Nonprofit Security Grant Program 2018 Application Workshops

Presented by

Cal OES Infrastructure Protection Grants Unit

Agenda

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- Purpose of the Grant
- Eligibility Criteria
- Urban Area Security Initiative areas (UASI)
- Grant Performance Period
- Allowable and Unallowable Costs
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Infrastructure Protection Grant Unit

The Infrastructure Protection Grants Unit (IPGU) is responsible for the overall grant management of the NSGP, California State Nonprofit Security Grant Program (CSNSGP), and the State and Local Implementation Grant Program (SLIGP).

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Funding Overview

The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)

Announced the FY 2018 NSGP in the amount of $60 million available nationwide for U.S. nonprofit organizations that are determined to be at high-risk of terrorist attack due to their ideology, beliefs, or mission.

Of the $60 million, $50 million is available to nonprofits located in designated urban areas (NSGP-UA), and $10 million is available to nonprofits located outside designated urban areas (NSGP-S).

Funding Overview

Organizations within a specific California Urban Area Security Initiative (UASI) designated urban areas:

Anaheim/Santa Ana Area, Bay Area, Los Angeles/Long Beach Area, Riverside Area, Sacramento Area, and San Diego Area may apply through the State Administrative Agency (SAA) for an award of <u>up to</u> $150,000 identified as **NSGP-UA.**

For **NSGP-S** applicants
California set the maximum amount of the NSGP-S grant at $75,000.

NSGP Purpose

The National Preparedness Goal (the GOAL) is "A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk."

Using the core capabilities the National Preparedness Goal is achieved through five mission areas: **Prevention, Protection, Mitigation, Response, and Recovery.**

The goal of this grant is to integrate the preparedness activities of nonprofit organizations that are at high risk of a terrorist attack due to their ideology, beliefs, or mission with broader state and local preparedness efforts.

Eligibility Criteria

Eligible nonprofit organizations are those organizations that are:

- 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.

- Determined to be at high risk of a terrorist attack by the Secretary of Homeland Security.

- For NSGP-UA only, located within one of the FY 2018 UASI-designated urban areas, listed in Appendix A- FY 2018 NSGP UASI- Designated Urban Areas.

- Eligible nonprofits located outside of FY 2018 UASI-designated urban areas may apply to the SAA to receive funding only under NSGP-S and eligible nonprofits located within FY 2018 UASI-designated urban areas may apply to the SAA to receive funding only under NSGP-UA.

DHS/FEMA will verify that the nonprofit has been included in the correct program and may disqualify applications that are not included in the correct program

FY 2018 NSGP Eligible UASI Areas

Anaheim/Santa Ana Area
POC: Kerrstyn Vega
Phone 714-765-3932
Email: kvega@anaheim.net

Bay Area
POC: Mary Landers
Phone: (415)353-5225
Email: mary.landers@sfgov.org

Los Angeles/Long Beach
POC: Caitlin Ishigooka
Phone: 213-978-0675
Email: caitlin.ishigooka@lacity.org

Riverside
POC: Gail Shulte
Phone: (951) 320-8106
Email: gschulte@riversideca.gov

Sacramento Area
POC: Der Xiong
Phone: 916-808-3775
Email: derxiong@pd.cityofsacramento.org

San Diego Area
POC: Renee Coleman
Phone: 619-533-6758
Email: Rcoleman@sandiego.gov

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Grant Performance Period

ALL FUNDS MUST BE EXPENDED DURING THE PERIOD OF PERFORMANCE

- Performance Period starts in September 2018.

- **Subrecipients have until <u>5/31/2021</u>** to use all their funds.

- You cannot be Reimbursed for, or Advanced funds for, activities begun before you receive notification of completion of the application process.

- The application process must be completed within 45 days of the award notification date.

Allowable Costs

Equipment Costs:

Are focused on target hardening activities. Funding is limited to two categories of items on the [Authorized Equipment List](#) (AEL):

- Physical Security Enhancement Equipment (category 14).
- Inspection and Screening Systems (category 15).

Training:

Funds may support nonprofit organization security personnel to attend security-related training courses and programs.

- Allowable training topics are limited to the critical infrastructure key resources, including physical and cybersecurity, target hardening, and terrorism awareness/employee preparedness including programs such as Community Emergency Response Team (CERT) training, Active Shooter training, and emergency first aid training.

