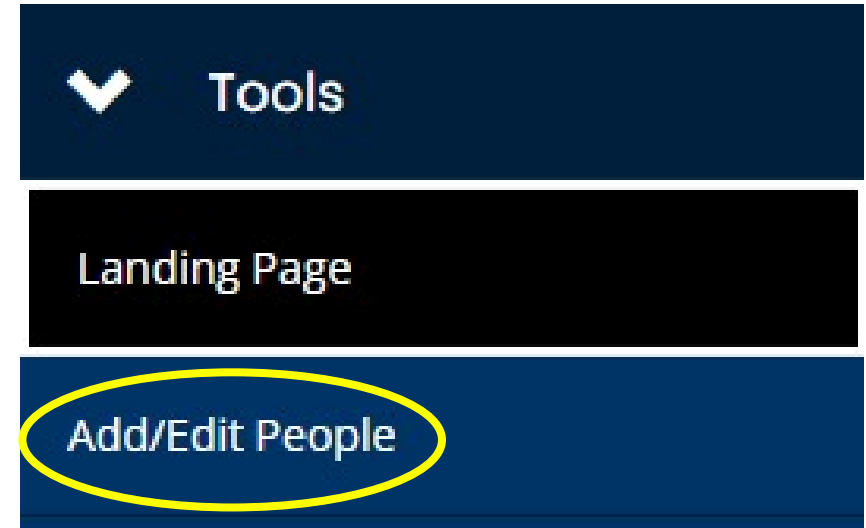
+
Add New User to Organization
Invite Existing User to Organization

Clear

Search

Adding Users to Document

- Use “Add/Edit People” to add anyone from your organization that will need access to this application
- Select “Add User From Organization”
 - Role selection determines who can do what within the document
 - Sub Recipient Admin – can edit and submit
 - Sub Recipient Staff – can edit
 - Sub Recipient Viewer – can only view
- Do not use Invite Existing User



▼ People Assigned to this Document

Person	Organization	Role	Active Dates	Assigned By	
Bernard, Andy	Dunder Mifflin Paper Company, Flynn Test Org	Sub Recipient Staff	09/29/20 -	Grant System	
Halpert, Jim	Dunder Mifflin Paper Company	Sub Recipient Staff	09/29/20 -	Grant System	
Martin, Angela	ALEA (inactive), Dunder Mifflin Paper Company	Sub Recipient Admin	09/29/20 -	Grant System	
Scott, Michael	Dunder Mifflin Paper Company	Sub Recipient Admin	09/29/20 -	Grant System	

◀

1

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Add User From Organization

~~Invite Existing User~~

Application Information

Organization Information

Organization Name	Dunder Mifflin Paper Company	E-Mail	TestOrgOffice@AgateSoftware.com
Phone No.	(123) 456-7898 ext. 10	Address	11400 White Rock Rd
UEI Number:	C111ATT311C8	Zip:	95742-6600
Organization Type	Non-Profit	SAM Legal Name:	K & K CONSTRUCTION SUPPLY INC
STAARS Vendor Number:	VC000001234	SAM Expiration Date:	4/27/2027
EIN: (Federal Tax ID)	11-2341545	SAM Activity Status:	No Exclusions

501(c)(3) Documentation:

Drag Files Here

 Screenshot 2025-01-31 08...
24.34 KB

- Applicant Info will auto populate based on organization information already in AGATE (except for STAARS Vendor # and EIN).
 - SAM name should match Org Name
- 501(c)(3) Documentation Upload
 - This is where you upload documentation of your 501(c)(3) status (see examples below)
 - IRS Determination Letter
 - IRS Tax Exempt Organization Search Listing

Application Information, cont.

Authorizing Official

Select the individual authorized to enter into binding commitments on behalf of the applicant. The official will normally be the Board President or the chief officer of the agency or government involved; i.e. Mayor, County Commission Chairman, City Council President, State Department Director, President of the Board of Directors.

Name*
Angela Martin

Title* title

Address* 2214 University Park Drive

Phone No.* (123) 456-7489

E-Mail* kkeberlein@agatesoftware.com

Project Director

Select the individual who combines knowledge and experience in the project area with abilities in administration and supervision of personnel. The project director will also be expected to ensure the necessary amount of time to ensure the effective management of the project. Example: Executive Director

Name*
Andy Bernard

Title* Nard Dogg

Address* 2214 University Park Dr.

