



Governor Douglas A. Ducey



Director Gilbert M. Orrantia

# Arizona Department of Homeland Security

## 2019 Nonprofit Security Grant Program (NSGP)

### Grant Information Seminar

# NSGP Overview

- ◎ Target-hardening
- ◎ Reimbursement Grant

# Eligibility Criteria

1. 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.
  - For Nonprofit Security Grant Program Urban Area (**NSGP-UA**), be located within one of the FFY 2019 UASI-designated urban areas;
  - OR for Nonprofit Security Grant Program State (**NSGP-S**), be located outside of the FFY 2019 Urban Area Security Initiative(UASI)-designated urban areas
2. Be able to demonstrate, through the application, that the organization is at high risk of a terrorist attack
3. Eligible nonprofit organizations may apply for an award amount
  - a) Up to **\$100,000** for the **NSGP-UA (Competitive)**
  - b) Up to **\$75,000** for the **NSGP-S (\$150,000 available)**
  - c) Cannot apply for both UA and S
4. Applicant must provide a Dun and Bradstreet Universal Numbering System (DUNS) Number.

# Application Package

## Must include the following:

1. Application Form – NSGP Investment Justification
2. Project Detail (Approved Equipment List - AEL)
3. Mission Statement
4. Vulnerability Risk Assessment
5. Data Collection Form

Submission Deadline: **May 15, 2019 by 5:00 p.m.**

**Email to: [cbowen@azdohs.gov](mailto:cbowen@azdohs.gov)**

# Allowable Cost Categories

- Planning
- Equipment
- Training
- Exercise
- Contracted Security Personnel
- Management and Administration (M&A)

# 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 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)

# Training & Exercise

- Training
  - Security-related
    - Title and description must be included in application
  - Limited to protection of critical infrastructure key resources
    - Examples: Physical and cybersecurity, target hardening, terrorism awareness/employee preparedness (CERT), Active Shooter, emergency first aid.
- Exercise
  - Must be Homeland Security Exercise and Evaluation Program (HSEEP) compliant



# Contracted Security Personnel

- Allowable if not already included in current operating budget
- Amount requested may not exceed 50% of an award without an approved waiver from FEMA.
- May not use the NSGP funding to hire full or part-time employees that will be placed on a nonprofit's payroll.
- Subrecipient must be able to sustain this capability in future years without NSGP funding
- NSGP funds may not be used to purchase equipment for contracted security

# Management & Administration (M&A) – Indirect Costs

- M&A activities are those costs defined as directly relating to the management and administration of NSGP funds such as financial management and monitoring
  - 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
  - Up to 5% of total award
  - Note: M&A allowable costs are typically those costs incurred that relate directly to financial paperwork, AZDOHS monitoring meetings or requests for information after a project is underway.
    - Example: quarterly reports, reimbursement preparation and submission
    - Acquiring quotes, selecting a vendor, managing contractors and equipment installation are considered project management and would not be allowable expenditures under the M&A category.
- Indirect Costs – Discuss with AZDOHS Finance AD prior to applying

# Forms/Information

<https://azdohs.gov/nsgp>

- Application Form/Investment Justification
- Mission Statement Form
- Project Detail Sheet
- Data Collection Form

**Note: There is no standard form for the Risk Assessment.**

# Application Form/Investment Justification

- Responses in each section should address all components in the description.
  - Application Form/Investment Justification is ONLY item forwarded for Federal review
  
- Section VII. Impact
  - Core Capabilities – Refer to National Preparedness Goal
  - Example: If applying for Equipment
    - Core Capability - Access Control & Identity Verification
    - Core Capability - Physical Protective Measures
  
- Assess your completed application with the Scoring Tool.
  
- Take note of the character limitations (where applicable) in each space.

# Project Detail Sheet

- Recommend getting estimates as a basis for the costs identified
- Do not use the Authorized Equipment List AEL description as your description.
- Do not use brand names of equipment
- Quantities – Suggest you round up when applicable (Example: Number identified in estimate is 18, round up to 20) If awarded, number of items should not exceed estimated number in Project Detail Sheet
  - # of cameras, # of doors, lineal feet of fence, # of bollards, etc.

# Application & Award Process

- Application/Investment Justification reviewed and scored at State level (AZDOHS)
- NSGP – UA Applications Reviewed by UASI Workgroup
  - Need - compared to other applicants and
  - Impact – how effectively the proposed project addresses the identified need
- Federal Review
  - Reviewed and scored by Federal Staff
  - Federal reviewers' scores will be multiplied:
    - By a factor of three for nonprofit groups at high risk of terrorist attacks due to their ideology, beliefs or mission;
    - By a factor of two for medical and educational institutions; and
    - By a factor of one for all other nonprofit organizations
  - **Final determinations will be made by the Secretary of Homeland Security**
- Awards typically announced in July/August
- Period of Performance
  - October 1, 2019 – September 30, 2020

# Timeline

April 12, 2019

- USDHS Release of Federal Grant Guidance to States

On or before April 18, 2019

- AZDOHS Makes Notification of Process to Stakeholders

May 15, 2019

- Organization's (1) Mission Statement, (2) Vulnerability Risk Assessment, (3) Investment Justification Application, (4) Project Detail and (5) Data Collection Form due to AZDOHS no later than 5:00 p.m., **Wednesday, May 15, 2019**

May 16 – May 27, 2019

- AZDOHS Review of Grant Applications
- Review/Prioritization of Applications

On or before May 29, 2019

- AZDOHS Submits Final Applications to USDHS

On or before September 30, 2019\*

- USDHS Announces Awards

September/October 2019

- Senior Advisory Committee Review
- Final Awards to Subrecipients
- Period of Performance will begin\*

# Application Package

- ✓ Application/Investment Justification
  - ✓ Only Item Forwarded for Federal Review
  - ✓ Use the Helpful Hints
  - ✓ Review NSGP Scoring Tool
- ✓ Vulnerability Risk Assessment
- ✓ Mission Statement
- ✓ Project Detail
- ✓ Data Collection Form

**Deadline: May 15, 2019, 5:00 p.m.**  
**Email to: [cbowen@azdohs.gov](mailto:cbowen@azdohs.gov)**



# Contact Information

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