2024 Connecticut Nonprofit Security Grant Program (CT-NSGP)

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Welcome

Thank you for your interest in the Connecticut Nonprofit Security Grant Program (CT-NSGP)

All questions, applications, reports and payment requests must be submitted to:

DEMHS.NSGP@ct.gov

Please include your grant number in all correspondences

Do not use this inbox for "day-to-day" correspondences; such as checking in on the status of your payment requests. You may contact the program manger directly for those inquiries.

Who can apply for CT-NSGP?

- Eligible applicants include any 501(c)(3) nonprofit organization in CT.
  - At a heightened risk of a terrorist attack, hate crime, or violent act.
  - **Nonprofit organization must own the facility and property they are applying for.**
  - If the facility is over **50 years old**, the organization must submit a State Historic Preservation Office (SHPO) Review, if they are awarded

- Ineligible applicants: public schools, municipalities, health districts, volunteer fire depts. Please check with DEMHS.NSGP@ct.gov before applying if you have questions about eligibility.

Applying for CT-NSGP?

- $50,000 cap per address
    - No cap on number of sites/addresses an organization can apply for or be awarded
    - Each facility must have its own unique address
    - Each facility needs their own application, part 1 and part 2
- No organizational match required
- You may apply if you have received NSPG awards in previous years.
    - These funds cannot be used to duplicate efforts funded by the Federal Nonprofit Security Grant Program or the State School Safety Competitive Grant Program or any other program where a grantee match is required.

CT-NSGP Application

- Two-part application
  - Part I:
    - Applicant Data Sheet – demographic info about your organization, address, POCs
    - Threat Information – what is your organization at risk for?
    - Project Narrative – how and why you will be utilizing these funds
    - Budget – be as accurate as possible in your estimations
    - Previous funding – have you received monies from other grant program years?
  - Part II:
    - Security Self-Assessment (link to SurveyMonkey)
    - Can be completed with assistance from local law enforcement
  - Applications are ranked based on the security self-assessments
  - Those identified as having the most significant gaps in security are awarded
  - **Both parts must be submitted by March 1, 2024, to be considered for funding**

CT-NSGP Projects

- Retroactive: July 1, 2019 - June 31, 2027

- Awarded applicants must complete a review from State Historic Preservation Office before beginning work on any projects, if building is over 50 years old.

- Examples of allowable projects:

  - Surveillance cameras
    - *follows federal guidelines **prohibiting use of funds to pay for cameras manufactured in China or by Chinese owned companies**
  - Solid core doors
  - Computer-controlled electronic locks
  - Panic alarms
  - Ballistic glass
  - Double door access
  - Lock enhancements

  - Fencing (min 6ft high)
  - Bollards
  - Window shades / blinds
  - Exterior security lighting
  - Emergency text notification systems
  - WiFi improvements to support cameras
  - Fees for one year (initial set up) for subscriptions or licensing
  - Scan card/access control systems
  - Metal detectors

CT-NSGP Projects

- Examples of *ineligible projects*:
  - Fire alarms, or safety related equipment.
    - No fire escape maps, no sprinkler systems, etc.
  - Maintenance and administration is not allowable under state funding
  - Contracted security personnel is not allowable under state funding
  - Non-vendor provided training
    - Active shooter training, CPR/First Aid training
  - Operational costs
    - Salary for security director, office supplies, lease/rent payments

CT-NSGP Pay-out option 1

- Program offers two pay-out options:
  - One cash advance and one reimbursement
    - 50% cash advance
      - requires signed vendor contracts equal to or greater than the amount of the cash advance
    - Remaining 50% reimbursed upon completion of all projects
      - Need to show proof that your cash advance has been expended (receipts, credit card statements, etc.)
      - Requires invoices and proofs of payments equal to or greater than the reimbursement
      - Quarterly progress reports and financial reports need to be up to date before processing reimbursement

CT-NSGP Pay-out option 2

- Up to two reimbursements – can submit one lump sum
  - One reimbursement during project performance, one reimbursement upon completion of all projects
    - All reimbursements require invoices and proofs of payments equal to or greater than reimbursement request
    - Quarterly progress reports and financial reports must be up to date before reimbursement can be processed
    - Nonprofit must be able to pay full amount, and then request reimbursement with proofs of payment

Budget Adjustments

- Awardees are permitted to reallocate funding between line items, with approval from DEMHS.

