

NONPROFIT SECURITY GRANT PROGRAM FY 2023 APPLICATION GUIDE

FLORIDA DIVISION OF EMERGENCY MANAGEMENT Preparedness Bureau



Coordinate, collaborate and communicate with our community stakeholders for a resilient Florida.

March 2023

NONPROFIT SECURITY GRANT PROGRAM FY 2023 APPLICATION GUIDE

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Program Description

The U.S. Department of Homeland Security (DHS) has announced that nonprofit organizations in designated UASI areas nationwide are eligible to apply for funds as part of the Fiscal Year (FY) 2023 Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP).

Subrecipients must follow the programmatic requirements in the NOFO, FEMA Preparedness Grants Manual, and the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2, [Code of Federal Regulations \(C.F.R.\), Part 200](#).

FEDERAL AWARD INFORMATION

Department of Homeland Security
FY2023 Nonprofit Security Grant Program Assistance
Listings Number (formerly CFDA Number): 97.008
Grant Period: 9/1/2023-8/31/2026
<https://www.fema.gov/nonprofit-security-grant-program>

KEY DATES

NSGP Application Cycle Released	Monday, February 27, 2023
NSGP-UA and NSGP-State Applications Due to Florida State Administrative Agency (SAA)	Friday, March 24, 2023 by 5:00pm ET
Applications must be submitted to: fdem_nsgpgrant@em.myflorida.com	
FY23 Applications Submission to FEMA	Thursday, May 18, 2023 COB 5:00pm ET
Award Notification	September 2023 (Anticipated)

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Program Purpose

The Nonprofit Security Grant Program (NSGP) provides funding for physical security enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist or other extremist attack. The NSGP also seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts. In FY 2023, multiple funding allocations have been appropriated for nonprofit organizations located inside or outside the UASI-designated urban areas. As in previous fiscal years, the NSGP-Urban Area (NSGP-UA) is a competitive grant program that funds nonprofits located in UASI-designated areas. Under the NSGP-State (NSGP-S), each state will receive an allocation for nonprofits located outside of the FY 2023 UASI-designated areas.

Objectives

The objective of the FY 2023 NSGP is to provide funding for physical and cyber security enhancements and other security-related activities to nonprofit organizations that are at high risk of a terrorist or other extremist attack. The NSGP also seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts.

Priorities

Given the evolving threat landscape, DHS/FEMA has evaluated the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2023, one area attracts the most concern under the Non-Profit Security Grant Program:

1. Enhancing the protection of soft targets/crowded places.

Likewise, there are several enduring security needs that crosscut the homeland security enterprise. The following are second-tier priorities areas that help recipients implement a comprehensive approach to securing communities:

1. Effective planning;
2. Training and awareness campaigns; and
3. Exercises.

The table below provides a breakdown of these priority areas for the FY 2023 NSGP, showing both the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. A detailed description of allowable investments for each project type is included in the FY 2023 [Preparedness Grants Manual](#).

FY 2023 NSGP Funding Priorities

All priorities in this table concern Safety and Security Lifelines.

Priority Areas	Core Capabilities Enhanced	Example Project Types
National Priorities		
Enhancing the Protection of Soft Targets/Crowded Places	<ul style="list-style-type: none"> • Planning • Operational • Public information and warning • Intelligence and Information Sharing • Interdiction and Disruption • Screening, search and detection • Access control and Identity verification 	<ul style="list-style-type: none"> • Private contracted security guards • Physical security enhancements <ul style="list-style-type: none"> o Closed circuit television (CCTV) security cameras o Security screening equipment for people and baggage o Access controls <ul style="list-style-type: none"> <input type="checkbox"/> Fencing, gates, barriers, etc. <input type="checkbox"/> Card readers, associated hardware/software • Cybersecurity enhancements

