



Fiscal Year 2024  
Louisiana School and Nonprofit  
Security Grant Program

Notice of Funding Opportunity (NOFO)

Care of: The Louisiana Governor's Office of Homeland Security and  
Emergency Preparedness (GOHSEP)



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# Fiscal Year 2024 Louisiana School and Nonprofit Security Grant Program

## Definitions and Acronyms

### **Commission**

The Louisiana Commission on School and Nonprofit Security

### **GOHSEP**

Louisiana Governor’s Office of Homeland Security and Emergency Preparedness  
The agency designated in Louisiana Revised Statute 29:726.6 authorized and directed to establish a grant program.

### **LCSS**

Louisiana Center for Safe Schools

### **LSNSGP**

Louisiana School and Nonprofit Security Grant Program

### **School Safety Site Assessment**

The foundation for all school safety and security planning and operations. A comprehensive risk assessment that identifies the highest-probability threats, their potential consequences, and the school or school district’s vulnerabilities to those threats.

### **SSA**

State Administrative Agency  
The agency that administers, manages, and monitors the grant program.

## Overview

The Fiscal Year (FY) 2024 Louisiana School and Nonprofit Security Grant Program (LSNSGP) is focused on enhancing the ability of schools and nonprofit organizations to prevent, protect against, prepare for, and respond to threats of acts of violence on school campuses and terrorist or other extremist attacks. This grant program is part of a comprehensive set of measures authorized by the Louisiana Legislature to help strengthen Louisiana’s schools and surrounding communities.

## Objective

The objective of the FY 2024 LSNSGP is to provide funding for security enhancements or measures for schools and nonprofit organizations at risk of threats or acts of violence, terrorist attacks, or other extremist attacks.



## Priorities

Given the evolving threat, the state has evaluated the risk profile and set priorities to help ensure the appropriate allocation of scarce security dollars. In assessing the risk profile for FY 2024, priority areas that warrant the most concern under the LSNSGP that help recipients implement a comprehensive approach to securing communities include:

1. Physical security enhancements
2. Enhancing the protection of soft targets/crowded places
3. Effective planning
4. Training and awareness campaigns; and
5. Exercises

## Award Information

<b>Available Funding FY24 LSNSGP</b>	<b>\$5,000,000.00</b>
<b>Projected Number of Awards</b>	<b>Distributed by GOHSEP designated Regions, will vary</b>
<b>Maximum Award Amount</b>	<b>\$50,000.00</b>

### **Deadline for application submittal: May 15, 2024**

Schools and Nonprofit organizations must apply for the LSNSGP through GOHSEP’s LCSS. If a school or nonprofit applies for projects at multiple sites, regardless of whether the projects are similar in nature, each individual site must include an assessment of the vulnerability and risk unique to that site. That is one vulnerability assessment per location/physical address. Failure to do so may cause the application to be rejected.

Period of Performance: Up to 12 months  
 Projected Period of Performance Start Date: June 1, 2024  
 Projected Period of Performance End Date: May 31, 2025

## Eligibility Information

- A. Louisiana R.S. 29:726.6 authorizes GOHSEP to establish a grant program through which eligible schools and nonprofit organizations described in Subsection A of this Section can apply for and receive grants to defray the cost of security enhancements or measures including:
- (1) Safety and security planning
  - (2) Safety and security equipment
  - (3) Security-related technology
  - (4) Safety and security training

- (5) Safety and security exercises
- (6) Threat awareness and response training
- (7) Upgrades to existing structures that enhance safety and security
- (8) Vulnerability, Risk, and Threat assessments
- (9) Security personnel

#### A. Eligible Schools and Nonprofit Organizations

(1) All schools **MUST** have completed the statewide school safety data collection questionnaire to be eligible for the 2024 LSNSGP. If you are not sure if you have completed the data collection questionnaire, please contact LCSS at 225-358-5533 or [SafeSchools@la.gov](mailto:SafeSchools@la.gov).

(2) Eligible schools include public elementary or secondary schools in a city, parish, or other local public school district or other political subdivision and nonpublic schools approved by the State Board of Elementary and Secondary Education pursuant to R.S. 17:11.