Phone No.* (989) 111-1123

E-Mail* tmock@agatesoftware.com

Financial Officer

Select the individual who will be responsible for fiscal matters relating to the project, and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports.

Name*
Michael Scott

Title* Regional Manager

Address* 0000 Scranton In

Phone No.* (000) 000-0000

E-Mail* tmock@agatesoftware.com

- **Authorizing Official**
 - **Select the individual authorized to enter into binding commitments on behalf of the applicant**
- **Project Director**
 - **This should be the primary point of contact for this grant application/award.**
- **Financial Officer**
 - **Select the individual who will be responsible for fiscal matters relating to the project, and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports**
- ****It is your responsibility to notify us if any of these individuals change throughout the grant period.**
- ****These have to be three separate individuals**

Project Description

- Project Name
 - Short title that states what you hope to accomplish. If you are applying for multiple sites, you can notate that in this name: i.e. Fake Organization West Alabama Location, or Fake Organization Pre-school, etc.
- Project Type
 - Choose best option from the dropdown list
- Congressional District
- Zip+4
- What is your service area for this project?
 - Choose from a list of counties or cities depending on selection
- Core Capability Selection
 - Select from dropdown

The screenshot shows a web form titled "Project Description" with the following fields and content:

- Project Name***: Church Security Upgrade Project
- Project Type***: Access vulnerability of and/or harden/protect critical infrastructure and key assets
- In which Congressional District is your agency headquartered?**: 2
If you don't know your Congressional District, please click [HERE](#) and search by Zip Code and/or Address.
- What is the Zip Code (Zip + 4) for the location of this project?**: 36104-1111
- What is your service area for this project?***: Municipality ☒ County ☐ Other ☐
- Municipality***: Abbeville
- Core Capability Selection:**: Access Control and Identity Verification

Project Description, cont.

- Project Attachments
 - This is where you will upload your attachments for:
 - Vulnerability Assessment
 - Investment Justification
 - Mission Statement
- Milestones
 - You will also need to list out at least five (5) milestones with dates.

Milestones:

Award notification and completion of award paperwork

EHP paperwork completion, submission and approval

Secure updated quotes (fencing, access control and security systems)

Selection and award of contract to vendors

Installation and testing of equipment

Vendor payments, reimbursement requests and closeout complete

Anticipated Completion Date:

06/15/2025

08/15/2025

08/30/2025

09/30/2025

11/15/2025

05/30/2026

Project Attachments

Vulnerability / Risk Assessment

Identifies the threats and vulnerability specific to the facility/site in the application. Keep in mind the assessment is the foundation from which the application is built.

Select

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Investment Justification (IJ)*

This is a fillable PDF. This file may not open with Microsoft Edge or Google Chrome web browser will open correctly with Adobe or Mozilla Firefox.

Select

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Mission Statement

Used to validate information in the IJ. It should be on official letterhead, if available, and should provide the "who, what, and why" of the organization.

Select

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Budget Worksheet

Expense Category	AEL REF #	Item	Unit Price	Quantity	Total	
Equipment	14SW-01-VIDA	Video Camera/Surveillance System	\$ 37,000	1	\$37,000.00	+
Equipment	14SW-01-PACS	Access Control/Card Reader System	\$ 40,000	1	\$40,000.00	+
Equipment	14SW-01-LITE	Outdoor Lighting	\$ 500	20	\$10,000.00	+
Equipment	14EX-00-BSIR	Shatter Resistant Glass for Doors	\$ 2,000	8	\$16,000.00	+
Professional Services	M&A	Management & Administration	\$ 5,150	1	\$5,150.00	+
Total:					\$108,150.00	

- Expense Category - Select Equipment, Training, Exercise, Planning, etc.
- AEL Ref # - If equipment, select the appropriate number that aligns with your item
- Item - Description of item (do not use AEL Ref # description)
- Unit Price - Price of each piece of equipment/training/etc. Use whole dollar amounts, no cents.
- Quantity – Should reflect the number of items being purchased. If item comes as a system instead of separate pieces, use quantity of 1 and explain the breakdown of items in the budget narrative.

***This should align as closely as possible with your IJ form. ***

Budget Worksheet, cont.

