



GOVERNOR'S OFFICE OF EMERGENCY SERVICES

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STATE OF CALIFORNIA

# **Fiscal Year (FY) 2024 California State Nonprofit Security Grant Program (CSNSGP) Application Workshop**

*Presented by*

## **Cal OES Infrastructure Protection Grants Unit II**

# Agenda

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- Infrastructure Protection Grants Unit II (IPGU II) Staff
- Program Overview
- Purpose of the Grant
- Eligibility Criteria
- Allowable and Unallowable Costs
- Proposal Requirements & Documentation
- CSNSGP Application Walkthrough
- Application Scoring
- Useful Resources
- Threat Assessment Centers

# Infrastructure Protection Grant Unit II (IPGU II)

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The Infrastructure Protection Grants Unit II is responsible for the overall grant management of the California State Nonprofit Security Grant Program (CSNSGP).

## IPGU II Staff

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# Program Overview

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The Fiscal Year (FY) 2024-25 California State Budget allocated \$76,000,000 for the California State Nonprofit Security Grant Program (CSNSGP). This funding is available for nonprofit organizations via competitive proposal process. Applicants can apply for up to \$250,000 in funding and may submit up to two (2) proposals for a total of \$500,000. The number of submissions and amount of funding requested may not exceed these limits.

Grant Subaward Period of Performance (POP) is:  
**December 1, 2024 – December 31, 2026.**

Cal OES rates and ranks the proposals competitively. The highest ranking applicants will receive funding until all of the funding is exhausted.

# Purpose of the Grant

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The purpose of the CSNSGP is to provide funding support for target hardening and other physical security enhancements to nonprofit organizations that are at high risk for violent attacks and hate crimes due to ideology, beliefs, or mission.

The goal of this grant is to integrate the preparedness activities of nonprofit organizations that are at high risk of a terrorist attacks and hate crimes with the broader state and local preparedness efforts.

The CSNSGP also promotes emergency preparedness coordination and collaboration activities between public and private community representatives as well as state and local government agencies.

# Eligibility Criteria

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Must be an eligible nonprofit organization that meet this criteria:

1. Described under section [501\(c\)\(3\)](#) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code.
  - The Internal Revenue Service (IRS) does not require certain 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). These organizations are not required to provide recognition of exemption.
2. Organizations must be considered high risk for violent attacks or hate crimes due to ideology, beliefs, or mission.
3. Located throughout the state of California.

# Eligibility Criteria

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4. Beneficiaries of CSNSGP funds must be 501(c)(3) nonprofit organizations. For-profits or fundraising extensions of nonprofits are not eligible. While these fundraising extensions may be associated with the nonprofit organization, CSNSGP funds must be utilized to improve the safety and security of 501(c)(3) nonprofit organizations.
5. There are some nonprofit organizations that share the same building. In these cases, only one nonprofit organization can apply for CSNSGP funding. The safety and security enhancements can benefit both or all nonprofit organizations that cohabitate or share the same building.
6. Each nonprofit may submit up to two (2) proposals, and each proposal must address a specific site, with its own unique physical address (not a P.O. Box Number) and must occupy the location at the time of Proposal submission. Nonprofits can request up to \$250,000 per location for a total of \$500,000. The number of submissions and amount of funding requested may not exceed these limits.

# Allowable Costs Categories

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1. Planning
2. Equipment
3. Training
4. Construction or Renovation
5. Contracted Security
6. Management and Administration (M&A)
7. Support Services

# Allowable Cost: Planning

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## 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 to 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; and
- Evacuation/Shelter-in-place plans.

Travel, Lodging, Mileage, Fuel, Meals, Backfill/Overtime costs are **not** eligible

# Allowable Cost: Equipment

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## **Equipment Costs:**

Allowable costs must be 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 the prevention of and/or protection against the risk of a terrorist attack. Examples of equipment allowable under this program include:

Reinforced doors and gates, high-intensity lighting, alarm systems, inspection and screening systems, access control systems, and any other security enhancement consistent with the purpose of the CSNSGP and identified in the organization's Vulnerability Assessment (VA) Worksheet.

# Allowable Costs: Training

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## **Training:**

Funding may be used for training-related costs and apply to the nonprofit's employees or members/congregants to receive on-site security training.

Allowable training-related costs are limited to attendance fees for the training, and related expenses such as materials, and supplies.

Travel, Lodging, Mileage, Fuel, Meals, Backfill/Overtime costs are **not** eligible.

# Allowable Costs: Construction/Renovation

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## **Construction or Renovation**

Construction or Renovation activities should be done in support of target hardening activities and is limited to \$100,000.

Equipment installation is not considered construction or renovation.