(3) Eligible nonprofit organizations include organizations that meet all of the following requirements:

- a. The organization is described in Section 501(c)(3) of the Internal Revenue Code **and** is exempt from tax under Section 501(a) of the Internal Revenue Code.
- b. Obtain a Unique Entity Identifier (UEI). Nonprofit organization applicants must have a UEI to qualify for the LSNSGP. To obtain the UEI, nonprofit organizations must register on SAM.gov. Further guidance on obtaining a UEI in SAM.gov can be found at GSA UEI Update and SAM.gov. Nonprofit applicants are also reminded that if they have previously applied for another grant, they should use the same UEI and EIN from those prior applications to save time.
- c. The organization must be one of the following: an Educational Facility whose primary purpose is to instruct children grades K-12 on a daily basis, a House of Worship that could have an educational facility on site but is not required, or a homeschool facility with at least 25+ students and a classroom building separate from a residential structure.

In addition to the above, criteria, GOHSEP will consider the following factors when making its LSNSGP award determination:

- Prior incidents at any facility owned or leased by the organization.
- Prior threats made against the organization.
- Current events or incidents impacting other organizations with similar missions, beliefs, or ideologies.
- Feedback or information on the current local threat environment from local law enforcement agencies, parish offices of Homeland Security and Emergency Preparedness, the Louisiana State Analytical and Fusion Exchange, Federal Bureau of Investigation field offices, and other organizations, entities, or agencies.
- Reasonable and equitable opportunity for underserved populations, looking at the Social Vulnerability Index (SVI) data and locations of schools and non-profits.

## School and Nonprofit Organization Specific Application Instructions

As part of the FY 2024 LSNSGP application, each eligible school and nonprofit applicant must submit a complete application as outlined below to the SAA by the established deadline of May 15, 2024.

School and Nonprofit applicants may apply for up to \$50,000 per site.

**Important Note:** School Districts may apply on behalf of any school within their District for a maximum of \$50,000 per award. The District must identify what site(s) they plan to utilize the award for. If a school is identified and included in a District application, they are not eligible to submit a separate individual application. Only one award per school site will be considered.

### LSNSGP Online Application

A fillable online application form provided by LCSS is available for the LSNSGP grant opportunity. The application must describe each investment proposed for funding. The investments or projects described in the application must:

- Be for the location(s) that the school or nonprofit occupies at the time of application;
- Address an identified risk, including threat and vulnerability, as identified in the school safety site assessment;
- Demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by the SAA;
- Be both feasible and justifiable in reducing the risks for which the project was designed;
- Be able to be fully completed within the 18-month period of performance; and
- Be consistent with all applicable requirements outlined in the funding notice.

School and Nonprofit applicants are required to self-identify with one of the following three categories in the application process:

1. Educational
2. Ideology-Based/Spiritual/Religious
3. Other

## Application Requirements

As part of the FY2024 LSNSGP application package, each eligible school and nonprofit applicant must submit a complete application containing the following requirements to the SAA. **The applicant or subapplicant must apply for the LSNSGP through the LCSS Grant Management Platform.**

### 1. Applicant Information

Applicants will provide basic information on the site, population, and other relevant details.

### 2. Background Information (2a)

Applicants shall provide a brief description of current safety/security programs, a short summary of any previous incidents or procedures, and why they are applying for the grant.

#### Supporting Documentation – Optional/Encouraged (2b)

Each school and nonprofit applicant should include supporting documentation within the online application that substantiates the threat. This is not a mandatory requirement; however, it may assist in validating threats and enhance the application. Examples of supporting documentation may include:

- Proof of previous incidents and threats. This may be provided through insurance reports, police reports, photographs, or other formal written documentation. Applicants should include a brief description of the previous incident or threat for each occurrence.
- Proof of security personnel (School Resource Officers or other security personnel) on-site during school or business hours. This may include the name of the security provider along with a summary of duties and how such personnel is currently being funded.
- Proof of current NIMS Compliant All Hazards Crisis Plan/Emergency Operations Plan (EOP). This may be provided as a PDF with a description of the update process.
- Proof of utilization of emergency notification platform (RAVE, Raptor, or other supported platform). This may be provided as the date of implementation and a summary of how the school utilizes the technology.
- Proof of system in place for Anonymous Reporting. This may be provided in the summary of procedures and technology in place to report concerns.
- Proof of detailed floorplans for the entire school or facility. This may be provided in PDF format.
- Proof of act of violence/active shooter training(s) and/or exercise(s) activity within the last 12 months, including school staff and local first responder agencies. This may include a summary or After Action Report (AAR) of training and/or exercise with date, list of participants, and the agency, organization, or vendor who provided the support.