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	<ul style="list-style-type: none"> • Physical protective measures • Risk management for protection programs and activities • Cybersecurity • Long-Term Vulnerability reduction • Situational assessment • Infrastructure systems 	<ul style="list-style-type: none"> o Risk-based cybersecurity planning and training o Improving cybersecurity of access control and identify verification systems o Improving cybersecurity of security technologies (e.g., CCTV systems) o Adoption of cybersecurity performance goals (https://www.cisa.gov/cpg)
Enduring Needs		
Planning	<ul style="list-style-type: none"> • Planning • Risk management for protection programs and activities • Risk and disaster resilience assessment • Threats and hazards identification • Operational coordination 	<ul style="list-style-type: none"> • Conduct or enhancement of security risk assessments • Development of: <ul style="list-style-type: none"> o Security plans and protocols o Emergency/contingency plans o Evacuation/shelter in place plans • Assessment of capabilities and gaps in planning for the needs of persons with disabilities and others with access and functional needs
Training & Awareness	<ul style="list-style-type: none"> • Long-term vulnerability reduction • Public information and warning 	<ul style="list-style-type: none"> • Active shooter training, including integrating the needs of persons with disabilities • Security training for employees • Public awareness/preparedness campaigns
Exercises	<ul style="list-style-type: none"> • Long-term vulnerability reduction 	<ul style="list-style-type: none"> • Response exercises

Funding for NSGP is limited and applicants will be prioritized in the following manner:

1. Ideology-based/Spiritual/Religious
2. Educational, including childcare facilities
3. Medical
4. Other

Application review will be in coordination with the Urban Area Security Initiatives (UASI) working groups.

Applicant Eligibility Criteria

Eligible nonprofit organizations are those organizations that are:

1. 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.
 - 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).
 - For organizations that the IRS requires to apply for and receive a recognition of exemption under section 501(c)(3), documentation of the organization's exemption status must be submitted in the application.

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Refer to links below for additional information:

- <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations>
- <https://www.irs.gov/publications/p557>
- <https://www.irs.gov/charities-and-nonprofits>

2. Able to demonstrate, through the application, that the organization is at high risk of a terrorist or other extremist attack.
3. Located within one of the FY 2023 UASI-designated areas (Jacksonville, Tampa, Orlando, and Miami/Fort Lauderdale).

NSGP-S: Eligible nonprofit organizations located outside of the FY 2023 UASI-designated areas may apply to the SAA to receive funding only under the NSGP-S. **Nonprofit organizations can apply for both NSGP-UA and NSGP-S funding for up to 3 sites per organization. For additional information on NSGP eligibility criteria, please refer to the FY 2023 Notice of Funding Opportunity (NOFO).**

Additionally, the final beneficiary of the NSGP grant award must be an eligible nonprofit organization and cannot be a for-profit/fundraising extension of a nonprofit organization. While these for-profit or fundraising extensions may be associated with the eligible nonprofit organization, NSGP funding cannot be used to benefit those extensions and therefore they will be considered ineligible applications. If the funding being sought is for the benefit of a for-profit/fundraising extension, then that would constitute an ineligible subaward since only nonprofit organizations are eligible subrecipients. This is distinct from a contract under an award where a nonprofit organization could seek the assistance of a for-profit/fundraising extension, but the purpose would be to benefit the nonprofit organization and not for the benefit of the for-profit/fundraising extension. For further information on the distinction between a subaward and contract, see 2 C.F.R. § 200.331.

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a **current employee, personnel, official, staff or leadership of the non-federal entity; and 2) **duly authorized to apply** for an award on behalf of the non-federal entity at the time of application. Further, the Authorized Organization Representative (AOR) must be a **duly authorized current employee, personnel, official, staff or leadership** of the recipient and **provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.***

Funding Maximum Amounts

NSGP-UA: The maximum award amount each NSGP-UA nonprofit organization can apply for funding is up to **\$150,000.00**. Applicants with one site may apply for up to **\$150,000.00** for that site. Applicants with multiple sites may apply for up to **\$150,000.00** per site, for up to three sites, for a maximum of **\$450,000.00** per sub-applicant. Applicants that apply for projects at multiple sites, regardless of whether the projects are similar in nature, it must include an assessment of the vulnerability and risk unique to each site. **Failure to do so may be cause for rejection of the application.**