All Construction or Renovation activities must comply with applicable federal, state, and local laws and regulations.

Applicants must provide a breakdown of construction-related costs on the Application Form.

# Allowable Cost: Contracted Security

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## Contracted Security

Contracted security personnel are allowed under this program. The recipient must be able to sustain this capability in future years without CSNSGP funding.

CSNSGP funds may only be used to pay the wages of the contracted security personnel and may **not** be used to purchase equipment for contracted security personnel. Funding for contracted security cannot exceed 50% of the amount requested.

# Allowable Cost: M&A

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## **Management and Administration (M&A):**

Organizations may use up to 5% of their award for M&A purposes.

This includes: paying staff or third-party contractors/consultants to assist with the management and administration of CSNSGP funds.

Examples of M&A: Submitting Required Documents, Cash Requests, Grant Modifications, Progress Reports to Cal OES, organizing invoices and procurement documents, etc...

Examples of what is **not** M&A: costs associated with designing, engineering, overseeing, or managing security projects

# Allowable Cost: Support Services

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## **Support Services:**

Applicants that receive a subaward under this Program may use and expend up to five percent (5%) of their funds for Support Services activities. This cost consists of providing support services to another nonprofit organization or a cluster of other nonprofit organizations for the following:

- Vulnerability Assessments;
- Security trainings;
- Mass notification alert systems;
- Monitoring and response systems; or
- Lifesaving emergency equipment

# Unallowable Costs

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- Hiring of Public Safety Personnel (ex: Police Officer, Firefighter, and EMTs)
- General-Use Expenditures
- Travel expenses
- Organizational operating expenses, overtime, and backfill
- Initiatives that are unrelated to prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities
- The development of risk/vulnerability assessment models
- Initiatives in which government agencies are the beneficiary
- Any expenses incurred on your projects **OUTSIDE OF THE GRANT PERFORMANCE PERIOD**

# Extension Request

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Extensions to the Period of Performance (December 1, 2024, to December 31, 2026) identified in the subaward will be extremely limited and will only be considered through formal, written requests with specific, reasonable, and compelling justifications that warrant an extension.

Due to the limited encumbrance/expenditure time allowed by the 2024-25 Budget Act, Cal OES will only consider a **30-day** period of performance extension request for the FY 2024 CSNSGP.

# Proposal Required Documentation

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1. Cal OES Vulnerability Assessment (VA) Worksheet (Version 06/23)
2. FY 2024 California State Nonprofit Security Grant Program (CSNSGP) Application Form (Version 07/24)

# Vulnerability Assessment (VA) Overview (1 of 3)

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**Obtain a Vulnerability Assessment (VA) for your organization and record the results on Cal OES VA Worksheet.**

- The VA defines, identifies, and prioritizes vulnerabilities of the organization structure.
- The VA provides the organization with recommended physical security enhancements to make the organization safer.
- Align your target hardening requests with your organization's risk, which are the threats you face, your vulnerabilities, and the potential consequences of an attack.

# Vulnerability Assessment Overview (2 of 3)

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- The VA should be performed by a person with law enforcement, military, other security, or emergency services background. Self-assessments are allowed. Assessor title, credentials, or professional certification related to security are identified in section 1.
- The Cal OES VA Worksheet is a required component of a complete Proposal.
- A webinar on how to complete the VA worksheet is available on our website at [VA Worksheet Webinar](#).
- If a Security Company prepares your VA they are prohibited from Bidding or Contracting for the Products or Services that will be covered under the CSNSGP.

# Vulnerability Assessment Overview (3 of 3)

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- Previous assessments can be used if still applicable. Results of the assessment must be recorded and submitted on the most current version of the Cal OES VA Worksheet which is linked in the FY 2024 CSNSGP Request For Proposal (RFP). Previous versions will **not** be accepted.
- The Cal OES Critical Infrastructure Protection (CIP) Unit may assist in contacting a regional fusion center for additional information on the conduct of a VA. They can be contacted at: [infoshare@caloes.ca.gov](mailto:infoshare@caloes.ca.gov).

# Vulnerability Assessments

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## Current Requirement is the worksheet!

### Vulnerability Assessments Worksheet Purpose:

- Tool to support completion of the application or investment justification
- It is a Worksheet!
- Not a comprehensive security checklist
- It is not scored!!

# CSNSGP Vulnerability Assessments

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## One part of a complete Risk Assessment

- Wider Sense – Vulnerabilities specific to an act of Terrorism that support your organization's security program
- Narrow Scale – Vulnerabilities in areas allowable under the Grant
- Used by your organization to better understand security

# CSNSGP Vulnerability Assessments

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## One part of a complete Risk Assessment

- Do not discount the power of an initial self assessment
- Vulnerability assessments may be conducted in a variety of ways
- Who or How the assessment was conducted is not reviewed
- You may use the worksheet to directly record observations or transfer information to it from another source such as a report, briefing, insurance document, business impact analysis, etc.

