



FY2025



FY2024/2025 State of Arizona Nonprofit Security Grant Program

ARIZONA DEPARTMENT OF HOMELAND SECURITY

JULY 2024

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FY2024/2025

State of Arizona Nonprofit Security Grant Program (AZ-NSGP)

Overview

Pursuant to Arizona Revised Statutes; amending laws 2018, Chapter 278, Section 17, as amended by laws 2021, Chapter 403, Section 24 and laws 2022, Chapter 310, Section 6, in Fiscal Year (FY) 2023-2024; the State of Arizona Nonprofit Security Grant Program (AZ-NSGP) was established. The Arizona Department of Homeland Security (AZDOHS) shall award up to \$1,000,000 for each of the fiscal years 2024 through 2028. An Applicant may not receive more than \$100,000 in any fiscal year.

Program Objectives

The State of Arizona Nonprofit Security Grant Program (AZ-NSGP) is established to provide funding for safety and security projects to nonprofit organizations that are at greatest risk of a terrorist attack or at risk of hate crimes or attacks because of the nonprofit's ideology, beliefs or mission for target hardening and other security enhancements and activities.

State Award Information

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| 1. Available Funding for FY 2025 | \$1,000,000 |
| 2. Maximum Award Amount | \$ 100,000 |
| Each Applicant may only represent one site/location/physical address per application. Applicants with multiple sites may choose to apply for additional sites up to a maximum of three (3) sites. <u>Total amount for all sites for each Applicant may not exceed \$100,000.</u> If an Applicant applies for projects at multiple sites, regardless of whether projects are similar in nature, each individual site must include a vulnerability assessment unique to each site. Failure to do so may be cause for rejection of the application. | |
| 3. Period of Performance | Approximately 7-8 months |
| 4. Projected Period of Performance Start Date: | November 1, 2024 – May 31, 2025 |

The period of performance will be truncated to meet the fiscal year budgetary expenditure deadlines.

Eligibility

Eligible nonprofit organizations are those organizations that satisfy each of the following three (3) criteria:

1. The Applicant must meet the requirements of section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and be exempt from tax under section 501(a) of such code. This includes entities designated as "private" (e.g., private institutions of higher learning), as private colleges and universities can also be designated as 501(c)(3) entities.

Note: The Internal Revenue Service (IRS) does not require certain religious organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c)(3) of the IRC; such organizations are automatically exempt if they meet the requirements of section 501(c)(3). See [https://www.irs.gov/charities-non-profits/churches-integrated-auxiliaries-and-conventions-or-associations-of-churches#:~:text=Churches%20\(including%20integrated%20auxiliaries%20and,exempt%20status%20from%20th](https://www.irs.gov/charities-non-profits/churches-integrated-auxiliaries-and-conventions-or-associations-of-churches#:~:text=Churches%20(including%20integrated%20auxiliaries%20and,exempt%20status%20from%20th)

[e%20IRS.](#)

Refer to the links below for additional information:

- [Exemption Requirements - 501\(c\)\(3\) Organizations | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations#:~:text=To%20be%20tax%2Dexempt%20under,any%20private%20shareholder%20or%20individual.), at <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations#:~:text=To%20be%20tax%2Dexempt%20under,any%20private%20shareholder%20or%20individual.>
- [Tax-Exempt Status for Your Organization | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/publications/p557), [https://www.irs.gov/publications/p557\)](https://www.irs.gov/publications/p557)
- [Charities and Nonprofits | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/charities-and-nonprofits), at <https://www.irs.gov/charities-and-nonprofits>

2. An Applicant must have met the eligibility requirements of the US Department of Homeland Security Federal Emergency Management Administration (USDHS/FEMA) Nonprofit Security Grant Program for the applicable grant year, and must show either of the following in its application:
 - a. Have applied for the federal nonprofit security grant and not received funding in the last three grant cycles (2023, 2022, 2021). Applications submitted for the 2024 federal NSGP will not be considered for the FY2025 AZ-NSGP. Note that the federal application will not be accepted as an application for the AZ-NSGP; the Applicant will need to complete the current year AZ-NSGP application form.
 - b. 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. If an Applicant is applying because of its inability to fund the request up front, the Applicant will be required to self-certify the need for advance payment.
3. The Applicant must be able to demonstrate, through the application, that the Applicant is at greatest risk of a terrorist attack or at risk of hate crimes or attacks because of the Applicant's ideology, beliefs or mission and that a risk or threat is occurring at the time of application or has occurred in the two years prior to applying for the grant.

Application and Submission Information

1. Key Dates and Times
 - a. **Application Start Date:** **July 29, 2024**
 - b. **Application Submission Deadline:** **September 10, 2024 at 5 p.m. MST**
 - c. **Announcement Funding Selection Date:** **By October 15, 2024**

Applicants shall submit a complete application package to AZDOHS via email to hs@azdohs.gov.