NSGP-State: The maximum award amount each NSGP-S nonprofit organization can apply for funding is up to **\$150,000.00**. Applicants with one site may apply for up to **\$150,000.00** for that site; Applicants with multiple sites may apply for up to **\$150,000.00** per site, for up to three sites, for a maximum of **\$450,000.00** per sub-applicant. Applicants that apply for projects at multiple sites, regardless of whether the projects are similar in nature, it must include an assessment of the vulnerability and risk unique to each site. **Failure to do so may be cause for rejection of the application.**

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Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, the terms and conditions of the award, or the Preparedness Grants Manual. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

Federal funds made available through this award may be used for the purpose set forth in this NOFO, the Preparedness Grants Manual, and the terms and conditions of the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal awards, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. See the Preparedness Grants Manual for more information on funding restrictions and allowable costs.

Nonprofit Security Allowable Activities

Allowable NSGP costs are focused on security related activities. Funding can be used for security related planning; training; exercise; contracted security personnel and the acquisition and installation of security equipment on real property owned or leased by the non-profit at the time of the application. For further guidelines on allowable and unallowable NSGP costs, please refer to the [Preparedness Grants Manual, Appendix C](#).

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 consideration of access and functional needs considerations as well as those with limited English proficiency. Planning efforts can also include conducting risk and resilience assessments on increasingly connected cyber and physical systems, on which security depends, using the Infrastructure Resilience Planning Framework and related CISA resources. Examples of allowable planning activities include, but are not limited to:

- Development and enhancement of security plans and protocols;
- Development or further strengthening of security assessments;
- Emergency contingency plans;
- Evacuation/Shelter-in-place plans;
- Coordination and information sharing with fusion centers; and
- Other project planning activities with prior approval from FEMA.

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. Exercises afford organizations the opportunity to validate plans and procedures, evaluate capabilities, and assess progress toward meeting capability targets in a controlled, low risk setting. All shortcomings or gaps—including those identified for children and individuals with access and functional needs—should be identified in an improvement plan. Improvement plans should be dynamic documents with corrective actions continually monitored and implemented as part of improving preparedness through the exercise cycle.

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Training

Training conducted using NSGP funds must address a specific threat and/or vulnerability, as identified in the nonprofit organization's IJ. Training should provide the opportunity to demonstrate and validate skills learned as well as to identify any gaps in these skills. ***Proposed attendance at training courses and all associated costs using the NSGP must be included in the nonprofit organization's Investment Justification (IJ).***

Training costs are limited to an organization's security personnel staff, members, and volunteers only.

- Employed or volunteer security staff to attend security-related training within the United States;
- Employed or volunteer staff to attend security-related training within the United States with the intent of training other employees or members/congregants upon completing the training (i.e., "train-the trainer" type courses); and
- Nonprofit organization's employees, or members/congregants to receive on-site security training.

Allowable training topics are limited to the protection of critical infrastructure key resources, including physical and cybersecurity, target hardening, and terrorism awareness/employee preparedness such as Community Emergency Response Team (CERT) training, indicators and behaviors indicative of terrorist threats, Active Shooter training, and emergency first aid training. Additional examples of allowable training courses include: "Stop the Bleed" training, kits/equipment, and training aids; First Aid and other novice level "you are the help until help arrives" training, kits/equipment, and training aids; and Automatic External Defibrillator (AED) and AED/Basic Life Support training, kits/equipment, and training aids.. **Overtime, backfill, and travel expenses are not allowable costs.**

