



State of Arizona Department of Homeland Security



Governor Douglas A. Ducey

Director Gilbert M. Orrantia

FFY 2018 Nonprofit Security Grant Program Information Sheet

As appropriated by the *Department of Homeland Security Appropriations Act, 2018* (Public Law 115-141); and authorized by Section 2003 of the *Homeland Security Act of 2002*, (Public Law 107-296), as amended (6 U.S.C. § 604); the Federal Fiscal Year (FFY) 2018 Nonprofit Security Grant Program (NSGP) seeks to integrate the preparedness activities of nonprofit organizations that are at high risk of terrorist attack with broader state and local preparedness efforts.

In FFY 2018, multiple funding allocations have been appropriated for nonprofit organizations located inside or outside of FFY 2018 Urban Area Security Initiative (UASI)-designated urban areas. As in previous fiscal years, the **Nonprofit Security Grant Program - Urban Area (NSGP-UA)** will be a competitive grant program that funds nonprofits located in UASI-designated urban areas. Under the **Nonprofit Security Grant Program - State (NSGP-S)**, each state will receive an allocation for nonprofit organizations located outside of FFY 2018 Urban Area Security Initiative (UASI)-designated urban areas.

The FFY 2018 NSGP objectives are to support efforts that:

- Build and sustain core capabilities
- Strengthen governance integration between private nonprofit entities and Federal, state, and local governments
- Encourage a whole community approach to security and emergency management

Priorities

The FFY 2018 NSGP provides funding support for physical security enhancements and other security activities to nonprofit organizations that are at high risk of a terrorist attack.

The FFY 2018 NSGP plays an important role in the implementation of the National Preparedness System by supporting the development and sustainment of core capabilities. The core capabilities, outlined in the National Preparedness Goal are essential for the execution of the five mission areas—Prevention, Protection, Mitigation, Response, and Recovery—and the realization of a secure and resilient Nation. The development and sustainment of these core capabilities are not exclusive to any single organization, but rather require the combined effort of the whole community. The FFY 2018 NSGP's allowable costs support efforts to build and sustain core capabilities across mission areas.

Application Information

June 5, 2018 – Investment Justification Applications, Vulnerability Risk Assessment, Data Collection Forms and Mission Statements must be submitted to cbowen@azdohs.gov no later than **5:00 p.m.** To apply, visit <https://azdohs.gov/nsgp>. Information and application forms will be available Wednesday, May 23, 2018. No other forms of application will be accepted.

Eligible nonprofit organizations may apply for an award amount

- Up to \$150,000 for the NSGP-UA
- Up to \$100,000 for the NSGP-S



State of Arizona Department of Homeland Security



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- Only nonprofit organizations as described under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC), exempt from tax under section 501(a) of such code may apply.
- Applicant must provide a Dun and Bradstreet Universal Numbering System (DUNS) Number.
- Eligible nonprofit organizations **must submit a copy of their organization's Mission Statement and a Vulnerability Risk Assessment (on which the application is based) with their application.** For more information on obtaining a Vulnerability Risk Assessment, please contact your local law enforcement and request to speak to a Terrorism Liaison Officer (TLO).
- **Data Collection Form:** Complete information on all 3 tabs.
- Please note that should a nonprofit organization receive an award, an Environmental Planning and Historic Preservation compliance review will be required prior to beginning any project. It is recommended that you reflect an EHP application submission/review in the Investment Justification application, Section V Milestones.

Tips for Completing the NSGP Investment Justification Application

- **Review the scoring criteria** on pages 45-49 of the FFY 2018 NSGP Guidance (Notice of Funding Opportunity) as well as the **review criteria** on pages 16-20.
- **Note character limits for each section of the Investment Justification Application.** You may want to consider creating the text in MS Word so that you can check the character count as well as spell-check. Then copy and paste into the Excel template.
- **Excel Investment Justification Application (Template)** – When opening the file, you may need to “enable content” to be able to enter text.
- **Investment Justification Application, Section V – Milestones:** Milestones should be within a one-year period starting 10/1/18 and ending 9/30/19.
- **Save the file in Excel 97-2003 format** using the following naming convention:
 - For NSGP-UA
 - NSGP_UA_“<State Abbreviation>_<Nonprofit Name>
 - For NSGP-S
 - NSGP_S_<State Abbreviation>_<Nonprofit Name>
- **Read the Helpful Hints on the page 55 of the Notice of Funding Opportunity as well as the Introduction tab of the Excel Investment Justification template.**

For additional questions or information, contact Cheryl Bowen Kennedy, Arizona Department of Homeland Security at cbowen@azdohs.gov or 602.542.7077.



State of Arizona Department of Homeland Security



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Eligible Applicants

CRITERIA

- Nonprofit organizations as described under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code.
- Determined to be at high risk of a terrorist attack by the Secretary of Homeland Security
- For NSGP-UA only, located within one of the FY 2018 UASI-designated urban areas, listed in Appendix A-FY 2018 NSGP UASI-designated Urban Areas and NSGP-S Targeted Allocations

Eligible nonprofits located outside of FFY 2018 UASI-designated urban areas may apply to the SAA to receive funding only under NSGP-S and eligible nonprofits located within FY 2018 UASI-designated urban areas may apply to the SAA to receive funding only under NSGP-UA. DHS/FEMA will verify that the nonprofit has been included in the correct program and may disqualify applications that are not included in the correct program.

Scope of Eligible Projects

The following information outlines general allowable and unallowable NSGP costs guidance.

