Place organization’s letter head here.

<Enter Date Here>

Department of Homeland Security

Federal Emergency Management Agency

Grant Program Directorate

800 K Street, NW, Washington, D.C. 20472

RE: NSGP Price Act Waiver Request

Grants Program Directorate,

The <Your Organization’s name here> has applied for ***FY 2024*** Non-Profit Security Grant Programs (NSGP) funding.  <Your Organization’s name here > is requesting a waiver of the 50% limit on personnel costs.  The total of personnel costs that < Your Organization’s name here > is requesting is $###,###.##, which is ##% of the requested FY23 NSGP funding amount of $###,###.##.

Thank you in advance for your consideration of this request.

Sincerely,

<Local Jurisdiction Designee/Representative Signature>