Contracted Security Personnel

Contracted security personnel are allowed under this program only as described in the NOFO and Manual and comply with guidance set forth in [IB 421b](#) and [IB 441](#). NSGP funds may not be used to purchase equipment for contracted security. The recipient must be able to sustain this capability in future years without NSGP funding, and a sustainment plan will be required as part of the closeout package for any award funding this capability. **The Investment Justification must include specific details about any proposed contract security personnel costs, to include the proposed contracted security costs described in the Investment Justification should include the hourly/daily rate, the number of personnel and anticipated number of hours/days the personnel will work over the course of the period of performance.**

- NSGP funds **may not** be used to purchase equipment for contracted security personnel.
- Contract security personnel activities **must** be competitively procured. Procurement via sole source for contract security personnel is not allowable.
- Contract security personnel costs that **exceed** fifty percent (50%) of the Federal request amount will require a justification, which must be submitted to the SAA along with the Investment Justification.
- The subrecipient must be able to sustain this capability in future years without NSGP funding, and a sustainment plan will be required as part of the close-out package.

Equipment

Equipment costs are allowed under this program only as described in the NOFO and the accompanying appendix in the Preparedness Grants Manual. Allowable costs are focused on facility hardening and physical security enhancements. Applicants should analyze the costs and benefits of purchasing versus leasing equipment, especially high costs items and those subject to rapid technical advances. Large equipment purchases must be identified and explained.

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Proposed equipment costs associated using the NSGP can only be from the allowable categories provided above and must be included in the nonprofit organization's Investment Justification.

Allowable equipment under the NSGP is **limited to select items** in the following categories on the Department of Homeland Security [Authorized Equipment List](#).

•03OE-03-MEGA	System, Public Address, Handheld or Mobile
•04AP-05-CRED	System, Credentialing
•04AP-09-ALRT	Systems, Public Notification and Warning
•04AP-11-SAAS	Applications, Software as a Service
•05AU-00-TOKN	System, Remote Authentication
•05EN-00-ECRP	Software, Encryption
•05HS-00-MALW	Software, Malware/Anti-Virus Protection
•05HS-00-PFWL	System, Personal Firewall
•05NP-00-FWAL	Firewall, Network
•05NP-00-IDPS	System, Intrusion Detection/Prevention
•06CP-01-PORT	Radio, Portable
•06CC-02-PAGE	Services/Systems, Paging
•06CP-03-ICOM	Intercom
•06CP-03-PRAC	Accessories, Portable Radio
•10GE-00-GENR	Generators
•13IT-00-ALRT	System, Alert/Notification
•14CI-00-COOP	System, Information Technology Contingency Operations
•14EX-00-BCAN	Receptacles, Trash, Blast-Resistant
•14EX-00-BSIR	Systems, Building, Blast/Shock/Impact Resistant
•14SW-01-ALRM	Systems/Sensors, Alarm
•14SW-01-DOOR	Doors and Gates, Impact Resistant
•14SW-01-LITE	Lighting, Area, Fixed
•14SW-01-PACS	System, Physical Access Control
•14SW-01-SIDP	Systems, Personnel Identification
•14SW-01-SIDV	Systems, Vehicle Identification
•14SW-01-SNSR	Sensors/Alarms, System and Infrastructure Monitoring, Standalone
•14SW-01-VIDA	Systems, Video Assessment, Security
•14SW-01-WALL	Barriers: Fences; Jersey Walls
•15SC-00-PPSS	Systems, Personnel/Package Screening
•21GN-00-INST	Installation
•21GN-00-TRNG	Training and Awareness

Telecommunications Equipment/Services

Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

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Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- (1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- (3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

For additional guidance, please refer to Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim).

Management and Administration (M&A)

Nonprofit organizations that receive a subaward under this program may expend up to five percent (5%) of their FY 2023 NSGP funds for M&A purposes associated with the subaward. M&A activities are costs defined as directly relating to the M&A of the grant, such as financial management and monitoring, etc. **Proposed M&A costs associated using the NSGP must be included in the nonprofit organization's Investment Justification.**

This is a **COST REIMBURSEMENT** grant program, therefore, if your organization is selected to receive funding, the organization is responsible for ordering and purchasing eligible equipment. Those eligible reimbursement expenses should be submitted to the SAA with copies of purchase orders, invoices, and copies of the front and back of the cancelled checks, or other proof of payment deemed acceptable by the SAA.