Allowable Costs

Exercise:

Funding may be used to conduct security-related exercises. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, and documentation.

- All shortcomings or gaps found during the exercise, including those identified for children and individuals with access and functional needs—should be identified in an improvement plan. Improvement plans should be dynamic documents with corrective actions continually monitored and implemented as part of improving preparedness through the exercise cycle.

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Allowable Costs

Management and Administration (M&A): Subrecipients may use up to 5% of the amount subawarded to them solely for M&A purposes associated with the subaward.

o Hiring of full-time or part-time staff or contractors/consultants to assist with the management and administration of NSGP funds.

Allowable Costs

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:

o   Development and enhancement of security plans and protocols;
o   Development or further strengthening of security assessments;
o   Emergency contingency plans;
o   Evacuation/Shelter-in-place plans; and
o   Other project planning activities with prior approval from DHS/FEMA.

Unallowable Costs

- Organization costs, and operational overtime costs
- Hiring of public safety personnel
- General-use expenditures
- Overtime and backfill
- Initiatives that do not address the implementation of programs/initiatives to build prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities
- The development of risk/vulnerability assessment models
- Initiatives that fund risk or vulnerability security assessments or the development of the IJ
- Initiatives in which Federal agencies are the beneficiary or that enhance Federal property
- Initiatives which study technology development
- Proof-of-concept initiatives
- Initiatives that duplicate capabilities being provided by the Federal Government
- Organizational operating expenses
- Reimbursement of pre-award security expenses

Any expenses incurred on your projects **BEFORE YOUR PROJECT AWARD LETTER IS ISSUED**

Application Requirements & Documentation

- Data Universal Number System (DUNS) ID

- 501(c)(3) exempt status

- Risk or Vulnerability Assessment & Worksheet

- Contact Sheet

- Mission Statement

- Investment Justification Excel Application

DUNS and SAM.gov:

Data Universal Number System:

- This is a number issued by a <u>private company</u> known as DUN & Bradstreet.

- Your organization must register with DUN & Bradstreet in order to be eligible for grant funds or to bid on federal contracts.

- https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

System for Award Management:

- This is a <u>government</u> website. You must make certain that your organization's DUNS registration is current and active on this website.

- If you have trouble updating your account online you may call them toll-free at 866-606-8220.

- https://www.sam.gov/portal/public/SAM/##11

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New additional Information for Sam.Gov

The following are the steps to register/modify your DUNS numbers

Step 1: **Determine which template is required.**
- You need to formally appoint an Entity Administrator for a <u>single</u> domestic entity. Use Template 1.

Step 2: **Complete the template and print on your entity's letterhead.**
- If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing.

Step 3: **Sign the completed letter in the presence of the notary.**
- Make sure the person who signs the letter is someone with signatory authority, i.e. someone who can make commitments on behalf of the entity like the president, CEO, or other authorized representative.
- Confirm your identity in accordance with your state's notary procedures.

Step 4: **Mail the completed, signed, notarized letter to:**

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285
UNITED STATES OF AMERICA

Cal OES Verification

- 501(c)(3) Determination Letter – You must apply using the exact name on the Determination Letter if you have one.

- We check your EIN number on this IRS website; http://apps.irs.gov/app/eos/. If you are using your parent organization's EIN number, you must also give us a copy of the Supplemental Group List where your organization name is listed.

- DUNS number – We check to verify your DUNS number registration is active and current on this site: https://www.sam.gov/index.html/#.

  The number must be updated each year at the SAM.gov website.

  (Your DUNS number must be Active in SAM.gov before you **RECEIVE** funds)

Cal OES Verification: Debt

- **Delinquent Federal Debt** – FEMA states, "*All recipients are required to be non-delinquent in their repayment of any Federal debt*". If the Delinquent Federal Debt is "Yes" (as shown below) then you will not be able to apply for this grant.

SAM Search Results
List of records matching your search for :
Record Status: Active
DUNS Number:
Functional Area: Entity Management, Performance Information

ENTITY		Status:Active
DUNS: +4:	CAGE Code:	DoDAAC:
Expiration Date: Mar 17, 2016 Has Active Exclusion?: No		Delinquent Federal Debt?: Yes
Address:		
City:	State/Province: CALIFORNIA	
ZIP Code:	Country: UNITED STATES	

Application Process: Contacts Template

- Provide the name of the organization as it appears on the 501(c)(3) Letter of Determination.