- **Budget Narrative**

- **Explain in paragraph form the items that you wish to buy and what is included in each item.**
- **This is not meant to be a place to restate goals and objectives or the statement of the problem. ONLY should be used to explain items in budget and how it was calculated**

Video Camera/Surveillance System

Plan to purchase a surveillance system that will consist of 37 cameras and two monitors to view footage. Price is estimated based on quotes for approximately \$1,000 per camera (to include installation costs), $\$1,000 \text{ each} \times 37 \text{ cameras} = \$37,000$.

Access Control/Card Reader System

Plan to upgrade primary access control to proximity card system. This cost will include 10 card readers ($\$3,000 \text{ each} \times 10 \text{ card readers} = \$30,000$) and installation (which totals \$10,000) for total cost for \$40,000.

Outdoor Lighting

Lights will be added to existing poles in parking lot as an update to lighting system. We plan to add 20 lights at an estimated cost of \$500 each (to include installation), $\$500 \text{ each} \times 20 \text{ lights} = \$10,000$.

Shatter Resistant Glass for Doors

A shatter resistant film will be added to all external doors, which will be 8 doors total. Cost is $\$2,000 \text{ each} \times 8 \text{ doors} = \$16,000$ (to include installation).

Management & Administration

A consultant will be hired to manage grant activities such as: EHP Completion, handling of RFP/Bid process, completing quarterly reports, assisting with reimbursement requests, etc. They will not exceed \$5,150 for the life of the grant. Estimated hourly rate is \$65/ hour with a total of 79 hours being attributed to this project.

Miscellaneous Attachments

- These documents are required at the time of application:
 - W-9
 - eVerify MOU
 - Board of Directors
 - List of governing body and contact information
 - Organization Chart
 - Current and up to date
 - List position titles and names
 - Procurement Policy
- All other documents are required at the time of award



Submitting Application

▼ Status Options

Application Submitted

Application Cancelled

- Once you have finished all required documents, go to the Status Options tab and select “Application Submitted”
- This will send the application to ALEA for scoring and possible award
- If you wish to cancel your application, select “Application Cancelled” under the Status Options tab
- If your application is not submitted by the due date, and time has passed for any FEMA required updates to be made, it may be sent to the status of “Application Disqualified”.

Application Submission & Award



Once the application period closes, they will be scored and if qualifications are met, they will be submitted to FEMA for review



If you are awarded, a notice will be sent to you in AGATE to sign and accept your award, or to make any changes deemed necessary to your application prior to accepting



Anyone added to the document will receive a notification via email when the application status has changed or requires attention



Please be mindful of and communicate any staff changes that could impact any of the 3 roles within the application (Authorized Official, Project Director, Financial Officer)

Reviewing & Scoring Applications

Evaluation Criteria

- **Completeness of Information**
- **Adherence to program guidelines (Is equipment allowable under AEL?)**
- **Feasibility**
- **Was the risk well identified? (Does it match the Risk Assessment)**
- **IJ filled out correctly and completely (using correct form)**
- **IJ addresses vulnerabilities identified in VA**
- **Review the FEMA provided Scoring Matrix**

Application Scoring

- State review – ALEA will review and score applications
 - Ineligible or incomplete applications or applications with unallowable equipment or projects may not be forwarded to FEMA for federal review
- Federal Review – FEMA will review
 - Federal reviewers' scores will be multiplied:
 - By a factor of 3 for ideology-based/spiritual/religious entities
 - By a factor of 2 for secular educational and medical institutions
 - By a factor of one for all others



Don't Make These Mistakes!

- Starting work before the EHP is approved (you will not be reimbursed)
- Changing the approved Investment Justification/Application without getting pre-approval from ALEA/FEMA
- Incomplete/confusing Investment Justification (misinterpretation of projects)
- Incorrect record keeping (could result in auditing)
- Audit/Monitoring issue (could result in owing money to the federal government)



Procurement

Procurement

****More procurement information will be provided during Post-Award Training. Be mindful of procurement requirements when brainstorming your project/completing your application.**

- Each agency must ensure that they follow their own procurement policy, which should reflect applicable State and local laws and regulations and make certain that they conform to the applicable Federal law and standards in 2 C.F.R. 200. **These slides represent highlights of the regulations only.**
- All contractual services must have documentation to support fair and open competition.
- This includes: vendor contracts, equipment purchases, etc.
- Any of these purchases should have a copy of a contract that spells out services to be provided and costs.