- Money can only be reallocated to projects included in the original application.

- A revised budget tool will have to be submitted showing the adjustments. If an awardee was awarded funds for multiple facilities, they may also reallocate funds between awarded facilities.

- Please reach out to the NSGP program manager to initiate this process before you move funds.

Reporting Requirements

- Quarterly submissions to DEMHS.NSGP@ct.gov
    - Progress reports and financial reports due within 30 days of the close of the quarter.
    - Reports need to be submitted regardless of weather work was performed during the quarter or not.
    - Both templates can be found on our website: https://portal.ct.gov/DEMHS/Grants/Nonprofit-Security-Grant-Program-Overview

Section 1: program highlights

Please take the time to read through the details.

Section A. PROGRAM HIGHLIGHTS: Public Act 21-111 established funding for the 2024 State of Connecticut Nonprofit Organization Security Infrastructure Competitive Grant Program for costs incurred from **July 1, 2019 to January 31, 2027** to improve security infrastructure in nonprofit organizations which demonstrate they are at a heightened risk of being a target of a terrorist attack, hate crime or violent act.

Funding: Under the law, $5 million has been allocated to fund a competitive grant program to reimburse eligible nonprofit organizations for security infrastructure improvements. The maximum award per applicant is $50,000.00. There is no match requirement.

Eligible Nonprofit Organization defined by Public Act: A 501(c)(3) organization that the DESPP commissioner determines is at heightened risk of being the target of a terrorist attack, hate crime, or violent act. Please note the **facility/building being applied for must be owned by the nonprofit organization.**

Competitive Program: Applications will be reviewed and scored. Applicants will be notified and will receive a subgrant award if selected for funding.

Period of Performance: Eligible expenses can be incurred on or after July 1, 2019 through January 31, 2027, inclusive. Applicants may apply for allowable security improvements that were completed on or after July 1, 2019. Only projects that were not funded by federal or state funds should be submitted.

Eligible Expenses: (NOT all-inclusive list)
- Developing or improving security infrastructure of eligible nonprofit buildings, based on security assessments.
- Portable entrance security devices, including metal detector wands, screening machines and related items
- Metal detectors
- Bollards
- Fencing
- Installing surveillance cameras
- Solid core doors
- Computer-controlled electronic locks Entry door buzzer systems
- Panic alarms
- Real time inter-operable communications and multimedia sharing infrastructure
- Ballistic glass or blast resistant film
- Double door access
- Access controlled scan card systems
- Penetration-restraint vestibules
- Vendor provided training on new equipment purchased through this program.

**Eligible projects that were completed after July 1, 2019 may be included in the application (for reimbursement, if awarded), as long as the project was not funded with State or federal funds.

Payments: If awarded, this program provides two options for receiving grant funds:

Option 1: one (1) 50% cash advance, with signed vendor contracts, and one (1) reimbursement of the remaining balance upon completion of all projects.

Option 2: one (1) reimbursement after a portion of the projects have been completed and one (1) reimbursement of the remaining balance upon completion of all projects.

Section 2: key dates and instructions

Section II. Key Dates & Instructions

Application Submission: A completed application consists of both Part I & Part II

Part I: Grant Application PDF (this document)
- Please save this file as *"FY 2024 CT NSGP _organization name_facility name."* (ex: FY 2024 CT NSGP_CT DEMHS_1111 Country Club Rd)
- Please complete this Grant Application and submit it to DEMHS.NSGP@ct.gov.