- Location/address of the facility applying for the grant. Provide the mailing address if different.

- Web address/URL of the Nonprofit Organization (Verifiable).

- Provide the Email address of the Nonprofit Organization.

- Telephone number of Nonprofit Organization that is applying.

- Name and Title/Role of the person preparing the IJ application documents.

- Yes or No – Is this individual <u>Authorized</u> by the applying organization to submit on their behalf?

- Print the Name, title/role, phone number, and email information of the primary Point of Contact (POC) who will work directly with us on grant transactions.

- Print the contact information for each additional POC. Use a separate sheet if needed for additional information. **PROVIDE AT LEAST TWO CONTACTS**

Not Scored

Application Process: Contacts Template

Legal name of the organization as indicated on the 501(c) (3) document	
Location - address of facility applying for the security grant enhancements	
Mailing, address if different	
Website address of the Nonprofit Organization (Verifiable)	
Email address of the Nonprofit organization	
Telephone number of the Nonprofit facility	

Application Process: Mission Statement

- An official Memorandum or Letter from the applicant on its own letterhead

- Provides the "Who, What, and Why" about the organization

- No official format, but should state the intent/purpose of the organization

- Not scored as part of the overall application

- FEMA Required

Not Scored

Your Logo Here

O U R   C O N G R E G A T I O N

Date: April 21, 2017

From: Congregation of Congregates

Subject: Mission Statement

Our congregation prides itself on serving the community through outreach, charity, and support of our local programs. We congregate regularly to better the lives of our patrons and community. Through outreach we build a better, more cohesive community. Through charity, we assist those who are not as fortunate. Through support of our local programs, we give back to the community that congregates with us.

It is our congregation's honor to be a part of this community and remain a pillar of trust within it.

Sincerely,

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Application Process: Vulnerability Assessment

Obtain a Vulnerability/Risk assessment (VA) for your organization and complete the Cal OES Vulnerability Worksheet.

- The VA defines, identifies, and prioritizes vulnerabilities of the organization structure.

- The VA provides the organization with knowledge of what equipment to purchase to make the organization safer.

- Align your equipment requests with your organization's risk, which are the threats you face, your vulnerability, and the potential consequences of an attack.

Application Process: Vulnerability Assessment

- Align your equipment requests with your organization's risk, which are the threats you face, your vulnerability, and the potential consequences of an attack.

- The VA must be performed by a person with security, emergency services or law enforcement background.

- There is no required format for conducting the assessment itself.

- If a Security Company prepares your Vulnerability Assessment they are prohibited from Bidding or Contracting for the Equipment Installation in accordance with 2 CFR§ 215.43 Competition.

Application Process: Vulnerability Assessment

- Previous assessments can be used if still current and applicable and results of the assessment must be recorded in the Vulnerability Assessment Worksheet and Annex 1.

- A webinar on how to complete the Vulnerability Worksheet is available on our website at VA Worksheet webinar

- The Cal OES Critical Infrastructure Protection (CIP) Unit may assist in contacting a regional fusion center for additional information on the conduct of a vulnerability assessment. They can be contacted at: infoshare@caloes.ca.gov.

Application Process: Investment Justification

- It is the Who, What, When, Where, Why and How of the organization's plan for target hardening.

- It is an Excel Fillable form that Cal OES/FEMA uses to score and rank each application.

- It Should be consistent with any Vulnerability/Risk Assessments performed on the organizations location.

- It establishes the target hardening project timeline and milestones for completion.

Investment Justification (Application) Walkthrough

Investment Justification

NSGP Investment Justification

I. Nonprofit Organization Applicant Information

Identify the Following:

Legal Name of the Organization

Physical Address of the Facility
(One Investment Justification per facility; include city, state, and zip code)

County

Year the Original Facility was Constructed

Organization Type (Short description of organization's ideology, beliefs and mission)
(400 character max- not including spaces)

Membership and community served

501(c)(3) Tax-exempt designation

Dun and Bradstreet Number

Applications can only be submitted with a **current** and **valid** DUNS number; pending DUNS numbers will **not** be accepted.

Urban Area Security Initiative - designated Urban Area (if applicable)

NSGP Federal Funding Request

NSGP Total Project Cost

Any Current Contract with DHS *(yes/no)*

This does not include any DHS or NSGP grant funds previously awarded to the nonprofit organization.