Unallowable Nonprofit Security Grant Program Activities:

This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the SAA. For additional information on allowable costs, see the [Preparedness Grants Manual](#).

- Organization costs, and operational overtime costs;
- Hiring of public safety personnel;
- General-use expenditures;
- Overtime and backfill;
- 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 IJ.
- 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;
- Cameras for license plate readers/license plate reader software;
- Cameras for facial recognition software;
- Weapons or weapons-related training; and
- Knox boxes.

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What type entities are not eligible to apply under NSGP?

- Utility Companies
- For-profit transportation entities, such as a company offering bus service
- For-profit hospitals
- Organizations active in politics, lobbying, advocacy work
 - Volunteer Fire Departments
 - Community Service Organizations (Kiwanis, Rotary and Lions Clubs)
 - Homeowner Associations, Labor Unions, etc.
- Agriculture or horticultural organizations
 - County fairs and flower societies are examples of these types of groups.
- For-profit colleges/ universities
- Government Entities
- For profit public venues
 - Stadiums, Amusement parks, Clubs, etc.
- Municipal/Public Schools
 - Elementary, middle, or high schools

***FOR FURTHER GUIDELINES ON ALLOWABLE AND UNALLOWABLE NSGP COSTS, PLEASE REFER TO APPENDIX C OF THE PREPAREDNESS GRANTS MANUAL.**

How Do I Prepare?

Ensure applicant has active Unique Entity Identifier

On April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is the Unique Entity Identifier (UEI). All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the SAM system. Requesting a UEI using SAM.gov is straightforward; the link can be found at <https://sam.gov/content/entity-registration>.

- Refer to <https://sam.gov/content/entity-registration> if you want to get a Unique Entity ID (SAM) for your organization.
- If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records.

Nonprofit organization sub-applicants applying for NSGP funding through the SAA must have a UEI at the time they receive a subaward. Nonprofit organizations must register in SAM.gov to obtain the UEI but are not required to maintain an active registration in SAM. Further guidance on obtaining a UEI in SAM.gov can be found at GSA UEI Update and SAM.gov Update. Nonprofit sub-applicants are also reminded that if they have previously applied for another federal grant, they should use the same UEI and EIN from those prior applications to save time.

****Documentation of your organization's active Unique Entity Identifier must be submitted as a part of the application.***

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Program-Specific Requirements:

As part of the FY 2023 NSGP application, each eligible nonprofit applicant must submit a complete application which includes the required documentation listed below to the SAA by **Friday, March 24, 2023 by 5:00pm (ET)**.

An application submission will be deemed incomplete if either requirement has not been submitted:

- Completed Investment Justification (PDF template attached)
- Vulnerability/Risk Assessment
- Mission Statement
- Documentation from the IRS demonstrating a 501(c)(3) is required for organizations that are not Ideology-based/Spiritual/Religious
- Signature Page signed by the Authorized Official Representative of the nonprofit Organization.
- Organizational Chart
- If applicable, any supporting documentation that supports threats to the facility such as police reports/Insurance Reports

NSGP Investment Justification:

Applicants must use the attached PDF Investment Justification template provided by DHS/FEMA. Each applicant must develop a formal Investment Justification that addresses each investment proposed for funding. The investments or projects described in the Investment Justification must:

- If applying for multiple sites, applicant must submit **one complete Investment Justification for each site.**
- Be for the location(s) that the nonprofit occupies at the time of application.
- Address an identified risk, including threat and vulnerability, regardless of whether submitting for similar projects at multiple sites.
- Demonstrate the ability to provide enhancement consistent with the purpose of the program and guidance provided by DHS/FEMA.
- Be both feasible and effective at reducing the risks for which project was designed.
- Be able to be fully complete projects within the three-year period of performance; and
- Be consistent with all applicable requirements outlined in the NOFO and the Preparedness Grants Manual.