Part II: Security Self Assessment (Online survey)
- Completed with Survey Monkey link. Your survey will be automatically sent once you submit it. **Please ensure the origination and facility name/address MATCH EXACTLY on parts I and II.**
- Link to survey: https://www.surveymonkey.com/r/2024CTNSGP

Parts I and II must be submitted no later than Friday, March 1, 2024, 5pm EST.

For Questions and assistance contact us at **demhs.nsgp@ct.gov**

Applicant Data Sheet:
- The Applicant Information and Data Sheet is the form that provides DEMHS with all of your organization's contact and audit information. Please provide the requested information in Boxes 1 through 11 of this form.
- Please note that your grant award and any related documents will be sent to you via e-mail so it is imperative that you include e-mail addresses in the contact boxes.
- Special Note: **Box 5** is intended for the person authorized to sign documents on behalf of your municipality/organization. **The application must be approved by the authorized person in Box 11 (please note the authorized official can type in their name to signify approval- no signature required).** As the preparer of this document, you should include your name and contact information in the appropriate boxes.
- DEMHS grant staff will contact you if questions arise during the review of the application. (Please note: include more than one point of contact for your organization).

Threat Information:
- The eligible nonprofit organization applicant must demonstrate it is at a heightened risk of being the target of a terrorist attack, hate crime, or violent act.

The Project Narrative Form:
- Use the Program Narrative form to provide an overview of your proposed project and how it will close existing infrastructure gaps.

Budget:
- Use this section to complete the budget for the proposed project(s). The maximum application/award is 50000. **Budgets exceeding $50,000.00 will be disqualified.**

Previous Funding
- Use this section to describe the funding you have received through the state and federal Nonprofit Security Grant Programs.

- Part 1 AND part 2 need to be submitted by March 1, 2024.

Section 3: applicant data sheet

- Be consistent
- List different points of contact

Section III. Applicant Data Sheet

STATE OF CONNECTICUT
Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security
Grant Applicant Data Sheet

Must be submitted to DEMHS.NSGP@ct.gov by March 1, 2024, 5pm ET.

Grant Program:	Connecticut 2024 Nonprofit Security Grant Program - CT NSGP
Period of award:	7/01/2019 - 1/31/2027

1. Official, Legal Name of Nonprofit Organization
1a. Doing Business As (DBA), if applicable
2. Facility / Site Name
3. Address Line 1
3a. Address Line 2

4. Point of contact (Project Director):
- Name:
- Title:
- Address line 1:
- Address line 2:
- City, State, Zip:
- Phone:
- Email:

5. Offical Authorized to Sign for the applicant:
- Name:
- Title:
- Address line 1:
- Address line 2:
- City, State, Zip:
- Phone:
- Email:

6. Application Prepared by:
- Name:
- Title:
- Address line 1:
- Address line 2:
- City, State, Zip:
- Phone:
- Email:

Section 3: applicant data sheet

- Please sign digitally or print out this page of the application to have it signed and certified.

Section III. Applicant Data Sheet

7. Entity Financial Officer

Name:

Title:

Work address line 1:

Work address line 2:

City, State, Zip:

Phone: Email:

8. FEIN and UEI

Applicant FEIN:

Applicant UEI (if available):

9. State Single Audit or similar report (if application):

Applicant Fiscal Year End:

Date of Last Audit:

Dates covered by last Audit:

Date of next Audit:

Dates to be covered in next Audit

10. Organization Information:

What is the primary organization type?:

If other, please explain:

Primary Affiliation:

If other, please explain:

11. Authorized Official - Application Approval

I, the undersigned, am the authorized official and can sign a subgrant award (if awarded) on behalf of the public school(s) listed in the budget. If typed, I further certify that it is intended to have the same force as a manual signature.
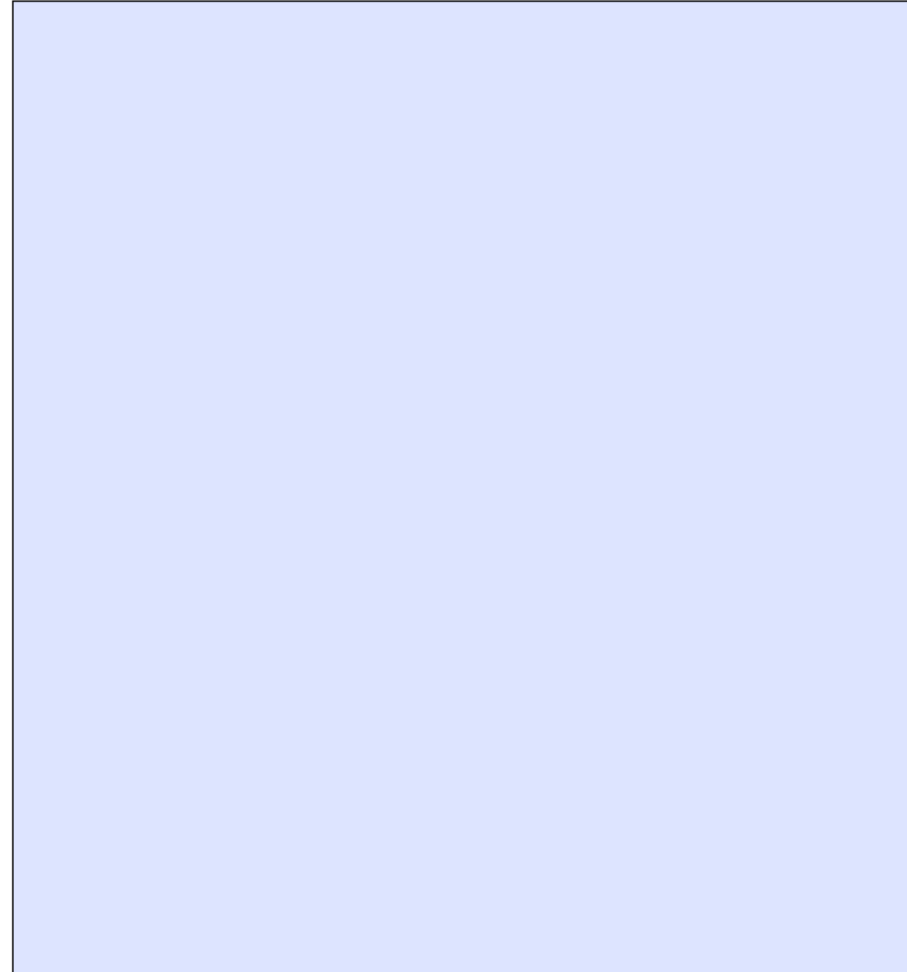
(typed name of authorized official signifying approval of application)

Section 4: Threat information

- Be specific

- Identify why you need these funds i.e. what is the issue that this program will help resolve?

Section IV. Threat information

Section 1: Describe the symbolic value of the site as a highly recognized national or historic institution or significant institution within the community that renders the site as a possible target of terrorism, hate crime, or act of violence.