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Investment Justification
Section I: Applicant Information

- **Legal Name of the Organization:** This is the name on your 501(c)(3) Letter of Determination. If you registered as a corporation in California under a different name you will need to notify the federal government, Dun and Bradstreet and SAM.gov to update the organization's profile.

- **Physical Address of the Facility to include the City and/or County Name:** Use your administrative office address. Later in the form you must specify the project address, or addresses, if you will be applying for security enhancements at more than one of the organization's facilities.

- **Year the Original Facility was Constructed:** You should enter the year the facility at the project address was constructed.

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

Investment Justification
Section I: Applicant Information

- **501(c)(3) Number:** Yes or No

- **Dun and Bradstreet Number:** Call 1-800-700-2733 for information on how to obtain or update your organization's profile.

- **FY 2018 Urban Area:** Select from dropdown (Example: Los Angeles/Long Beach). IF you are **NOT** within a UASI-designated urban area. Select **(Not) in the Drop Down**

- **FY 2018 NSGP Federal Funding Request:** Up to $150,000 for Applicants within the UASI Area.

- If you are applying for the NSGP-S **Total Project Cost cannot exceed $75,000.**

- **Any Current Contract with DHS:** Yes or No – if yes, please describe (This does not include previously awarded NSGP Grant funds).

- **Investment Phase –** New or Ongoing.

Describe the nonprofit organization including:
- Membership and community served.
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible target of terrorism.
- Any role in responding to or recovering from terrorist attacks and your involvement in your community in emergency preparedness activities or response.

II. Background

Describe the nonprofit organization including: (500 character max per text box - not including spaces)

Describe the symbolic value of the site as a highly recognized national or historic institution or significant institution within the community that renders the site as a possible target of terrorism

Describe any previous or existing role in responding to or recovering from terrorist attacks

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DHS defines risk as the product of three principal variables: Threat, Vulnerability, and Consequences.

Threat: Applicant should discuss the identification and substantiation of prior threats or attacks on the organization or similar organizations.

Vulnerabilities: Applicant should discuss the organization's susceptibility to destruction, incapacitation or exploitation.

Potential Consequences: Consider potential consequences, the potential negative effects on an organization's assets, system, and/or network if damaged , destroyed or disrupted by a terrorist.

In order to receive full points you must provide answer all three categories.

A. Threat
B. Vulnerabilities
C. Potential Consequences

III. Risk

DHS defines risk as the product of three principal variables: *Threat, Vulnerability, and Consequences*. In the space below, describe specific findings from **previously conducted risk assessments**, including A) Threats, B) Vulnerabilities, and C) Potential Consequences of an attack.

A) Threat: In considering threat, the 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 a risk assessment, police findings, and/or insurance claims specific to the location being applied for including dates and specific threats.

B) Vulnerabilities: In considering vulnerabilities, the applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.

C) Potential Consequences: In considering potential consequences, the applicant should discuss potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack.

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Investment Justification
Section IV: Target Hardening

Describe the proposed target hardening activity

- **Total Federal funds requested:**
  - Up to a maximum of $150,000 inside the UASI Area
  - $75,000 maximum outside the UASI Area
- **Security related training courses and programs if requested:**
  - Allowable training topics are limited to the protection of Critical infrastructure/Key Resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness.
- **Describe the equipment requested:** Include the AEL Number/s and Title(s) of the desired equipment.
  Allowable equipment is limited to:
  - Physical Security Enhancement Equipment (**AEL Category 14**)
  - Inspection and Screening Systems (**AEL Category 15**)

Investment Justification
Section IV: Target Hardening

If you choose to request funding for **Training** and or **Exercise**

Enter all the details regarding **Training and Exercise fund request in the** Section IV. Target Hardening.

Allowable costs are focused on target hardening activities as well as **planning related costs, exercise related costs**, and security-related training courses and programs limited to the protection of critical infrastructure key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness.

Funding can also 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 in protection against the risk of a terrorist attack.

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Investment Justification Section IV: Target Hardening

IV. Target Hardening

In this section, describe the proposed target hardening activity that addresses the identified threat or vulnerability and the associated cost with each activity or investment. Allowable costs are focused on target hardening activities as well as planning related costs, exercise related costs, and security-related training courses and programs limited to the protection of critical infrastructure key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness. Funding can also be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or **(2,200 character max - not including spaces)**

In this section, list all target hardening equipment being proposed. Include the Authorized Equipment List (AEL) number and description, the vulnerability the equipment addresses, and the funding requested.
Allowable equipment is limited to two categories of items on the AEL:
- AEL Category 14 - Physical Security Enhancement Equipment
- AEL Category 15 - Inspection and Screening Systems
The equipment categories are listed on the web based AEL on the FEMA website, https://www.fema.gov/authorized-equipment-list.