# Resources

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CISA Protecting Houses of Worship (Active Shooter Preparation and Self-Assessment):

<https://www.cisa.gov/topics/physical-security/protecting-houses-worship>

Secret Service National Threat Assessment Center (Primarily School Threat Background Information):

<https://www.secretservice.gov/protection/ntac>

FEMA Guide to Emergency Operations Plans for Houses of Worship (Detailed Framework for Planning):

<https://www.fema.gov/node/guide-developing-high-quality-emergency-operations-plans-houses-worship>

# Resources

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- **State Threat Assessment Center:**
  
- **Critical Infrastructure Protection (CIP) Points of Contact:**  
Please reach out to the below contacts to discuss vulnerability assessments.
  - CIP Team email: [va@caloes.ca.gov](mailto:va@caloes.ca.gov)
  
  - CIP VA Phonenumber: 1-888-788-7983

# CSNSGP Application Form

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- The CSNSGP Application Form is a PDF fillable form that Cal OES uses to score and rank each application.
- Should be consistent with the Cal OES VA Worksheet.
- Establishes the target hardening project(s) timeline and milestones for completion.

# FY 2024 CSNSGP Application Form Overview

# Section I: Applicant Information

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**Legal Name of the Organization:** as indicated on your Federal Employer Identification Number (FEIN) letter provided by the Federal Internal Revenue Service.

**Physical Address of the Project Location:** Indicate the address(s) of the location of the projects.

**Mailing Address, If different:** Use your administrative office address, if different from project location.

**Contact Information:** Email address, website address, primary and secondary point of contact.

**Organization Description:** Short description of organization's ideology, beliefs and mission.

**501(c)(3) status:** You must apply with exact name registered with Secretary of State Office which should match your FEIN.

**Funding Request:** Up to a maximum of **\$250,000** can be requested.

**Organization Type:** Select type of organization and provide further details if "Other" is selected.

**Primary Affiliation:** Select organization's affiliation and provide further details if "Other" is selected.

**(This section is not scored)**

## Section II: Background Information

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- Describe the symbolic value of the site as a highly-recognized national or historical institution or significant institution within the community that renders the site as a possible target of violent attacks or hate crimes due to ideology, beliefs, or mission.
- Does your organization serve any population(s) at risk of being a target of violent attacks or hate crimes? If yes, identify the population(s) and explain why the population(s) is/are at risk of being the target(s) of violent attacks or hate crimes?
- Describe any previous or existing role in responding to or recovering from violent attacks or hate crimes due to ideology, beliefs, or mission.

**(This section is worth 7 points)**

## Section III: Risk

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Risk is defined as the product of three principal variables: Threat, Vulnerability, and Consequences.

**A) Threat:** applicant should discuss the identification and substantiation of specific threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The applicant should also discuss findings from risk assessments, police findings, and/or insurance claims specific to the location being applied for including dates and specific threats.

**B) Vulnerabilities:** Applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation, and these should be consistent with the Vulnerability/Security Assessment.

**C) Potential Consequences:** Applicant should discuss potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist or a result of a hate crime.

**(This section is worth 12 points)**

# Section IV: Target Hardening

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Describe each proposed activity or investment and the identified threat or vulnerability that it addresses as well as the associated cost for each activity or investment.

Allowable costs are focused on the following items:

- Planning
- Equipment
- Training
- Construction or Renovation
  - (limited to \$100,000 maximum of total request)
- Contracted Security Personnel
  - (limited to 50% of total request)
- Management and Administration (M&A)
  - (limited to 5% of total request)
- Support Services
  - (limited to 5% of total request)

**(This section is worth 14 points)**

# Section V: Milestones

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Provide description and associated key activities that lead to the milestone event.

Start dates should reflect the start of the grant associated key activities and end dates should reflect when the **MILESTONE EVENT WILL BE COMPLETED.**

Milestone Considerations: time to complete bidding process, time to complete work, and the organization's time involved with managing the projects. Example of Sufficient Milestones:

**Milestone 1.** Create Planning activities by March 2025

**Milestone 2.** Conduct Planning activities by June 2025

**(This section is worth 4 points)**

# Section VI: Impact

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Explain how your organization/facility will be a safer place at the end of the FY 2024 CSNSGP period of performance.

**(This section is worth 5 points)**

# Funding History

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## **Prior Funding**

If the nonprofit organization has received NSGP or CSNSGP funding in the past, provide the fund source, funding year, and total funding received. Cal OES will verify and confirm the information provided by the Applicant in this section.