Post-award Federal Requirements Procurement Standards

2 CFR 200 Subpart D, 200.317-200.327 (200.317 and 200.323 apply only to states)

Title 2 / Subtitle A / Chapter II / Part 200 / Subpart D [View Full Text](#)

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 [Developer Tools](#)

[Property Standards](#) 200.315 – 200.319

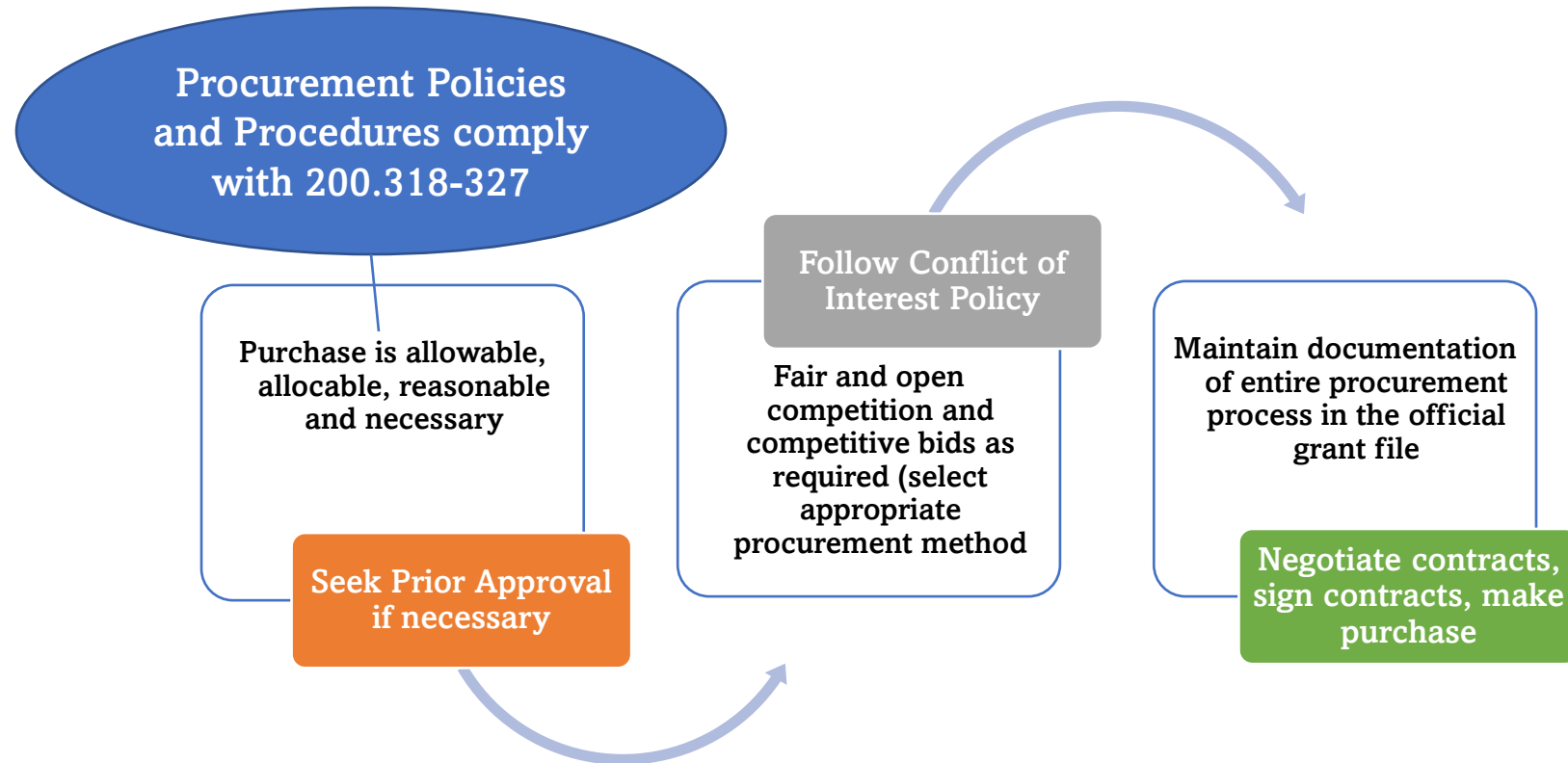
▼ [Procurement Standards](#) 200.317 – 200.327