AEL Number	Description of Item to be Purchased	Vulnerability to be Addressed	Funding Requested
Ex. ALRM	Systems/Sensors, Alarm	Vulnerable entry	$7,000
1.			
2.			
3.			

Investment Justification
Section IV: Target Hardening

- Equipment listed in this section is the equipment your organization will be expected to install. Equipment must correlate to your Vulnerability/Risk Assessment.

- Bait and Switch Requests will be denied by DHS/FEMA. (This occurs when an organization is awarded grant funding but never intends to use the grant funding as awarded based on its IJ and vulnerability assessment.)

- Evaluation of your IJ application is based on how your proposal addresses the needs identified in the vulnerability assessment and your ability to complete the equipment installations within your budget and the grant performance period.

The AEL List is located on the Responder Knowledge Base (RKB) website.
https://www.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael

Investment Justification
Section V: Milestones

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

- Start dates should reflect the start of the associated key activities and end dates should reflect when the **MILESTONE EVENT WILL OCCUR.**

- **Item 1.** Could relate to the date you expect you will have submitted all your application documents.
- **Item 2.** Milestone should reflect considerations to Environmental Planning and Historic Preservation Review approval.
- **Item 3.** Could indicate when you expect to have obtained all of your bids and begin your first project**.**

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

Investment Justification
Section V: Milestones

V. Milestones

Provide description and associated key activities that lead to the milestone event over the NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable. (10 milestones maximum)

	Milestone	State Date	Completion Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

V. Milestones

Provide description and associated key activities that lead to the milestone event over the NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable. (10 milestones maximum)

	Milestone	State Date	Completion Date
1.	Gather necessary documents, pictures, submit initial grant documents, submit EHP screening form	9/1/2018	10/1/2018
2.	Obtain bids from various contractors, get permits if necessary, wait for EHP approval and grant award letter	10/1/2018	11/1/2018
3.	Finalize with contractors, write and sign contracts	11/1/2018	12/1/2018
4.	Install camera system on perimeter of property	12/1/2018	1/1/2019
5.	Install shatter-resistant glass / wraps on windows	1/1/2019	2/1/2019
6.	Install fence and gates	3/1/2019	5/1/2019
7.	Install alarm system with sensors for doors and windows	9/1/2019	10/1/2019
8.	Install security lighting	11/1/2019	12/1/2019
9.	Seek reimbursement from CalOES	12/1/2019	1/1/2020
10.	Submit Final documents, closeout grant with CalOES	1/1/2020	2/1/2020

- Who will manage the project? Include the name, phone number, and/or email address, and experience of the project manager(s)

- Any challenges to the effective implementation of the project?

- Coordination of the project with State and local Homeland Security partners?

(2,200 Character Max not including spaces)

VI. Project Management

Who will manage the project:
Include the name, phone number, and/or email address, and experience of the project manager(s)

Describe the project management, including:
- Description of any challenges to the effective implementation of this project
- Coordination of the project with State and local homeland security partners
(2,200 character max - not including spaces)

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Investment Justification
Section VII: Impact

- Describe the measurable outputs and outcomes that will indicate that this Investment is successful at the end of the FY 2018 NSGP period of performance.

- What specific National Preparedness Goal is the investment trying to achieve? (Identified in Slide 6).

- How will this investment of funds and equipment make your facility a safer place?

VII. Impact
What measurable outputs and outcomes will indicate that this Investment is successful at the end of the period of performance? **(2,200 character max - not including spaces)**
Which specific National Preparedness Goal (the Goal) core capabilities does this investment work to achieve? Explain how this Investment supports the building or sustaining of these Goal core capabilities. For more information on the Goal see: http://www.fema.gov/national-preparedness-goal.

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- **Funding History-Previous Request Name and Funding**: Provide the funding source, funding amount, funding year and investment type.

- An additional point will be given to nonprofit organizations that have not received prior years funding.

