



FISCAL YEAR 2009

**URBAN AREAS SECURITY INITIATIVE
NONPROFIT SECURITY GRANT PROGRAM**

GUIDANCE AND APPLICATION KIT

NOVEMBER 2008



U.S. DEPARTMENT OF HOMELAND SECURITY

OMB Control Number: 1660-NEW
Expiration Date: XX-XX-XXXX

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 1 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-NEW) NOTE: Do not send your completed form to this address.

- To assist with the management of UASI NSGP funds
- To assist with design, requirements, and implementation of the 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 UASI NSGP funds
- Meeting-related expenses directly related to management and administration of UASI NSGP funds

2. Allowable Costs

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 (Category 14)
- Inspection and Screening Systems (Category 15)

Equipment Standards

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>.

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.



Training

Nonprofit organization security personnel may use FY 2009 NSGP funds to attend security-related training courses and programs. Allowable training-related costs under the FY 2009 NSGP are limited to attendance fees for 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 critical CIKR, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness.

Training conducted using FY 2009 NSGP funds must address a specific threat and/or vulnerability, as identified in the nonprofit's Investment Justification.

Proposed attendance at training courses and all associated costs leveraging the FY 2009 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 NSGP funds. This information will consist of course titles, course description, mission area, level of training, the training provider, the date of the course, and the number of position titles of the individuals.

3. Unallowable Costs. 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