**(This section is not scored)**

## **Application Certification**

An employee, a volunteer, or a person that has been hired by the nonprofit organization certifies they are authorized to apply on behalf of the nonprofit.

# Application Scoring

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This is a Competitive Grant Process, meaning that your application(s) will be ranked in comparison to all other applications received.

## **Important Applicant Considerations:**

- Completeness of the Application to include all required documents.
- Associated Vulnerabilities/Risks with location.
- Does your requested target-hardening equipment correlate to your Vulnerability/Risk Assessment?
- What is the symbolic/social importance of your site as a possible target?

# Application Scoring

Funding will be awarded to the highest-ranked proposals. Evaluation of the proposals is based on six scored criteria, totaling 42 points.

<b>Section</b>	<b>Section Title</b>	<b>Points</b>
I	Applicant Information	Not Scored
II	Background Information	7
III	Risk	12
IV	Target Hardening	14
V	Milestones	4
VI	Impact	5
	Total	42
Funding History	Funding History	Not Scored

# Application Submission: File Naming

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The following naming convention must be used for submitting proposals:

- **FY 2024\_CSNSGP\_Application\_NonprofitName**
- **FY 2024\_CSNSGP\_VAWorksheet\_NonprofitName**

**Example: FY 2024\_CSNSGP\_Application\_SunshineSchool**

You are encouraged to shorten long organizational names. The full names will be in the text of the document. Use capital letters to separate the names, not spaces.

For example:

Church of the Ocean Wave = ChurchOceanWave

Congregation of our Holy Savior = CongHolySavior

California County Community Center= CalCoCommCtr

# Application Submission: Other Instructions

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Application Forms and VA Worksheets submitted as a combined document will **not** be considered.

Proposal documents must be submitted as PDF attachments. Embedded links will **not** be acceptable.

Password-protected documents will **not** be accepted.

Application Forms and VA Worksheets must be submitted on the most current versions which are linked in the FY 2024 CSNSGP Request For Proposal (RFP). Previous versions will **not** be accepted.

Applicants are encouraged to apply only for the amount of funding necessary to safeguard their facility.

Additionally, applicants are responsible for completing the VA Worksheet and accurately identifying the requested resources onto the Application Form.

It is very important to note that Cal OES staff cannot assist in the creation of the documents. Cal OES staff may only provide clarification on the questions presented in the Application Form.

# Recommendation for Award

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Final funding decisions are made by the Director of Cal OES, based on the following factors:

- Ranked score of the application
- Consideration of funding priorities
- Prior negative administrative and programmatic performance, if applicable

Once the decision has been made, the applicant will be notified via email.

Those selected will receive an Award Letter.

Those not selected will receive a Denial Letter and information on the appeals process.

# Threat Assessment Centers

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<u>California State Threat Assessment Center (STAC)</u>	Sacramento	916-874-1100	<a href="mailto:info@calstas.org">info@calstas.org</a>
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## Regional Threat Assessment Centers

<u>Orange County Intelligence and Assessment Center (OCIAC)</u>	Orange County	714-628-3024	<a href="mailto:ociac@ociac.org">ociac@ociac.org</a>
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<u>Joint Regional Intelligence Center (JRIC)</u>	Los Angeles	562-345-1100	<a href="mailto:jric@jric.info">jric@jric.info</a>
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<u>Sacramento Regional Threat Assessment Center (SAC RTAC)</u>	Sacramento	916-808-8383	<a href="mailto:info@sacrtac.org">info@sacrtac.org</a>
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<u>San Diego Law Enforcement Coordination Center (SD-LECC)</u>	San Diego	858-495-7200	<a href="mailto:info@sd-lecc.org">info@sd-lecc.org</a>
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<u>Northern California Regional Intelligence Center (NCRIC)</u>	San Francisco	1-866-367-8847	<a href="mailto:SIA@ncric.ca.gov">SIA@ncric.ca.gov</a>
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# Proposal Submission

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A Proposal consists of:

- **Cal OES Vulnerability Assessment (VA) Worksheet (Version 06/23)**
- **FY 2024 CSNSGP Application Form (Version 07/24)**

The Proposal must be received electronically, no later than **11:59 pm (PDT) on Monday, September 23, 2024** to: **[CSNSGP@CalOES.Ca.Gov](mailto:CSNSGP@CalOES.Ca.Gov)**

Proposals submitted after this time/date or submitted to any other email address will not be considered.

# Questions

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Please email all questions to:

**[CSNSGP@CalOES.ca.gov](mailto:CSNSGP@CalOES.ca.gov)**