Governor Katie Hobbs

Interim Director Susan Dzbanko

Arizona Department of Homeland Security

FY2024 State of Arizona
Nonprofit Security Grant Program (NSGP)

Grant Information Seminar
November 2024
Please turn your microphones and video off.
Please type your name and nonprofit organization in the Chat Box.
Presentation will be posted on the AZDOHS website following last webinar.

Agenda

- FY2024 State of Arizona NSGP Overview
  - Eligibility, application package
  - Examples and/or Information under the Planning, Equipment, Training, Contracted Security
  - Application Overview
- FY2024 State of Arizona NSGP Application Timeline (including due date)
- Application Package & Review Process

FY2024 State of Arizona NSGP Grant Guidance

▶ Released **November 1, 2023**

▶ **Email Notification** of State of Arizona NSGP Application Period

- If not on AZDOHS NSGP Email list, send request to cbowen@azdohs.gov

▶ Application period of **11/1/23 – 12/15/23**

FY2024 State of Arizona NSGP

▶ Legislation effective 10/31/23

▶ $1M State of Arizona NSGP

FY2024 State of Arizona NSGP Overview

▶ Target/Facility-hardening

- Nexus to terrorism/extremism

- Security Enhancements
  - Items that help prevent/protect against acts of terrorism/extremism

Eligibility Criteria

▶ 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.

1. Have applied for the federal nonprofit security grant and not received funding for the same year the applicant is applying for the state grant.

2. Have been unable to apply for the federal nonprofit security grant due to an inability to fund the request up front and wait for reimbursement.

Reimbursement or Advance Payment

- Reimbursement or Advance Payment (if applicable)
    1. Reimbursement - If meet eligibility criteria wherein nonprofit applied for 2023 USDHS/FEMA NSGP funding and did not receive an award, reimbursement process will be utilized.

    2. Advance Payment - If nonprofit is unable to pay for security enhancements upfront and request reimbursement after payment, an Advance Payment process will be utilized.

Maximum Award Amount

▶ Eligible nonprofit organizations may apply for an award amount

- Up to $100,000 total per nonprofit organization
- Three/3 - Maximum number of applications per nonprofit organization
  - One application per location
  - Vulnerability Assessment required for each location
  - Total amount for all sites may not exceed $100,000

▶ Applicant must provide a Unique Entity Identifier (UEI)

▶ Individual submitting the application should 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.

What type of entities/organizations are not eligible to apply under NSGP?

- Utility Companies
- For-profit transportation entities/companies
- For-profit hospitals Public schools (elementary, middle, or high schools)
- For-profit colleges/universities
- For-profit public venues, stadiums, amusement parks
- Organizations active in politics/lobbying
- Volunteer Fire Departments
- Community Service Organizations (Kiwanis, Rotary, Lions Clubs, etc.)
- Homeowner associations, labor, agricultural, or horticultural organizations
- Governmental Entities

Arizona Application Package

Must include the following:

▶ **Application – Excel File**

    a. <u>Download and save form first</u>. Then open the form from the saved area.

    b. **Enable content**

    c. **Multiple tabs**

▶ **Vulnerability Assessment** (*No standardized form*) – 3 Ways to Obtain

    1. CISA Self Assessment (https://www.cisa.gov/houses-worship-security-self-assessment),

    2. ACTIC - Link to request an assessment available at https://azdohs.gov/usdhs-fema-nsgp or by emailing *cikr@azdps.gov.*

        a. FYI - Assessments requested may take time to complete depending upon available staff

    3. Vendor Assessment

    ▪ Assessments must have been completed within the last 5 years

Submission Deadline: **December 15, 2023 by 5:00 p.m.**

Applications emailed to: hs@azdohs.gov

Recommended order of importance/completion

1. Complete or request a **vulnerability assessment** if you do not already have one
   a. **Application is based on vulnerability assessment**
      1. Self-Assessment https://www.cisa.gov/houses-worship-security-self-assessment
      2. ACTIC Assessment - Request Form on website at https://azdohs.gov/usdhs-fema-nsgp
      3. Vendor Assessment
   b. Assessments are good for 5 years in Arizona if no significant changes have occurred

2. Acquire a **Unique Entity Identifier** (UEI) number
   a. SAM.gov

3. Download State of Arizona NSGP Application (Excel file) and begin drafting responses

Allowable Cost Categories

➢ Planning

➢ Equipment

➢ Training

➢ Contracted Security Personnel

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 access and functional needs as well as those with limited English proficiency.