Allowable Costs

Management and Administration (M&A)

M&A activities are those costs defined as directly relating to the management and administration of NSGP funds, such as financial management and monitoring. The amount of M&A is specified in each fiscal year's NOFO. M&A costs include the following categories of activities:

- Hiring of full-time or part-time staff or contractors/consultants responsible for activities relating to the management and administration of NSGP funds
- Meeting-related expenses directly related to M&A of NSGP funds

Indirect Costs

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to DHS/FEMA before indirect costs are charged to the award.

Planning

Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities. Planning must be related to the protection of the facility and the people within the facility and should include



State of Arizona Department of Homeland Security



Governor Douglas A. Ducey

Director Gilbert M. Orrantia

with access and functional needs as well as those with limited English proficiency. Examples of planning activities allowable under this program include:

- Development and enhancement of security plans and protocols;
- Development or further strengthening of security assessments;
- Emergency contingency plans;
- Evacuation/Shelter-in-place plans; and
- Other project planning activities with prior approval from DHS/FEMA.

Equipment

Allowable costs are focused on target hardening and physical security enhancements. 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 select items in the following two categories of items on the Authorized Equipment List (AEL):

- Physical Security Enhancement Equipment (Category 14)
- Inspection and Screening Systems (Category 15)

The two allowable prevention and protection categories and equipment standards for the NSGP are listed on DHS AEL located on the DHS/FEMA site at <http://www.fema.gov/authorized-equipment-list>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds, including the Americans with Disabilities Act. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Applicants should analyze the cost 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. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316.

Exercise

Funding may be used to conduct security-related exercises. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, and documentation. Exercises afford organizations the opportunity to validate plans and procedures, evaluate capabilities, and assess progress toward meeting capability targets in a controlled, low-risk setting. All shortcomings or gaps—including those identified for children and individuals with access and functional needs—should be identified in an improvement plan. Improvement plans should be dynamic documents with corrective actions continually monitored and implemented as part of improving preparedness through the exercise cycle.

The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. For additional information on HSEEP, refer to <https://www.fema.gov/exercise>. In accordance with HSEEP guidance, subrecipients are reminded of the importance of implementing corrective actions



State of Arizona

Department of Homeland Security



Governor Douglas A. Ducey

Director Gilbert M. Orrantia

iteratively throughout the progressive exercise cycle. This link provides access to a sample AAR/IP template: <https://preptoolkit.fema.gov/web/hseep-resources/improvement-planning>. Recipients are encouraged to enter their exercise data and AAR/IP in the Preparedness Toolkit at <https://preptoolkit.fema.gov/web/hseep-resources>.

Maintenance and Sustainment

The use of DHS/FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, as described in DHS/FEMA Policy FP 205-402-125-1 (Additional guidance is provided in DHS/FEMA Policy FP 205-402-125-1, Maintenance Contracts and Warranty Coverage Funded by Preparedness Grants, located at: <http://www.fema.gov/media-library/assets/documents/32474>), under all active and future grant awards, unless otherwise noted.

Grant funds are intended to support the National Preparedness Goal and fund projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to provide recipients the ability to meet this objective, the policy set forth in GPD's IB 379: Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding allows for the expansion of eligible maintenance and sustainment costs which must be in (1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program, and (3) be tied to one of the core capabilities in the five mission areas outlined in the Goal. Additionally, eligible costs may also support equipment, training, and critical resources that have previously been purchased with either Federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars.

Construction and Renovation

NSGP funding may not be used for construction and renovation projects without prior written approval from DHS/FEMA. All recipients of NSGP funds must request and receive approval from DHS/FEMA before any NSGP funds are used for any construction or renovation. Additionally, recipients are required to submit a SF-424C Budget and budget detail citing the project costs. The total cost of any construction or renovation paid for using NSGP funds may not exceed the greater amount of \$1,000,000 or 15 percent (15%) of the NSGP award. Recipients and subrecipients are also encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all state and EHP laws and requirements). Projects for which the recipient believes an Environmental Assessment (EA) may be needed, as defined in DHS Instruction Manual 023-01-001-01, Revision 01, FEMA Directive 108-1 and FEMA Instruction 108-1-1, must also be identified to the FEMA HQ Program Analyst within six months of the award and completed EHP review materials must be submitted no later than 12 months before the end of the period of performance. EHP review packets should be sent to gpdehpinfo@fema.gov.

NSGP Program recipients using funds for construction projects must comply with the Davis-Bacon Act (40 U.S.C. § 3141 et seq.). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available from the following website: <https://www.dol.gov/whd/govcontracts/dbra.htm>.



State of Arizona Department of Homeland Security



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Training

Nonprofit organization staff may use NSGP funds to attend security-related training courses and programs within the United States. Allowable training-related costs under the 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 infrastructure key resources, including physical and cybersecurity, target hardening, and terrorism awareness/employee preparedness including programs such as Community Emergency Response Team (CERT) training, Active Shooter training, and emergency first aid training. Training conducted using NSGP funds must address a specific threat and/or vulnerability, as identified in the nonprofit organization's IJ. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills.

Proposed attendance at training courses and all associated costs using the NSGP must be included in the nonprofit organization's IJ.

Unallowable Costs

The following projects and costs are considered **ineligible** for award consideration:

- Organization costs, and operational overtime costs
- Hiring of public safety personnel
- General-use expenditures
- Overtime and backfill
- 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 IJ
- Initiatives in which Federal agencies are the beneficiary or that enhance Federal property
- Initiatives which study technology development
- Proof-of-concept initiatives
- Initiatives that duplicate capabilities being provided by the Federal Government
- Organizational operating expenses
- Reimbursement of pre-award security expenses