



Governor Katie Hobbs



Executive Deputy Director Kim O'Connor

Arizona Department of Homeland Security

2024 USDHS/FEMA Nonprofit Security Grant Program (NSGP)

Grant Information Webinar

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
seminar.**

AGENDA

- 2024 NSGP Overview
 - Eligibility, application package
 - Examples and/or Information under the Planning, Equipment, Training/Exercise, Contracted Security, M&A/Indirect Costs categories
- Investment Justification – Highlight Areas
- Arizona 2024 NSGP Application Timeline (including due date)
- Application Package & Review Process

2024 USDHS/FEMA NSGP NOTICE OF FUNDING OPPORTUNITY (NOFO)

- Released by USDHS/FEMA **April 16, 2024**
 - **Posted** to the AZDOHS website on April 19, 2024
- **Email Notification** of Arizona Application Period (4/19/24)
 - If not on AZDOHS NSGP Email list, send request to cbowen@azdohs.gov
- Arizona [application period of 4/19/24 – 5/24/24](#)

NSGP – CHANGES FOR 2024

- **\$274.5M NSGP Available Nationwide**
 - **\$137,250,000/Urban Areas**
 - **\$137,250,000/States**

- **Council on Economic Quality's Climate and Economic Justice (CEJST) replaced the Social Vulnerability Index**

NSGP OVERVIEW

- **Target/Facility-hardening**
 - Nexus to terrorism/extremism
- **Reimbursement Grant**

ELIGIBILITY CRITERIA

- I. 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 2024 UASI-designated urban areas;
 - If nonprofit organization is the **Phoenix-metro area (Maricopa County)**, it would **apply under the Phoenix UA**
 - Nonprofit Security Grant Program State (**NSGP-S**) - be located outside of the FFY 2024 Urban Area Security Initiative(UASI)-designated urban area
 - Outside Phoenix metro/Maricopa County
2. Be able to demonstrate, through the application, that the organization is at high risk of a terrorist or other extremist attack

ELIGIBILITY CRITERIA (CONT.)

3. Eligible nonprofit organizations may apply for an award amount
 - a) Up to \$150,000 per site under the NSGP-UA (Competitive Nationwide)
 - b) Up to \$150,000 per site under the NSGP-S (Competitive within State Allocation)
 - c) Three/3 per funding stream not to exceed \$450,000 total
 - i. Six (6) - Maximum number of applications per nonprofit organization
 - ii. One application per location
 - d) Cannot apply for both UA and S (Same location)
 - i. Application funding source based on location
4. Applicant must provide a Unique Entity Identifier (UEI)
 - a) Applicant may submit an application without a UEI; however, UEI is required if awarded.
- a) 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.

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:

1. **Application Form – 2024 NSGP Investment Justification**
(ONLY DOCUMENT FORWARDED TO FEMA)

Download and save form first. Close out of browser. Then open the form from the saved location.

2. **Arizona NSGP Supplemental Forms** (Excel doc – 7 tabs)

3. **Vulnerability Assessment**
(No standardized form)

- Options for obtaining a vulnerability assessment are posted on website
- Must have been completed within the last 5 years
- FYI - Assessments take time to complete depending upon available staff

Submission Deadline: May 24, 2024 by 5:00 p.m.

Applications emailed to: cbowen@azdohs.gov

RECOMMENDED ORDER OF IMPORTANCE/COMPLETION

1. Request a **vulnerability assessment** if you do not already have one
 - a. Application is based on vulnerability assessment
 - b. Options listed on website at <https://azdohs.gov/usdhs-fema-nsgp>
 - c. 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 and save Investment Justification application form and begin **drafting responses for 2024 NSGP application**

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

Examples of planning activities allowable under this program include:

- I. 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)
 - Cameras for Facial recognition or License Plate Reader software is not allowed
- Bollards
- Fencing
- Impact Resistant Film/Windows
- Access Control Systems
- Security enhanced doors/windows

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: Terrorism awareness/employee preparedness (Community Emergency Response Team), Active Shooter, emergency first aid.
- **Exercise**
 - Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for conducting exercises
 - After Action Report/Improvement Plan

CONTRACTED SECURITY PERSONNEL

- Contracted Security – **must** be acquired through a **competitive process**
 - **Cannot** directly hire individual off-duty law enforcement personnel
- Allowable if **not** already included in **current operating budget**
- May **not** use the NSGP funding to **hire full or part-time employees** that will be placed on a nonprofit's payroll.
- 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 as soon as possible but no later than **May 10, 2024**.
- Email questions regarding M&A and Indirect Costs to: hs@azdohs.gov

NSGP OVERVIEW: **UNALLOWABLE** PROJECT EXAMPLES (AS LISTED BY FEMA)

- Organizational operating costs
- Direct hiring of public safety personnel
- General-use expenditures
- Overtime/backfill
- 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
- Proof-of-concept initiatives
- Pre-award costs*
- Sexual Predator Screening Database
- Organizational operating expenses

*Pre-award costs may be permitted but only with written approval by FEMA, and only if also included in the application; please refer to the NOFO for more information

APPLICATION - INVESTMENT JUSTIFICATION

Responses in each section should address all components in the description.

***Application Form/Investment Justification is ONLY item forwarded for Federal review**

Sections of the Investment Justification Application Form

- I. Nonprofit Organization Applicant Information
- II. Background
- III. Risk
- IV. Facility Hardening
- V. Milestones
- VI. Project Management
- VII. Impact

INVESTMENT JUSTIFICATION – CONTINUED

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?