Examples of planning activities allowable under this program include:

1. 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 or other extremist attack.

- ▶ Video Surveillance Systems (security cameras)
    - ▪ Facial recognition or License Plate Reader software is not allowed
- ▶ Bollards
- ▶ Fencing
- ▶ Impact Resistant Film/Windows
- ▶ Access Control Systems
- ▶ Security enhanced doors/windows

Training

- **Training** – limited to an organization's security personnel, staff, members and volunteers only

  - **Security-related**

    - **Applications should include specific details about proposed training <u>– to include topic, organization attendees/participants, length, and vulnerability the activity will help mitigate</u>**

  - Limited to protection of facility and its occupants

    - Examples: Terrorism awareness/employee preparedness (Community Emergency Response Team), Active Shooter, emergency first aid

Contracted Security

▶ Contracted Security – **must** be acquired through a **competitive process**

▶ Allowable if **not** already included in **current operating budget**

▶ NSGP funds **may <u>not</u> be used to purchase equipment for contracted security**

NSGP Overview: Unallowable Project Examples

- Organizational operating costs
- Direct hiring of public safety personnel
- General-use expenditures
- Overtime
- Development of risk or vulnerability assessments
- License Plate Reader (LPR) systems
- Facial recognition software
- Knox Boxes

- Guns/weapons or weapons training
- Landscaping
- Initiatives that study technology development
- Pre-award costs
- Sexual Predator Screening Database
- Organizational salaries

Application – Excel File

Sections of the Application File – 7 tabs

1. Instructions
2. Application
3. Project Detail
4. Vulnerability Assessment Questionnaire
5. Standard Data Collection
6. Financial Systems Survey
7. Advance Payment Certification (if applicable)

Application – Tab 1

III. **Risk** – **Nexus to Terrorism**

- **Threat**

  - Identification or specific threats against nonprofit or closely related organization by a terrorist organization

  - Include findings from risk assessment, police findings or claims that may have been made at the location

- **Vulnerability**

  - What are the specific vulnerabilities that expose your facility/location to potential impact from a terrorist or other extremist attack?

- **Potential Consequences**

  - What would happen as a result of an attack? What's the potential impact to your facility, the organization and the people it serves?

Application – (continued)

IV. **Facility Hardening**

- **Narrative** – fully **describe target-hardening activities**, associated costs and **link to vulnerability assessment**

  - Example: Fencing – 240 feet of 8-foot chain-link fencing topped with 1 foot of barbed wire addressing the vulnerability to breach/access the facility along the west side. (AEL# 14SW-01-WALL)

    240 feet x $208.33 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 the current inability to monitor the exterior of the facility and identify suspicious activity to prevent or protect from an incident.

    8 cameras x $625 = $5,000

Application – (continued)

v. **Milestones** **(January 15 – May 31)**

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

Common milestone include, but are not limited to:

Milestone	Start Date	End Date
Award notification and completion of award paperwork	1/15/24	1/31/24
Grant paperwork completion and submission	1/15/24	1/31/24
Secure estimates/quotes (fencing, security system, access control)	1/15/24	2/15/24
Selection and award of contracts to vendors	2/5/24	3/1/24
Installation and testing of security camera & monitoring equipment	3/1/24	5/15/24
First Aid training delivery	3/1/24	5/15/24
Vendor payments, grant closeout paperwork	5/15/24	5/31/24

Application – (continued)

VII. Impact

- How will your facility be more secure?
  - Refer to Scoring Criteria
    - Be descriptive and address each of the vulnerabilities and consequences

Project Detail Sheet – Tab 2

➢ Recommend getting estimates as a basis for the costs

    ➢ Consider potential cost increases

➢ **Authorized Equipment List (AEL)**

  ➢ Definitions – last tab

  ➢ Equipment - Dropdown AEL menu under

➢ 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(s) is 18, round up to 20) If awarded, number of items must not exceed estimated number in Project Detail Sheet

  ➢ # of cameras, # of doors, linear feet of fence, # of bollards, etc.