Application Submission:

- DHS makes **Award Determination (usually in August or September).**

- Successful applicants receive a **Notification of Subrecipient Award Approval** letter.

- Successful Applicants will then need to meet several other application requirements before Cal OES notifies them that they have final approval to proceed.

- Cal OES will post a list of the successful California applicants on our **website**.

Naming Convention for organization within a UASI designated urban area:
FY 2018 NSGP CA_UASIArea_NonprofitName_"FILENAME"

Examples of naming your Document:
- **FY 2018 NSGP CA_LosAngelesLongBeach_NonprofitName**
- **FY 2018 NSGP CA_LosAngelesLongBeach_NonprofitName_Mission**
- **FY 2018 NSGP CA_LosAngelesLongBeach_NonprofitName_Contacts**
- **FY 2018 NSGP CA_LosAngelesLongBeach_NonprofitName_VA**
- **FY 2018 NSGP CA_LosAngelesLongBeach_NonprofitName_VAWorksheet**

(You are encouraged to abbreviate long organization names. The full names will be in the text of the document. Use Capital letters to separate the names, not spaces. For example: OceanWave)

The first _ is between the CA and UASI Area, the second _ between the UASI area and the Nonprofit name, the third _ between the Nonprofit name and the document name.

Naming Convention for organization outside of a UASI designated urban area:
FY 2018 NSGP_S_CA_NonprofitName_"FILENAME"

Examples of naming your Document:
- **FY 2018 NSGP_S_CA_NonprofitName**
- **FY 2018 NSGP_S_CA_NonprofitName__Mission**
- **FY 2018 NSGP_S_CA_NonprofitName__Contacts**
- **FY 2018 NSGP_S_CA_NonprofitName__VA**
- **FY 2018 NSGP_S_CA_NonprofitName__VAWorksheet**

(You are encouraged to abbreviate long organization names. The full names will be in the text of the document. Use Capital letters to separate the names, not spaces. For example: OceanWave)

The first _ is between the NSGP and S, the second _ between the S and the State, the third _ between the State and the Nonprofit name, and the fourth _ between the Nonprofit name and the document name.

Application Submission: After Award Notification

Cal OES will then conduct a <u>REQUIRED DOCUMENTS</u> training workshop to explain the rest of the application process.

All Subrecipients Must attend

The following topics will be covered again at the next workshop:

1. 501(c)(3) Letter/or letter of declaration of status
2. Environmental Planning and Historical Preservation (EHP) Requirements
3. Governing Body Resolution
4. Grant Assurances
5. Payee Data Record (CA Standard Form 204)
6. Cash Drawdowns
7. Financial Management and Forms Workbook (FMFW)
8. Procurement/Contracting
9. Recordkeeping
10. Reporting Requirement

Application Submission

NO LATER THAN 08:00 AM (PST) June 11, 2018.

Attach all application documents to an email and send them to:

Nonprofit.Security.Grant@CalOES.ca.gov

(Do NOT send anything else to this email address unless directed to do so. It is not regularly monitored)

Application Scoring

This is a Competitive Grant Process, meaning that your applications will be ranked in comparison to all other applications received. Here are some Applicant Considerations:

- Completeness of the Application to include all required documents.

- Associated Vulnerabilities/Risks with location.

- Do your requested projects correlate to your Vulnerability/Risk Assessment?

- What is the symbolic/social importance of your site is as a possible target?

Application Scoring

The SAA will develop a prioritized list of your Investment Justifications. Successfully ranked IJs will be attached and sent to the Department of Homeland Security (DHS) for consideration.

Section	IJ Section Title	Points
I	Applicant Information	Not Scored
II	Background Information	2
III	Risk	12
IV	Target Hardening	14
V	Milestones	4
VI	Project Management	3
VII	Impact	5
	Total	40

Procurement Standards

- Procurement refers to the purchasing of **supplies, equipment, or services**. Procurement guidelines exist that ensure subrecipients adhere to federal law when spending federal dollars.

- Reimbursement of any arrangement in which a consultant offers to provide free/paid services before an applicant receives a grant in return for future services is prohibited by federal regulations.

- For the NSGP grant, all purchases will be considered *small purchases (under $150,000).* The subrecipient must provide proof of obtaining **at least two estimates** for goods or services over $3,500.

