



Governor Douglas A. Ducey



Director Gilbert M. Orrantia

# Arizona Department of Homeland Security

## 2021 Nonprofit Security Grant Program (NSGP)

### Grant Information Seminar

**Please turn your microphones and video off.**

# NSGP Overview

- ◎ Target-hardening
- ◎ Reimbursement Grant

# NSGP - Key Changes for 2021

- ◉ Maximum Amount Award - \$150,000 per site for up to three sites
- ◉ Person submitting application must be a current employee, personnel, official, staff or leadership and duly authorized to apply on behalf of organization. (Have an email address unique to the organization at the time of application.) Consultants or contractors are not permitted to be the authorized organization's representative.
- ◉ Self-identify with one of the four categories
  - Ideology-based/Spiritual/Religious
  - Medical
  - Educational
  - Other
- ◉ Equipment Allowed under two additional specific Authorized Equipment List (AEL) numbers

# 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 2021 UASI-designated urban areas;
  - Nonprofit Security Grant Program State (**NSGP-S**), be located outside of the FFY 2021 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

# Eligibility Criteria (cont.)

3. Eligible nonprofit organizations may apply for an award amount
  - a) Up to **\$150,000 per site** for up to three sites, under the **NSGP-UA (Competitive)**
  - b) Up to **\$150,000 per site** for up to three sites under the **NSGP-S (State Allocation)**
  - c) Cannot apply for both UA and S
4. Applicant must provide a Dun and Bradstreet Universal Numbering System (DUNS) Number.
  - a) Nonprofit organization applicants do NOT need to register in grants.gov or SAM
5. Individual submitting the application must be a current employee, personnel, official, staff or leadership of the nonprofit organization and duly authorized to apply for an award on behalf of the entity. Further the authorized organization representative must provide an email address unique to the recipient at the time of the grant application. Consultants and contractors of the recipient are not permitted to be the authorized organization representative of the subrecipient.

# Application Package

## Must include the following:

1. Application Form – NSGP Investment Justification  
**(ONLY DOCUMENT FORWARDED TO FEMA)**
2. Arizona NSGP Supplemental Forms (Excel doc – 7 tabs)
3. Vulnerability Risk Assessment  
(No standardized form)
  - Must have been completed within the last 5 years

Submission Deadline: **April 23, 2021 by 5:00 p.m.**  
**Email to: [cbowen@azdohs.gov](mailto:cbowen@azdohs.gov)**

# Allowable Cost Categories

- Planning
- Equipment
- Training
- Exercise
- Contracted Security Personnel
- Indirect Costs
- 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;
- ⦿ Emergency contingency plans;
- ⦿ Evacuation/Shelter-in-place plans;
- ⦿ Emergency response plans



# 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) and two additional specific AEL items:

- Physical Security Enhancement Equipment (Category 14)
- Inspection and Screening Systems (Category 15)
- Handheld Radios (AEL# 06CP-01-PORT) for internal emergency communication only
  - Cannot be purchased from prohibited companies as described in section 889 of the John S. McCain National Defense Authorization Act – FY 2019
- Public Warning Systems (AEL# 03OE-03-MEGA) megaphones, handheld or mobile

<https://www.fema.gov/authorized-equipment-list>

# Training & Exercise

- Training – limited to an organization’s security personnel, staff, members and volunteers only
  - Security-related
    - **Applications should include specific details about proposed training – to include topic, organization attendees/participants, length, and vulnerability the activity will help mitigate**
  - Limited to protection of critical infrastructure key resources
    - Examples: Physical and cybersecurity, target hardening, terrorism awareness/employee preparedness (Community Emergency Response Team), Active Shooter, emergency first aid.
- Exercise
  - Must be Homeland Security Exercise and Evaluation Program (HSEEP) compliant
    - After Action Report

# 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
  - If awarded NSGP funds, sustainment plan must be submitted at the end of the period of performance
- 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 – If applying for funds in this category, please send an email to [hs@azdohs.gov](mailto:hs@azdohs.gov) as soon as possible but no later than **March 19, 2021**.
- Email questions regarding M&A and Indirect Costs to: [hs@azdohs.gov](mailto:hs@azdohs.gov)

# Forms/Information

<https://azdohs.gov/nsgp>

- Application Form/Investment Justification
- 2021 Arizona NSGP Supplemental 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 IV. Target Hardening (2 parts)**
  - **Narrative** – fully describe target-hardening activities, associated costs and link to vulnerability assessment
    - Example: Fencing – 240 feet of 8-foot chain-length fencing topped with 1 foot of barbed wire addressing the vulnerability to breach along the west side of the facility. (AEL# 14SW-01-WALL)  
$$240 \text{ feet} \times \$208.33 \text{ per foot} = \$50,000$$
    - Example: \$5,000 for 8 exterior cameras, 3 located on lighting poles in parking lot, 1 adjacent to the main entrance, and 1 on each corner of the building (4) to address inability to monitor the exterior of the facility and identify suspicious activity.  
$$8 \text{ cameras} \times \$625 = \$5,000$$
  - **AEL Grid** - Planning, Training, Exercise, Contract Security, Indirect Costs, M&A should be listed but will not have an associated AEL.

# Application Form/Investment Justification (cont.)

## ➤ **Section V. Milestones**

Steps/Dates that sequentially build upon each other toward project completion

Common milestone include, but are not limited to:

- Award notification and completion of award paperwork (10/1/21 – 10/31/21)
- Environmental and Historic Preservation paperwork completion, submission and approval (10/1/21 – 11/30/21)
- Secure bids (10/31/21 – 12/15/21)
- Selection and award of contracts to vendors (1/1/22 – 1/31/22)
- Installation and testing of equipment (2/1/22 – 7/15/22)
- Training delivery (8/1/22 – 8/31/22)
- Vendor payments, grant closeout paperwork (9/1/22 – 9/30/22)

# Application Form/Investment Justification (cont.)

## ➤ **Section VII. Impact**

- Core Capabilities – Refer to National Preparedness Goal
  - Mission Areas (Prevent, Protect, Mitigate, Response, Recovery) are **NOT** Core Capabilities
- 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.



# 2021 Arizona NSGP Supplemental Form - 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.

# 2021 Arizona NSGP Supplemental Form – Risk Assessment Questionnaire

- Responses will be used to assess Need & Impact
- Site must be currently occupied
- Vulnerability Risk Assessment/Threat Vulnerability Assessment
  - Must have been completed within the last 5 years
- Must describe any enhancements made since assessment was completed

# 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-based/spiritual/religious
    - 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
  - Applicants will be notified via email
- Period of Performance
  - Anticipated to be October 1, 2021 – September 30, 2022

# Timeline



# Application Package

1. **Application/Investment Justification**
  - ✓ **Only Item Forwarded for Federal Review**
  - ✓ Use the Helpful Hints
  - ✓ Review NSGP Scoring Tool
2. **Vulnerability Risk Assessment**
3. **2021 Arizona NSGP Supplemental Form (7 tabs)**
  - ✓ Mission Statement
  - ✓ Project Detail
  - ✓ Risk Assessment Questionnaire
  - ✓ Standard Data Collection
  - ✓ Financial Systems Survey
  - ✓ FFATA (Federal Funding Accountability and Transparency Act)
  - ✓ Civil Rights

**Deadline: April 23, 2021, 5:00 p.m.**  
**Email to: [cbowen@azdohs.gov](mailto:cbowen@azdohs.gov)**

# Questions?

## Contact Information

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[www.azdohs.gov/nsgp](http://www.azdohs.gov/nsgp)