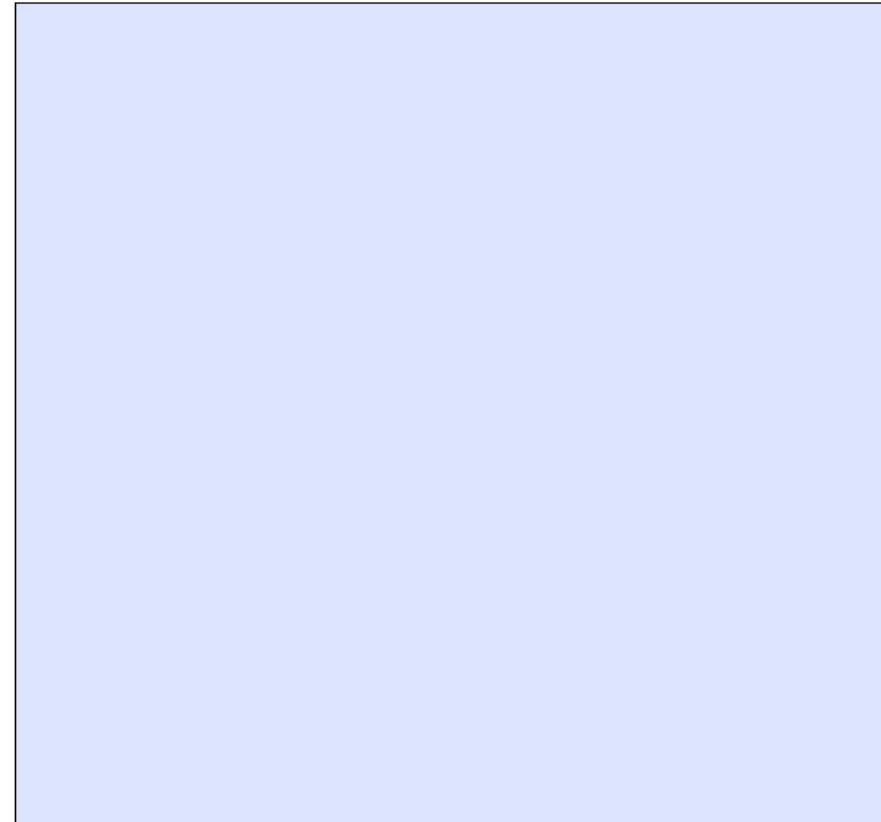# Section 4: Threat information

- Page 2

Part IV. Threat Information

Section 2:

Describe specific findings from your risk assessment and/or previously conducted risk assesssments

Threat: describe the identification and substantiation of specific threats or attacks against the nonprofit organization or closely related organization

Vulnerabilities: describe the organization's susceptibility to destruction, incapacitation or exploitation by a terrorist attack or hate crime.