- Proof of previous school hardening projects. This may be provided in summary form along with accompanying invoices or contracts.

### 3. Detailed Project Description/Strategy/Risk

Applicants should provide an overall summary of the project, its benefits to the site, and how the proposed project will directly reduce risk to the population the school or site serves. The project strategy should include how the project will directly support the applicant or subapplicants' successful mission execution.

The following information should be included in the Detailed Project Description/Strategy/Risk section of the application:

- Risk identification, including threat and vulnerability to the school or nonprofit site
- Why and how the project will benefit the school and/or nonprofit community
- How the funding will be utilized to enhance security posture
- Identified gaps or lack of capabilities related to school safety or other acts of violence
- If the applicant is applying for funds to enhance/update existing programs or equipment, it must be an allowable cost.

### 4. Milestones

Applicant will explain how the project will be monitored and measured. This shall include: clear timelines, quantifiable objectives, responsibilities, and completion criteria.

### 5. Project Management/Budget

Applicants will provide an overview of the team assigned to accomplish the project/program goals and how the team will work throughout the performance period to make the most of the award.

Each school and nonprofit applicant must include a proposed budget within the online application. This required budget should explain how the applicant or applicant plans to expend the awarded grant funds.

### 6. Impact

The applicant will summarize how the award will have a positive and measurable impact on the safety and security of the population they serve.

### 7. Threat, Risk and Vulnerability Assessment or School Safety Site Assessment (Recommended for Schools; Required for Nonprofits)

Each nonprofit applicant must attach a completed Threat, Risk, and Vulnerability Assessment unique to the site within the online application. Schools are encouraged but not required to attach a completed School Safety Site Assessment.

**Important note:** If schools without a School Safety Site Assessment receive a FY2024 LSNSGP award, the school must complete and submit a current School Safety Site Assessment by December 1, 2024. The School Safety Site Assessment can be



submitted through the Louisiana Center for Safe Schools Grant Management Platform. Failure to submit a School Safety Site Assessment may impact future eligibility for LCSS funding opportunities.

## Unallowable Costs

Please note the following unallowable costs for this grant: Automated External Defibrillators (AEDs), security monitoring services, Tasers, pepper spray, organizational salaries, organization operating costs (examples include printing costs, audit costs, etc.). Equipment purchases are not allowed for contracted security personnel. Operational overtime costs are not permitted under this program. Overtime, backfill, and travel expenses are not allowable costs.

## Allowable Costs

### 1. Management and Administration (M&A) Costs

M&A costs are for activities directly related to the management and administration of the award. M&A activities are those defined as directly relating to the management and administration of LSNSGP funds, such as financial management and monitoring. M&A costs must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award without supporting justification will not be allowed or considered for reimbursement. M&A costs for the LSNSGP are calculated as up to 5% of the total award allocated to the recipient, not on final expenditures at close out.

M&A costs are not operational costs; they are the necessary costs incurred directly supporting or resulting from the grant and should be allocated across the entire grant lifecycle. Examples include preparing and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment expenditures for financial accounting purposes, and responding to official informational requests from the SAA.

### 2. Planning Costs

Planning costs are allowed under this program. Examples include: NIMS Compliant All Hazards Crisis/Emergency Operations Plan (EOP), Updates to NIMS Compliant All Hazards Crisis/Emergency Operations Plan (EOP), Detailed Updated Floorplans, and Detailed Response Maps.

### 3. Equipment Costs

Equipment costs are allowed under this program. Allowable expenses are focused on facility hardening and physical security enhancements. Funding can be used to acquire and install security equipment on real property (including buildings and improvements) owned or leased by the school or nonprofit organization, specifically in the prevention of and/or protection against the risk of a school shooting or other on-campus threats. Examples include bi-directional amplifiers, Bleed Kits, buzzers, cameras added to existing systems, card swipe/Student ID/check-in kiosks, cellular enhancement systems, creating Areas of Safe Refuge, safety-related directional signage, distributed antenna systems, door hardware/locks/frames/security screens/lock boxes, emergency generator(s) that provide safety during power outages, enclosing walkways, exterior/site lighting, fencing, intercom systems, metal detectors, network/ WIFI enhancement to improve safety communications, new security doors, new security systems, open space classroom enclosures and adjacent hallways, proximity card readers, convex mirrors, secure

vestibules to limit Visitor access, security gates, security system-software/license/subscriptions/renewals, signage, systems to control access to areas, and threat reporting systems. Applicants should analyze the costs and benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained.