INVESTMENT JUSTIFICATION – CONTINUED

IV. Facility Hardening (2 parts)

- **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)

$$240 \text{ feet} \times \$208.33 \text{ per foot} = \$50,000$$

- 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 the current inability to monitor the exterior of the facility and identify suspicious activity to prevent or protect from an incident.

$$8 \text{ cameras} \times \$625 = \$5,000$$

- **Authorized Equipment List (AEL) Grid at bottom of Facility Hardening section** - Planning, Exercise, Contract Security, and M&A are listed at the bottom of the drop-down menu but will not have an associated AEL.
- **Training:** AEL# 21GN-00-TRNG

INVESTMENT JUSTIFICATION – CONTINUED

V. Milestones (Oct. 1 – September 30)

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	10/1/24	10/31/24
Environmental and Historic Preservation paperwork completion, submission and approval	10/1/24	11/30/24
Secure estimates/quotes (fencing, security system, access control)	10/31/24	12/15/24
Selection and award of contracts to vendors	1/1/25	1/31/25
Installation and testing of security camera & monitoring equipment	2/1/25	7/15/25
First Aid training delivery	8/1/25	8/31/25
Vendor payments, grant closeout paperwork	9/1/25	9/30/25

INVESTMENT JUSTIFICATION – CONTINUED

VII. Impact

- Measurable outputs and outcomes
- Scoring Criteria – should directly link to the vulnerabilities and consequences described in Section III.
 - Be descriptive and address each of the vulnerabilities and consequences
 - Example questions to consider: Is there anything that can be measured to determine a projected output/outcome? Does it reduce unauthorized access by XX% because there was no locking mechanism previously?

2024 ARIZONA NSGP SUPPLEMENTAL FORM - PROJECT DETAIL SHEET – TAB 2

- Recommend getting estimates as a basis for the costs
 - Consider potential cost increases
- 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 should not exceed estimated number in Project Detail Sheet
 - # of cameras, # of doors, lineal feet of fence, # of bollards, etc.

2024 ARIZONA NSGP SUPPLEMENTAL FORM – 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

TIMELINE

April 16, 2024

- USDHS Release of Federal Grant Guidance to States

By April 19, 2024

- AZDOHS Makes Notification of Process to Stakeholders

**Applications Due
May 24, 2024**

- Organization's (1) Investment Justification Application (2) Vulnerability Assessment, (3) Arizona NSGP Supplement Form document due to AZDOHS no later than 5:00 p.m., [Friday, May 24, 2024](#)

June 3 - June 21, 2024

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

On or before June 24,
2024

- AZDOHS Submits Final Applications to USDHS

Estimated Award

Announcement Date:
August 23, 2024 or
before September 30,
2024*

- USDHS Announces Awards

September/October
2024*

- **Final Awards to Subrecipients**
- Period of Performance will begin*

ARIZONA APPLICATION PACKAGE

([HTTPS://AZDOHS.GOV/](https://azdohs.gov/) USDHS-FEMA-NSGP)

1. Application/Investment Justification

- ✓ Only Item Forwarded for Federal Review
- ✓ Review NSGP Scoring Matrix
- ✓ **Stand-alone document – No reach-back if errors or missing information**

2. Vulnerability Assessment

- ✓ No Standardized Form

3. 2024 Arizona NSGP Supplemental Form (7 tabs)

1. Mission Statement
2. Project Detail
3. Risk Assessment Questionnaire
4. Standard Data Collection
5. Financial Systems Survey
6. FFATA (Federal Funding Accountability and Transparency Act)
7. Civil Rights

Deadline: **May 24, 2024, 5:00 p.m.**

Email to: cbowen@azdohs.gov

NSGP APPLICATION REVIEW

- **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
- **FEMA – Conducts Review on Investment Justification (application) ONLY**
 - Review, Scoring, Bonus Points

APPLICATION & AWARD PROCESS

- Application/Investment Justification reviewed and scored at State level ([AZDOHS](#))
 - Ineligible or incomplete applications or applications with unallowable equipment may not be moved forward/recommended for federal review
- **NSGP – UA** Applications Reviewed by UASI committee/group
 - 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
 - 15 Bonus Points for new subrecipients
 - 15 Bonus Points for underserved populations
 - **Final determinations will be made by the Secretary of Homeland Security**
- Awards typically **announced** in July/August
 - **All applicants will be notified via email**
- **Official Awards Made Upon AZDOHS Receipt of DHS Award to State - Period of Performance**
 - **Anticipated to be October 1, 2024 – September 30, 2025**

TAKEAWAYS

- **AZ Application Package – 3 items to be submitted**
 1. **Investment Justification Application**
 2. **Vulnerability Assessment**
 3. **Arizona Supplement Forms**
- Application must be supported by vulnerability assessment
- Investment Justification (Application) stands alone
 - **FEMA receives the **Investment Justification ONLY****
- 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**
 - AEL numbers are not required for **Planning, Exercise, Contracted Security, M&A**; however, listed at the bottom of the **AEL dropdown menu**
- Incomplete application (blanks) reduces score
- Review your application with the Evaluation Criteria Scoring (Appendix A of NOFO) prior to submission
- **Save the Investment Justification application file** using the following naming convention:
 - For **NSGP-UA**
 - FY2024_NS GP_UA_AZ_Phoenix_<Nonprofit Name>
 - For **NSGP-S**
 - FY2024_NS GP_S_AZ_<Nonprofit Name>

QUESTIONS?

Contact Information

Name	Email	Phone Number
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www.azdohs.gov/nsgp