Potential Consequences: discuss potential negative effects on the organization's assets, system and/or network if damaged, destroyed or disrupted by a terrorist attack or hate crime.
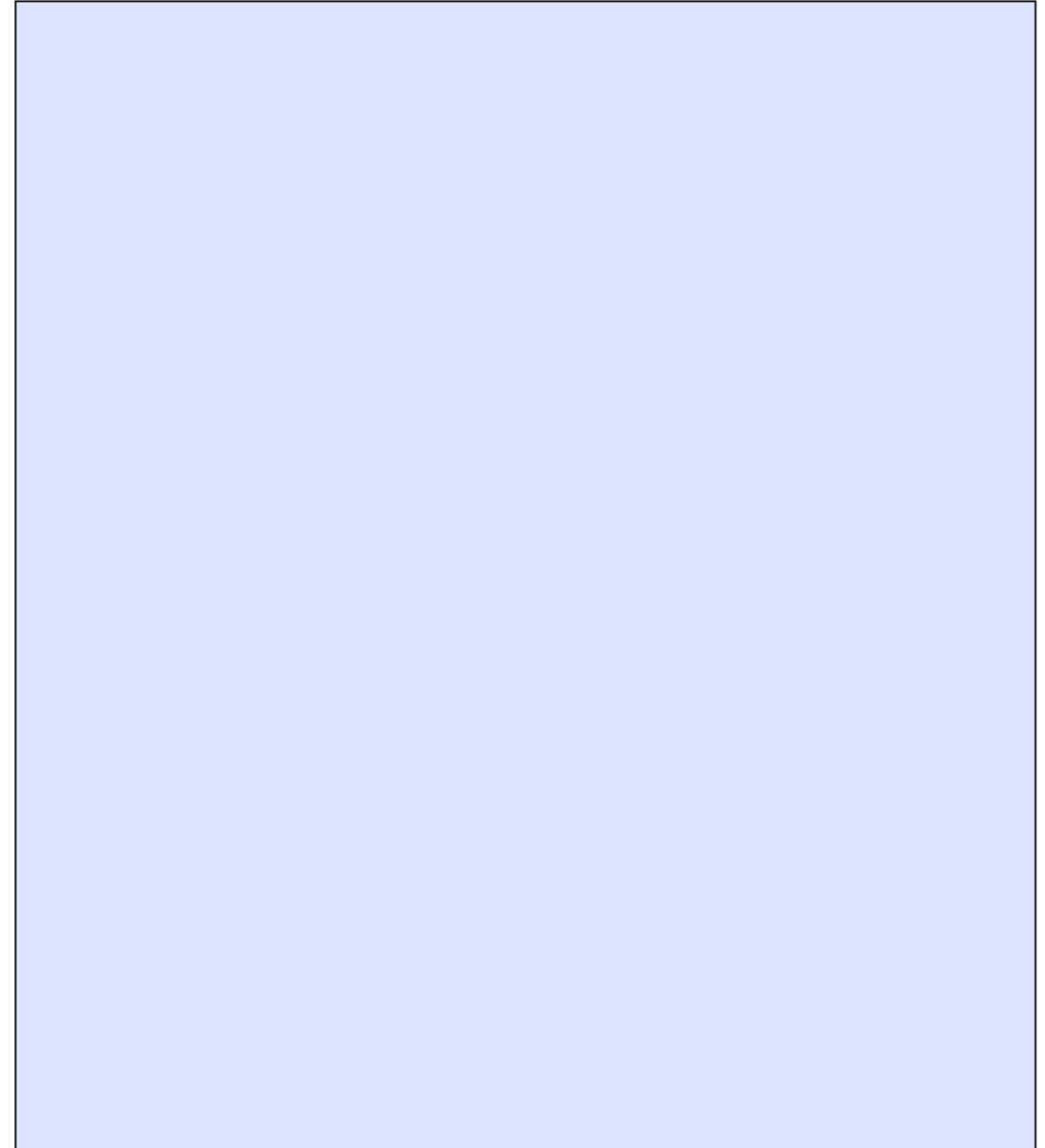
Section 5: project narrative

- Be specific and give details
- How is this project going to solve the security issues you have identified?
- How will these funds be used?

Section V. Project Narrative

Explain your organization's security infrastructure gaps and how you would use these funds (if awarded) to close these gaps.

Section 6: budget

- Be cognizant of supply chain issues and inflation.

- Budget tool is not all inclusive.

- DO NOT go over $50,000

Eligible Projects *this is not an all-inclusive list	Amount $ *Total cost, includes labor & materials	Notes/Comments (please provide a brief description of the project)
Surveillance Cameras		
Alarm System		
Ballistic Glass or Film		
Penetration-Resistant Vestibules		
Door or lock enhancement		
Access Control System		
Panic Alarms		
Radios		
Fencing (6' or higher)		
Lighting		
Bollards		
Metal Detectors		
Vendor Provided Training		
List other items below ONLY IF they have been approved by emailing DEMHS.NSGP@ct.gov		

Budget: $ 0.00 $50,000.00 max

** The budget cap under CT NSGP is $50,000 so please do not submit a budget exceeding $50,000.00 or your application will be disqualified.**

If the proposal will fund a portion of a project please include a comment/note in the budget above.
Additionally, if the project has already been completed (and was completed after July 1, 2019) please indicate this in the comments/notes.

Section 7: previous funding

- Please identify any funding you may have received from State NSGP and provide grant numbers.

Funding under Connecticut Nonprofit Security Grant Program (CT-NSGP)

In this section, please detail any funding the facility has received through the Connecticut Nonprofit Security Grant Programs

Has this facility received funding under the Connecticut Nonprofit Security Grant Program (CT-NSGP) previously?