Additionally, recipients using LSNSGP funds to support emergency communications equipment activities must comply with the SAFECOM Guidance on Emergency Communications Grant, [O1] including provisions on technical standards that ensure and enhance interoperable communications.

#### 4. Maintenance and Sustainment Costs

Maintenance and sustainment costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable expenses.

#### 5. Training Costs

Training costs are allowed under this program. Examples include staff attending security-related training within the United States to train other employees or members (e.g., Train-the-Trainer). Attendance fees for training and related expenses, such as materials, supplies, and/or equipment, are limited to this program.

#### 6. Exercise Costs

Exercise costs are allowed under this program. Examples include contract support for the design, development, conduct, and evaluation of HSEEP-compliant all-hazards exercise activities, which may include Tabletop Exercises, Seminars, Workshops, and Full-Scale Exercises.

#### 7. Construction And Renovation Costs

Construction and renovation costs are allowable expenses. However, they must be specifically approved by the SAA in writing prior to using any program funds for construction or renovation. Limits on the total grant funding used for construction or renovation may apply.

#### 8. Personnel Costs

Applicants and applicants can hire School Resource Officers (SROs) or security personnel. All applicants must affirm that their agency plans to retain all officer positions awarded following the 12 months of state funding for at least 12 months and identify their planned source(s) of retention funding. Agencies that only intend to retain some positions under this award program at the time of application are ineligible to apply for LSNSGP funding. The retention requirement cannot be satisfied through attrition. The retained LSNSGP-funded officer positions should be added to the applicant or applicant's law enforcement budget with other state and/or local funds for at least 12 months over and above the number of locally funded officer positions that would have existed without the award. After LSNSGP funding, agencies that fail to retain the additional officer positions awarded under the LSNSGP award for 12 months may be ineligible to receive future LSNSGP awards for one to three years.

## Application Review Information

### Application Evaluation Criteria

#### 1. Programmatic Criteria

School and Nonprofit organizations must submit their FY 2024 LSNSGP applications to the LCSS by the established deadline. Applications will be reviewed for completeness, adherence to programmatic guidelines, feasibility, and how well the application (project description and justification) addresses the identified risk(s).

The following are the FY 2024 LSNSGP evaluation process and criteria:

- Identification and substantiation of current or persistent threats or attacks (from within or outside the United States) by a terrorist organization, network, or cell against the applicant based on their ideology, beliefs, and/or mission as 1) an ideology-based/spiritual/religious; 2) educational; or 3) other nonprofit entity;
- Symbolic value of the site(s) as a highly recognized regional and/or national or historical institution(s) that renders the site a possible target of terrorist or other extremist attack;
- Role of the school or nonprofit organization in responding to or recovering from terrorist or other extremist attack;
- Alignment between the project activities requested within the physical vulnerabilities identified in the organization's school safety site assessment;
- Integration of school or nonprofit preparedness with broader state and local preparedness efforts;
- Completed Threat, Risk, and Vulnerability Assessment or School Safety Site Assessment for each site that addresses an identified risk unique to that site, including the assessed threat, vulnerability, and consequence of the risk (required for non-profits, encouraged for schools);
- If applicable, demonstration that the school or nonprofit organization is located within an underserved or disadvantaged community;

Grant projects must be: 1) feasible and effective at mitigating the identified vulnerability and thus reducing the risks for which the project was designed; and 2) able to be fully completed within 12 months of performance. Information that would assist in the feasibility and effectiveness determination includes the following:

- Applicant Information
- Background Information
- Additional Supporting Documentation
- Detailed Project Description/Risk
- Milestones
- Project Management/Budget
- Impact
- Threat, Risk, and Vulnerability Assessment (required for non-profits); School Safety Site Assessment (encouraged but not required for schools)

Grant recipients and subrecipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

## 2. State Review Process

Application packages will be submitted by the school or nonprofit organization to GOHSEP based on the established criteria. GOHSEP will review applications and determine which applicants should be selected for funding. As part of the state review, GOHSEP must:

- Conduct an eligibility review
- Review and score all complete application packages (including assessments and proposed budget) using the LSNSGP Scoring Criteria
- Validate the GOHSEP Region and impact listed in the application
- Prioritize all LSNSGP applications by GOHSEP Region
- Submit to the Commission the results of the GOHSEP staff review along with complete Proposed Budget from eligible applicants
- Submit to the Commission the school and nonprofit organization application details for applications received but not recommended for funding (including incomplete applications and ineligible applicants), as well as justification as to why they are not being recommended for funding using the GOHSEP Prioritization
- Submit to the Commission applications that are recommended for funding

GOHSEP will base the final scores from the Prioritization Tracker with consideration on the following factors:

The relative need for the applicant compared to the other applicants; and the feasibility of the proposed project and how effectively the proposed project addresses the identified need.

## 3. Application and Submission Information

### Key Dates and Times

Application Start Date: April 1, 2024

Application Submission Deadline: May 15, 2024, at 5 p.m. CST

All applications **must** be received by the established deadline, via the Louisiana Center for Safe Schools Grant Management Platform.

## 4. Agreement to Terms and Conditions of the Award

By submitting an application, applicants and/or subapplicants agree to comply with the requirements of this grant opportunity and the terms and conditions of the award, should they receive an award. GOHSEP reserves the right to add special conditions to the grant award.

## 5. Application Evaluation

The Evaluation Committee will thoroughly review the following sections of each application and provide points based on the strength of each section.

- Applicant Information
- Background Information
- Supporting Documentation
- Project Description/Strategy/Risk
- Milestones
- Proposed Budget
- Impact
- Threat, Risk, and Vulnerability Assessments (required for non-profits); School Safety Site Assessment (encouraged but not required for schools)

#### 6. Priority Considerations

Schools and non-profit eligible sites may earn bonus points for demonstrating any of the below criteria. Providing documentation with your application to support the criteria below is encouraged.

- Documented previous threats or incidents
- Schools/sites with current NIMS Complaint All Hazards Crisis Plans/Emergency Operations Plans (EOP)
- Security personnel on site during school or business hours
- Utilization of Rave or other technology for emergency notifications
- System in place for anonymous reporting
- Documented detailed floorplans for entire campus
- Documentation of trainings and/or exercises for Active Threat/Active Shooter involving school staff and local first responder agencies
- Applicants applying for under \$15,000
- Applicants applying for under \$30,000
- Provide the Threat, Risk and Vulnerability Assessment or School Safety Site Assessment

**Important Note:** The Louisiana Center for Safe Schools and/or GOHSEP may include additional bonus points for schools or sites that have specific physical security measures in place.

## Reporting

Recipients must submit various financial and programmatic reports as a condition of award acceptance. If these reports are delinquent, future awards and funds drawdown may be withheld. Semi-annual progress reports will also be required. To avoid a delay in reimbursement, these reports must be completed within 30 days after the semi-annual period has ended.

## Reimbursement

The following reimbursement procedures will apply:

- Award funding will only be distributed for costs or obligations incurred or work performed after the beginning of the financing notice if approved.
- Grantees must use the invoice template provided by GOHSEP when submitting reimbursement requests.
- All reimbursement requests **MUST** include supporting documentation. Examples may include, but are not limited to, timesheets, copies of proof of payment to vendors or contractors, copies of original invoices, contractual agreements, and proof of completion of work (photos).
- Reimbursement requests may be submitted every quarter, or at the completion of the project.
- The final invoice or request of reimbursement related to this grant must be submitted no later than 30 days after the end of the grant's performance period. Reimbursement requests received after this date will not be processed or reimbursed.
- Duplication of benefits or purchases using federal funds is not allowed.

## Monitoring and Oversight

The grantee is responsible for tracking every aspect of their project deliverables. Grantee shall retain grant documents for three (3) years after final invoice submission.

The State of Louisiana, through its authorized representatives (GOHSEP staff or the Louisiana Legislative Auditor), has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, the State of Louisiana will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit the State, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program.

Recipients must respond promptly and accurately to the State of Louisiana's requests for information relating to the award.



Application Portal

<https://gmpro.lsu.edu/auth/login?returnURL=home>