The Applicant's AZ-NSGP application package shall include:

1. A completed AZ-NSGP application (Excel file)
2. Vulnerability Assessment – Each Applicant must include a vulnerability assessment unique to the site/location/physical address indicated in the application. There is no standard vulnerability assessment form.

Vulnerability assessments can be provided in one of the following forms:

- a. Cybersecurity and Infrastructure Security Agency (CISA) Self-Assessment (<https://www.cisa.gov/houses-worship-security-self-assessment>). Although the CISA form is specifically written for houses of worship, the questions are easily translatable to any nonprofit organization. **NOTE:** Clicking the link above will take you to the Self-Assessment landing page where there are explicit directions on how to complete the form. Please read all instructions on the landing page and then scroll to the bottom of the page and click "Next-Assessment Details" to begin the Self-Assessment.
- b. A vulnerability assessment completed by the Arizona Counter Terrorism Information Center (ACTIC). A vulnerability assessment request form is available on the AZDOHS website at <https://azdohs.gov/usdhs-fema-nsgp>. Request forms may be emailed to cikr@azdps.gov.
- c. An assessment by a vendor with whom the Applicant has contracted. Please note if an Applicant uses a vendor to complete an assessment, that vendor and any of its affiliates are not eligible to provide any security enhancement services or equipment funded by a resulting grant.

Applications must include the items listed above. Incomplete applications will not be considered for grant funding.

Funding Restrictions and Allowable Costs

Treatment of all costs charged to awards covered by this grant opportunity must comply with the approved award budget allocations; the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200; the Arizona State Procurement Code (ARS 41-2501 to 2673); and the State of Arizona Accounting Manual (available at <https://gao.az.gov/state-arizona-accounting-manual-saam>), unless otherwise indicated in the terms and conditions of the award. Awardees will be required to sign a grant agreement that outlines all terms and conditions.

Pre-Award Costs

Pre-award costs are not allowable for this program. This includes, but is not limited to, amounts paid by the Applicant to a vendor for a vulnerability assessment.

Allowable Costs

Planning

Includes those activities that are related to protecting a facility, the people within the facility and those with access to the facility and providing for their functional needs; and includes developing and enhancing a nonprofit organization's security plans and protocols, emergency contingency plans and evacuation or shelter-in-place plans and the materials that are required to conduct planning activities.

Equipment

Includes target hardening, physical and information technology security enhancements, acquisition and installation of security equipment on real property, including buildings and improvements, that is owned or leased by the nonprofit organization, reinforced doors and gates, perimeter lighting, exterior and interior door locking, alarm systems, camera-based security systems, access control systems, blast resistant film for windows or shatter resistant glass, lock-down systems, public address systems, high-intensity lighting and alarms, inspection and screening systems, and access control.

Grant funds may not be used to supplant an Applicant's current expenses for target hardening, safety or security projects and must be used for additional needs beyond the Applicant's current expenses. AZ-NGSP grant funds may not be used to purchase equipment for contract security or security personnel.

Training

Includes training that addresses a specific threat or vulnerability; and includes: Attendance and travel fees for training the nonprofit organization's staff or members and security training and exercises or drills, including stop the bleed, active shooter, and shelter-in-place, for the nonprofit organization's staff, members and visitors; and training-related expenses, including supplies, materials and equipment.

Travel fees must be preapproved by the AZDOHS. No personnel costs associated with attending training courses, such as overtime and backfill costs, are allowable.

Contract Security

Costs of contract security personnel or newly hired security personnel are allowed under this Program. This funding may not be used to supplant expenses for the organization's current security personnel but may be used to supplement additional security personnel needs based on identified risk.

[Other Considerations](#)

Changes to Scope of Work

Recipients are selected through a competitive process. Projects are rated and ranked based on the application as submitted. Therefore, changes to the scope of work after an application is submitted are not permitted. The expectation is for each Applicant to thoroughly plan out the entire process of each proposed project from project conception to completion.

Extensions

There are no extensions. Recipients are expected to complete all grant-funded activities by the end of the period of performance. Any costs incurred outside of the period of performance will be unallowable under the grant award. Funds remaining at the end of the period of performance must be returned to the State.

Review and Selection Process

Application packages are reviewed based on the following criteria:

1. AZDOHS review of Applicant eligibility may include inquiries with the IRS and the Arizona Corporation Commission.
2. Receipt of a **complete** application package. A complete application package includes:
 - a. An application
 - b. A vulnerability assessment
3. All applications will be assessed as follows:
 - a. Completeness of Application – The information required for each of the following Sections I through VI.

