

**Notice of Funding Opportunity (NOFO)**

**Nonprofit Security Grant Program 2020**

**Applications must be submitted through  
Egrants on or before September 23, 2020**

## Contact Information for this Notice of Funding Opportunity

Program Manager: Hannah Matussek (608) 242-3335  
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Grants Specialist: Rebecca Thompson (608) 242-3236  
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### Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or [WEMEgrants@egrants.us](mailto:WEMEgrants@egrants.us)

The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated9-9-19-Final.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

WEM Egrants website: <https://wem.egrants.us>

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### Requirements for Federally Funded Grants

#### Data Universal Numbering System (DUNS) Number:

The federal government requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

## **Notice of Funding Opportunity: Nonprofit Security Grant Program 2020**

**Description:** This grant opportunity provides funding support for security enhancements to nonprofit organizations that are at high risk of a terrorist attack. The nonprofit agencies eligible for this funding were selected by Federal Emergency Management Agency (FEMA) in a competitive grant process.

**Opportunity Category:** Limited Eligibility

### **Important Dates:**

Application Due Date: 9/23/2020

Project Start Date: 11/1/2020

Project End Date: 10/31/2021

**Reporting Requirements:** If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted monthly.

Equipment grants will require an Inventory Report in addition to program and financial report.

Financial Reports Frequency must be submitted quarterly.

**Anticipated Funding Amount:** As approved by FEMA, the dollar amount available under this funding opportunity is \$742,712.

**Eligibility:** The following organizations are the only eligible applicants

- Discalced Carmelite Friars of Holy Hill, Inc., \$98,500
- Hillel Foundation UW Madison, Inc., \$100,000
- Hillel Milwaukee, \$43,975
- Overture Center Foundation Inc., \$100,000
- Redeemed Christian Church of God, \$100,000
- Redeemer Evangelical Free Church, \$76,000
- Sikh Temple of Fox Valley, Inc., \$66,000
- The Salvation Army 103 & 2nd Street, \$1,400
- The Salvation Army 113 & 2nd Street, \$15,500
- Unitarian Universalist Church West, \$51,595
- \*\*Central Christian Church, \$4,500
- \*\*Chabad at the University of Wisconsin, Inc, \$21,000
- \*\*Chabad of Madison, \$15,000
- \*\*Congregation Beth Israel Ner Tamid, Inc., \$25,242
- \*\*Harry & Rose Samson Family Jewish Com Center, \$24,000

**FEMA has placed a budget hold on all organizations with\*\* and additional information is required before funding can be released. If your organization has an \*\*, WEM staff will be reaching out to you with further guidance on the information needed per FEMA to release this hold.**

**Eligible Expenses:** Funding may be used for Personnel, Employee Benefits, Travel/Training, Equipment, Supplies and Operating Expenses, and Consultants/Contractual. All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

## **Notice of Funding Opportunity: Nonprofit Security Grant Program 2020**

### **Application Components**

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

#### **1. Main Summary**

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer.

- The Signatory is the highest elected official. (example: Mayor, County Board Chair, Tribal Chair, etc.) For a non-profit this would be the Board President
- The Financial Officer – Person at the applicant agency who is responsible for financial reporting.
- The Project Director – Person at the applicant agency who is responsible for the project and for programmatic reporting.
- An Alternate contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

#### **2. Approval Checklist**

Answer Yes, No, or N/A (not applicable) to each question.

3. **Performance Measures** Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

#### 4. **Budget Detail**

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under “personnel.”

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers’ Compensation, and Unemployment Compensation.

#### Travel/Training:

*Guidelines for Travel and/or training costs for an individual with the funded project.* Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.).

*Guidelines for any Travel and/or training costs associated for hosting an event (conference/convention, training, exercise, etc.) with the funded project.* Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: \$8/breakfast (start time prior to 6 a.m.); \$10/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); \$20/dinner (event ending after 7 p.m.). Some events may be eligible for \$7/break expenses, for more information

regarding state guidelines and expense reasonableness please call or email the Program or Fiscal Contact listed on this Grant Opportunity.

(Please note: Travel and training for contracted employees/Contractual Services does not go in this section. These expenses should be itemized under “Contractual.”)

Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations. Your budget must match previous federal application, If not this will require FEMA’s approval.

Supplies and Operating Expenses: Eligible expenses under this category are supplies/consumable items as approved by FEMA necessary to carry out the project.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Show the basis of computation for each service requested.