The Target Hardening narrative total, AEL list total, federal funding request amount, and NSGP Total Project Cost must all match.

Vulnerability/Risk Assessment

Each applicant must include a vulnerability/risk assessment **unique to the site** the Investment Justification is being submitted for. It is recommended that applicants work with local police departments to complete a vulnerability assessment and/or notify police of identified vulnerabilities.

- Cybersecurity & Infrastructure Security Agency (CISA) has developed a baseline security self-assessment that is designed for a person with little to no experience to complete the security assessment. This assessment is geared towards Houses of Worship but can be used for any NSGP applicant. Resources to complete a self-assessment can be found at: <https://www.cisa.gov/houses-worship-security-self-assessment>

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Note: It is very important that the project applied for clearly addresses vulnerabilities identified in vulnerability/risk assessments. Example: If requesting door locks, the vulnerability assessment should explain what weaknesses exist in access control throughout the building.

Mission Statement

Each applicant must include its Mission Statement and any implementation policies or practices that may elevate the organization's risk. The SAA will use the Mission Statement along with the applicant's self-identification in the Investment Justification to validate that the organization is one of the following types below. **The Mission Statement must be submitted on the organization's letterhead.**

Sub-applicants are required to self-identify with one of the following four categories in the Investment Justification as part of the application process:

Ideology-based/Spiritual/Religious;	Educational
Medical	Other

501(c)(3) Exemption Document

For organizations that the IRS requires to apply for and receive a recognition of exemption under section 501(c)(3), documentation of the organization's exemption status must be submitted in the application.

Applicant Signature Page

The attached application Signature Page *must* be signed by the Applicant's Authorized Representative. An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a **current employee, personnel, official, staff or leadership** of the non-federal entity; and 2) **duly authorized to apply** for an award on behalf of the non-federal entity at the time of application. Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff or leadership of the recipient and **provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.**

Organizational Chart

An organizational is a graphic representation of the structure of an organization showing the relationships of the positions or jobs within it.

WHEN ARE APPLICATIONS DUE?

All applications and supporting documentation must be RECEIVED by the SAA by **Friday, March 24, 2023 by 5:00pm (ET)** Applications received after this date and time will not be eligible for consideration.

To facilitate processing, completed grant applications and supporting documentation must be sent via email to fdem_nsgpgrant@em.myflorida.com. Your application and supporting documentation must be received no later than the due date and time listed above.

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**FAILURE TO PROVIDE EITHER OF THE AFOREMENTIONED REQUIRED
DOCUMENTS WILL BE DEEMED AN INCOMPLETE
APPLICATION SUBMISSION**

For Questions Regarding the Application

For additional information or questions, you may contact:

Ms. Felicia P. Pinnock, Program Manager
Bureau of Preparedness – Domestic Security
Florida Division of Emergency Management
Office Number: 850-815-4343/Cell Number: 850-879-0176
Email: Felicia.Pinnock@em.myflorida.com

Ms. Amy Garmon, Lead Program Reviewer
Office Number: 850-815-4368
Email: Amy.Garmon@em.myflorida.com

Mr. Michael Day, Program Reviewer & EHP Specialist
Office Number: 850-815-4346
Email: Michael.Day@em.myflorida.com

Ms. Kizzy Caban, Program Reviewer & Monitoring Coordinator
Office Number: 850-815-4348
Email: Kizzy.Caban@em.myflorida.com

Ms. Katrina Sinclair-Adams, Program Reviewer
Office Number: 850-815-4508
Email: Katrina.Sinclair-Adams@em.myflorida.com

Mr. Clyde Alderman, Program Reviewer
Office Number: 850-815-4310
Email: Clyde.Alderman@em.myflorida.com

Resources and Attachments

Please see the attached FY 2023 Notice of Funding Opportunity, Investment Justification Template, Frequently Asked Questions, Key Changes, and the Preparedness Grants Manual.

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