Vulnerability Assessment Questionnaire – Tab 3

➢ Responses will be used to assess Need & Impact as compared to other applications

➢ Site must be currently occupied & utilized by the organization (not used as a residence or being remodeled/built for future use)

➢ Vulnerability Assessment

- Must have been completed within the last 5 years
- If using an assessment completed prior to current year, you must describe any enhancements made since assessment was completed

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Standard Data Collection – Tab 4
Financial Systems Survey – Tab 5
Advance Payment – Tab 6

- ➢ Tabs 4 & 5 - Information collected in advance of potential award

- ➢ Advance Payment Tab 6
  - ➢ To be completed if applicable

Timeline

November 2023

- AZ-NSGP Application Period Opens
- Grant Information Seminar Conducted

December 2023

- **12/15/23** - Application Period Closes
- 12/15 - 12/31/23 - Review/Prioritization of Applications

On or before January 15, 2024

- Awards Announced
- Final Awards to Subrecipients
- Subrecipient Orientation Meeting
- Period of Performance will begin

January – May 15, 2024

- Project Activities Completed
- **May 15** - Last day to process Advance Payments

May 16 - June 15, 2024

- Final Reimbursement Documentation Received and Processed by AZDOHS
- **6/15/24** - All advance Payment proof of payment documentation has been submitted to AZDOHS
- 6/30/24 - FY2024 AZ-NSGP ends and all requests for reimbursements have been paid

Application Package
(https://azdohs.gov/az-nsgp)

1. **Application (Excel File – multiple tabs)**

   ✓ Review completed application with NSGP Scoring Matrix

   ✓ **No reach-back if errors or missing information**

2. **Vulnerability Assessment**

   ✓ **No Standardized Form**

Deadline: **December 15, 2023, 5:00 p.m.**

Save the Application files using the following naming convention:

   ✓ **Application:** FY2024_AZ_NSGP_<Nonprofit Name>

   ✓ **Assessment:** FY2024_AZ_NSGP_VA_<Nonprofit Name>

Email to: hs@azdohs.gov

Application Review & Award Process

- AZDOHS Review
  - Equipment (Allowable)
  - Nonprofit Organization Eligibility
    - Nonprofit status
    - Unique Entity Identifier (UEI) number
  - Vulnerability Assessment
    - Project Elements are Supported by Assessment
  - Scoring
  - Need and Impact
  - Bonus Points
    - Applicants that have not received funding previously
    - Additional bonus points based upon organization type
- Awards to be **announced** by January 15, 2024
  - **All applicants will be notified via email**

- Period of Performance (POP)
  - **Anticipated to be January 15, 2024 – May 31, 2024**
  - **Approximately 5-month POP**

Takeaways

- **AZ Application Package – 2 items to be submitted**
  1. **Application (Excel file – Complete all applicable tabs)**
  2. **Vulnerability Assessment**
- Application <u>must</u> be supported by vulnerability assessment
- Clearly express **risk or a nexus to potential terrorist or other extremist attack**
- Include Authorized Equipment List (AEL) numbers for equipment items, **no brand names or vendor names**
- Incomplete application (sections left blank) reduces score
- Review your application with the Scoring Matrix prior to submission
- **Save the Application files** using the following naming convention:
  - **Application:** FY2024_AZ_NSGP_<Nonprofit Name>
  - **Assessment:** FY2024_AZ_NSGP_VA_<Nonprofit Name>

Questions?

Contact Information

Name	Email	Phone Number
Cheryl Bowen Kennedy Assistant Director – Community Preparedness	cbowen@azdohs.gov	602-377-6723
Terry Riordan Assistant Director – Finance	triordan@azdohs.gov	602-531-4908
Rhonda Wellan Grant Specialist NSGP POC - Reimbursements	rwellan@azdohs.gov	602-618-0221
Michael Stidham Critical Infrastructure Coordinator Equipment Specialist	mstidham@azdohs.gov	602-228-3618

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