If Yes,
What year(s) did this facility receive funding under CT-NSGP?

How much funding did this facility receive?

Please describe the projects previously funded through CT-NSGP.

Section 7: previous funding

- Page 2
- Please identify any funding you may have received from Federal NSGP and provide grant numbers.

Funding under the _Federal_ Nonprofit Security Grant Program (NSGP-S)

In this section, please detail any funding the facility has received through the _FEMA Funded Federal Nonprofit Security Grant Program._

Has this facility received funding under the _Federal Nonprofit Security Grant Program (NSGP-S)_ previously?

If Yes,
What year(s) did this facility receive funding under NSGP-S?

How much funding did this facility receive?

Please describe the projects previously funded through NSGP-S:

Application Part 2

- Based on the CISA Houses of Worship Security Self-assessment.
- Encouraged to be completed in coordination with law enforcement and security personnel, but not required.
- One survey needs to be completed for each facility, if applying for multiple.
- Please ensure that the organization name and facility name match exactly what was submitted on part 1.
- If applying for a retroactive project, complete the survey based on the security infrastructure in place BEFORE the project.
- It is completed online via the link to SurveyMonkey.

Application Part 2

- There are 52 questions, and all will need to be answered and submitted to have a complete application.

FY 2023 Connecticut Nonprofit Security Grant Program (CT-NSGP) Security Self Assessment

Security and Safety/Emergency Management

This section refers to the need to designate personnel to create and implement plans and procedures to address security and personnel safety issues and emergencies.

Factors that contribute to the effectiveness of security, safety, and emergency management efforts at non-profits include the designation of a security manager or security committee; volunteer ushers and greeters; existence of security and safety/emergency operations plans; commitment to training and exercises on these plans; engaging with external partners such as first responders and working groups; and mass notification capabilities and crisis communications.

These teams are usually comprised of volunteers and can be composed of any members of the non-profit. Some may have a security or safety background such as law enforcement, fire service, emergency medical response, or emergency management, but any member with the interest and desire can be trained for the various roles available. Some organizations hire permanent personnel to fill specific security or safety roles.

Non-profits may use different names for their plans. They may incorporate security elements into a plan that outlines the facility's approach to operations before, during, and after an emergency, or they may have two separate plans, one focused on security and another focused on safety/emergency operations.

Security generally refers to those elements that secure a facility from theft, attack, bomb threat, and similar physical harm to the congregation or facility.

Safety and emergency management refers to protection from natural disasters, fires, trips and falls, accidental injuries, and health emergencies such as choking incidents, heart attacks, bee stings, and a wide range of similar events.

OK

0 of 52 answered

Interested in applying for both the CT-NSGP and NSGP-S?

- As of this year, CT DEMHS WILL be allowing organizations to be awarded under both calendar years.
- All we are asking is that applicants apply for projects under the federal NSGP-S for projects that are not covered under the CT-NSGP.
  - Please do not duplicate projects. If someone is awarded under the CT-NSGP and applies for the Federal NSGP-S, we will be closely examining budgets to ensure that there are no duplication of benefits.
  - Federal projects not covered under CT-NSGP: Contracted Security Personnel, M&A costs, Exercise costs, and Planning Costs.
- DEMHS will be working very hard to notify all applicants of their award status by the end of the March/beginning of April, the Federal application will become available.
- Therefore, applicants will know how to appropriately build their Federal Investment Justifications based upon what they are, or are NOT, being funded for under the CT-NSGP.

Timeline

Applications are due by March 1, 2024

DEMHS will review applications throughout the month of March

Tentative awards will be notified in the end of March

Official awards will be issued in the beginning of April 2024

Reporting is due quarterly after the contract is executed

All reimbursement paperwork must be submitted within 30 days of January 31, 2027

References

- Website:
  - https://portal.ct.gov/DEMHS/Grants/Nonprofit-Security-Grant-Program

- Email:
  - DEMHS.NSGP@ct.gov