- § 200.317 [Procurements by States and Indian Tribes.](#)
- § 200.318 [General procurement standards.](#)
- § 200.319 [Competition.](#)
- § 200.320 [Procurement methods.](#)
- § 200.321 [Contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.](#)
- § 200.322 [Domestic preferences for procurements.](#)
- § 200.323 [Procurement of recovered materials.](#)
- § 200.324 [Contract cost and price.](#)
- § 200.325 [Federal agency or pass-through entity review.](#)
- § 200.326 [Bonding requirements.](#)
- § 200.327 [Contract provisions.](#)

▼ [Performance and Financial Monitoring and Reporting](#) 200.328 – 200.329

 [Site Feedback](#)

Procurement Process for Non-federal Entities



Common Procurement Mistakes

Failure to Follow Competitive Procurement Requirements 2 CFR 200.319

- Not conducting full and open competition when required. For example, awarding contracts based on prior relationships, local preferences, or informal vendor selection without a proper solicitation process.

Improper Use of Sole Source (Noncompetitive) Procurement 2 CFR 200.320(c)

- Using noncompetitive procurement without meeting the limited justifications. For example, selecting a vendor without competitive bidding because it's "easier" or assuming it's the "only" vendor without documenting justification.

Not Documenting Procurement Decisions 2 CFR 200.318(i)

- Failing to maintain adequate records on procurement methods, rationale for vendor selection, cost analysis, and conflict-of-interest disclosures. For example, no records of how a contractor was chosen or why a higher-cost bid was selected.

Conflicts of Interest and Improper Vendor Relationships 2 CFR 200.318(c)(1)

- Employees or officials with decision-making power having personal or financial relationships with vendors. For example, awarding a grant-funded contract to a relative's company or a board member's firm without disclosing the conflict.

Lack of Required Contract Clauses Appendix II to 2 CFR Part 200

- Omitting mandatory Federal provisions in contracts. For example, not including provisions for termination, debarment and suspension, equal employment, and Davis-Bacon and Related Acts (if applicable) in contracts.

Failure to Verify Vendor Eligibility (Debarment & Suspension) 2 CFR 180.220 & 200.214

- Hiring vendors that are suspended or debarred from Federal contracts. For example, awarding a contract to a vendor without checking SAM.gov for debarment status, including a certification in bid documents, or including the required language in contract documents.

Inadequate Oversight of Contractors & Subrecipients 2 CFR 200.318(b) & 2 CFR 200.33

- Failing to properly monitor contractor/subrecipient performance. For example, paying invoices without verifying deliverables, leading to fraud or noncompliance.

Training and Technical Assistance for Procurement (or other issues)



Training and technical assistance IS AVAILABLE to help your agency with this



Training will cover construction and non-construction procurement



Please reach out to request technical assistance PRIOR to procurement if you have questions.



Utilizing this technical assistance could help your agency from having to return funds to ALEA/FEMA.

Key Takeaways

- Application Package – 3 documents to be uploaded into AGATE
 - Investment Justification
 - Vulnerability Assessment
 - Mission Statement
- Application must be supported by vulnerability assessment
- Clearly express risk or nexus to a potential terrorist or other extremist attack
- Include Authorized Equipment List (AEL) numbers for equipment items, no brand names or vendor names
 - AEL numbers are not required for Planning, Exercise, Contracted Security, M&A; however, they should be listed at the bottom of the AEL dropdown menu on IJ and reflected on the AGATE Budget Worksheet
- Review your application with the Scoring Matrix prior to submission
- Save the Investment Justification application file using the following naming convention:
 - FY2026_NSGP_AL_Nonprofit Name

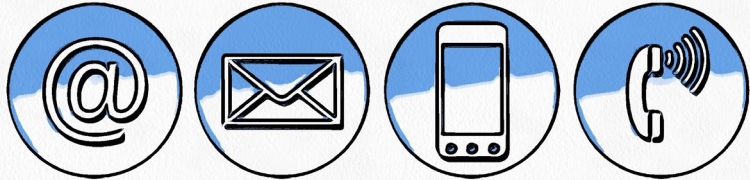


Questions?

Please email
GrantsAdmin@alea.gov with any
questions related to the NSGP or
other grant opportunities.

ALEA Programs Office Contacts

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