- Consultants/Contractual – these are costs associated with the consultant/contractor rate of pay or flat fee contractual agreement.
- Consultants/Contractual Product/Service – these costs are for items such as, but not limited to; duplicating, videotaping, moulage, general office supplies, and catering the consultant/contractor has purchased.
- Consultants/Contractual Travel – these are costs are associated with mileage, hotel, and meals the consultant/contractor incurred performing contractual work. All expenses will be reimbursed at current state rates.

## 5. Project Narrative

Please describe the target hardening activity (i.e. physical security enhancement) that addresses the identified threat or vulnerability.

## 6. Free Style Questionnaire- Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

## 7. Evidence of Need

Please address the risk to your agency by answering the following four questions.

- ✓ Describe the symbolic value of the site as a highly recognized national or historic institution.
- ✓ Threat: In considering threat, the applicant should discuss the identification and substantiation of specific threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The

applicants should also discuss findings from a risk assessment, police findings, and/or insurance claims specific to the location being applied for including dates and specific threats.

- ✓ Vulnerabilities: In considering vulnerabilities, the applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.
- ✓ Potential Consequences: In considering potential consequences, the applicant should discuss potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack.

### **8. Other Funding**

If the total project costs exceed your grant award amount identified on page 4 of this NOFO, please explain what costs your agency is supporting. Additionally, if this is part of a multiyear project please describe which phase of the project is being funded with this grant, and how the other phases are being funded.

### **9. Required Attachments**

Please attach the following documents to your application in this section

- Copy of Contract
- Position Description
- EHP Screening Form

If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to WEM making reimbursement.

### **Application Review and Award Criteria**

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

### **Post-Award Special Conditions/Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.



1. Title: Equipment Training  
All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The sub-recipient is required to maintain proper training records.
2. Title: Equipment Maintenance and Disposal  
Equipment shall be maintained and available to use as intended by the grant for the duration of its useful life. The sub-recipient is required to maintain proper equipment records. Sub-recipients seeking to dispose or transfer ownership of equipment must contact Wisconsin Emergency Management (WEM) Homeland Security Staff to obtain the Homeland Security Equipment Disposition Form, and further directions. If approved, the sub-recipient must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expenses.
3. Title: Sustainment Costs  
Agencies that accept funding are responsible for all sustainment costs.
4. Title: Resource Typing  
Sub recipient shall provide information to WEM as necessary regarding federal resource typing requirements identified in FEMA Information Bulletin #388 and 388a.
5. Title: Meal and Mileage Reimbursement  
Reimbursement for meals and break items for meetings are contingent upon submission of agenda and roster or attendance list and must support the expense. All meals and break materials are reimbursed at current state rates and uniform travel guidelines. Please access the link below for Information about the states rates and mileage  
<https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide.pdf>  
The Grants Specialist is available to answer questions before costs are incurred.
6. Title: Procurement  
Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.
7. Title: Grant Modification  
Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

8. Title: Copy of Contract Required  
Copy of contract must be submitted to WEM. If hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables. Upload the contracts into Egrants within the Monitoring Section under Project Document Attachment.
9. Title: Short-Term Staffing  
This funding supports personnel for a limited term project to be completed during the grant period and is not intended to support long-term staffing needs. Sustainment of long-term staffing needs beyond the grant period is the responsibility of the grant recipient.
10. Title: Allowable Grant Activities  
This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.
11. Title: Position Description Required  
Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants within the Monitoring Section under Project Document Attachment.
12. Title: Project Evaluation  
This project will be subject to continuing program evaluation by WEM to measure progress, which may include the use of a survey tool or other assessment methodologies. The sub-recipient agrees to participate in this evaluation effort and provide any information required.
13. Title: EHP Review  
This grant is subject to Environment Planning and Historic Preservation (EHP) review. No funds may be spent until the project is approved at the federal level. This may take up to 12 months.
14. Title: EHP Documentation  
The sub-recipient is responsible for the preparation of documentation required to fulfill compliance responsibilities under the Federal EHP laws; this documentation may include, but is not limited to site studies, biological assessments, archaeological surveys, environmental assessments, and environmental impact statements. Costs associated with the preparation of these documents are allowable grant expenditures. All costs must be approved by WEM.

15. Title: EHP Mitigation

The sub-recipient is responsible for implementation of any mitigation measures required to address potential adverse impacts that may have been identified during the EHP review process.