SECTION	POSSIBLE POINTS
I. Applicant Information	Not Scored
II. Background	5
III. Risk	15
IV. Facility Hardening	10
V. Milestones	5
VI. Impact	5
Total Possible Points	40

- b. Application funding requests must be supported by a vulnerability assessment. All funding items requested must be identified in the vulnerability assessment.
- c. Need and Impact
 - i. The relative needs of the Applicant, as compared to other Applicants
 - ii. The feasibility of the Applicant's proposed project, and how effectively the proposed project addresses the Applicant's identified needs.
- c. Bonus points
 - i. Funding history - 10 points will be awarded to Applicants that have not received prior federal Nonprofit Security Grant Program (NSGP) funding.
 - ii. Bonus points will be added based on the Applicant's organization type:
 - i. 3 points for ideology-based/spiritual/religious entities;
 - ii. 2 points for medical and educational institutions; and
 - iii. 1 point for all other nonprofit organizations.
- d. Priority will be given to nonprofit organizations that are unable to apply for federal funding due to their size or inability to wait for reimbursements for projects and that have not received federal funding in the last three federal grant cycles.
- e. Final reviews will be conducted by an Informal Review Panel (IRP) consisting of at least three (3) members with experience in security risks for nonprofits representing both rural and urban areas.

Awards

Final funding decisions are made by the Executive Deputy Director of AZDOHS. Awards are based on the overall score of the application review as outlined above under the Review and Selection Process.

Reimbursement Program Recipients

For Applicants who applied for a federal nonprofit security grant and did not receive funding, payment of grant funds will be made via reimbursement. Applicants in this category will be reimbursed in accordance with the terms of a grant agreement to be signed by the Applicant and AZDOHS. Reimbursement requests must be submitted by June 15, 2025.

Advance Payment Program Recipients

The AZ-NGSP statute contains a provision wherein Applicants who have been unable to apply for the federal nonprofit security grant due to an inability to fund the request upfront may apply for the AZ-NSGP.

For those Applicants indicating a need for advance payment, the following criteria will apply:

1. Applicant must establish that it is a nonprofit with inability to pay upfront costs in its AZ-NSGP application form.
2. Applicant must have completed an Automatic Clearing House (ACH) form to receive electronic payment.
3. Advance payments will be processed on an incremental basis in accordance with the awarded components (i.e. lighting, surveillance equipment, fencing, etc.) of the grant that the Applicant anticipates becoming due within 30 days of Advance Payment request.
 - a. End of Period of Performance
 - i. Final requests for Advance Payment must be submitted by May 15, 2025.
 - ii. Proof of payment of final Advance Payment must be received by June 15, 2025.
4. Applicant may request Advance Payment for a component of the award (i.e. lighting, surveillance equipment, fencing, etc.) as may be necessary to complete the security project. Project deposits will be allowed also.
5. Requests for Advance Payment will be made utilizing the Advance Payment Request form
 - a. Applicants will submit a copy of the initial and/or final invoice for payment. Advance payment request must include the following:
 - i. A completed Advance Payment Request Form, mailed to AZDOHS with two original signatures.
 - ii. Copies of three (3) quotes acquired or quote from a State Cooperative vendor and letter indicating that the Applicant is a member of the State Cooperative and using a State Cooperative member vendor (<https://spo.az.gov/programs/cooperative>)
 - iii. Copy of invoice and/or contract
 - b. AZDOHS will review Advance Payment requests and, if complete (meeting the criteria above), will process Advance Payment using an electronic fund transfer (EFT).
 - i. If the Applicant receives advance payment from AZDOHS within the timeframe of the terms of the invoice, but does not pay the vendor within the invoice terms, the Applicant may receive an audit finding for failure to meet cash management requirements. The Applicant may also be required to pay interest on the funds if they were held in an interest bearing account or return the interest to AZDOHS.
 - ii. If the Applicant does not receive advance payment from AZDOHS by the time the vendor's invoice is due, payment cannot be withheld from the vendor until AZDOHS funds are received. Regardless of receipt of funds from AZDOHS, the Applicant must honor its contractual obligation to the vendor. Failure to do so may result in an audit finding against the Applicant.
 - c. Within 45 business days following payment of the vendor by the Applicant, the Applicant must submit to AZDOHS a copy of proof of payment to the vendor. If payment is made with a credit card, the Applicant is required to submit proof that the credit card charge has been paid.
 - d. Failure to provide proof of payment may result in a finding of noncompliance, recollection of the funds from the Applicant, and/or discontinuance of future advance payments until such time proof of payment is provided.
6. Applicant is responsible for complying with the terms and conditions of any contract between a contractor/vendor and Applicant. AZDOHS does not assume any liability for or any responsibility for compliance with any contract between the Applicant and Applicant's vendors/contractors, or for payment or any other fees due under any such contract(s).