FEMA Competition Requirement

In Accordance with 2 CFR§ 200.319 Competition:

"All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements"

- Your organization should solicit at least 2 bids for work.
- Your bids should be consistent as to which projects the contractors are bidding for
- Competing Bids should encompass the same projects or scopes of work; there should not be a first bid for projects A and B and a second Bid for Projects B and C.
- Make sure there is no conflict of interest in your purchasing decisions.
- **The Authorized Agent cannot be the Vendor.**

Vendor Licensing

The State of California Contractor's State License Board requires that anyone charging $500 or more to perform construction work must be licensed. In accordance with CA Business and Professions Code Division 3, Chapter 9, Article 3, Exemption 7048.

- Make sure your contractor possesses the correct license certification (is qualified to install your equipment).
- Alarm installers are licensed through the Bureau of Security & Investigative Services.

Contractors are required to place their license number on business cards, bids, and contracts.

Licensing information and status can be verified at,
The Department of Consumer Affairs: Contractors State License Board

Grant Timeline

June 11, 2018
08:00 AM Applications Due to Cal OES.

August/September 2018 –
FEMA announces FY 2018 Subrecipient Awardees

September and/or October 2018 –
Cal OES Conducts a Subrecipient Required Documents Workshops.
  – Required Documents are to be submitted to Cal OES
   (*no later than 45 days after last workshop held)*

May 31, 2021 – Grant Performance Period Ends

Useful Links

Cal OES Website:
http://www.caloes.ca.gov/

Obtain a DUNS:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

System for Award Management:
https://www.sam.gov/portal/SAM/#11#1#1

Direct Link to the Federal FY 2018 NSGP materials:
https://www.fema.gov/media-library/assets/documents/164429

Authorized Equipment List (Categories 14 and 15 only):
https://www.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael

Workshops

Workshop Dates:

Sacramento Area
Tuesday, May 29, 2018
10:00 AM – 12:00 PM
Cal OES – Monterey Room
10370 Peter A McCuen Blvd.
Mather, CA 95655

Los Angeles Area
Wednesday, May 30, 2018
10:00 AM – 12:00 PM
Glendale Fire Department
421 W Oak St
Glendale, CA 91204

San Diego Area
Wednesday, May 30, 2018
1:30 PM – 3:30 PM
La Mesa Fire Department
8054 Allison Ave
La Mesa, CA 91942

Red Bluff Area
Thursday, May 31, 2018
10:00 AM – 12:00 PM
Tehama County Sheriff's Office
22840 Antelope Blvd.
Red Bluff, CA 96080

Fresno Area
Tuesday, May 29, 2018
10:00 AM – 12:00 PM
Clovis Fire Department-EOC Room
1233 5th Street
Clovis, CA 93612

Riverside Area
Wednesday, May 30, 2018
8:30 AM – 10:30 AM
City of Riverside Fire Department
3085 Saint Lawrence Street
Riverside, CA 92504

Bay Area
Thursday, May 31, 2018
1:00 PM – 3:00 PM
Alameda County Sheriff's Office
4985 Broder Blvd
Dublin, CA 94568

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Webinars

Webinar Dates	
Tuesday, May 29, 2018 10:00 AM – 12:00 PM Click Here and select your audio preferences Meeting ID 967562271	Monday, June 4, 2018 10:00 AM – 12:00 PM Click Here and select your audio preferences Meeting ID 798517519

Threat Assessment Centers

California State Threat Assessment Center (STAC)	Sacramento	916-874-1100	info@calstas.org
Regional Threat Assessment Centers			
Name	**Location**	**Phone**	**Email**
Orange County Intelligence and Assessment Center (OCIAC)	Orange County	714-628-3024	ociac@ociac.org
Joint Regional Intelligence Center (JRIC)	Los Angeles	562-345-1100	jric@jric.info
Sacramento Regional Threat Assessment Center (SAC RTAC)	Sacramento	916-808-8383	info@sacrtac.org
San Diego Law Enforcement Coordination Center (SD-LECC)	San Diego	858-495-7200	info@sd-lecc.org
Northern California Regional Intelligence Center (NCRIC)	San Francisco	415-575-2749	dutyofficer@ncric.ca.gov

Questions?

Web: http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/infrastructure-protection-grants

**Email Applications NO LATER THAN 0800 AM June 11, 2018
to: Nonprofit.Security.Grant@caloes.ca.gov**
NO late submission accepted

IPGU Unit Phone 916-845-8410

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Tim Reed	916-845-8662	Tim.Reed@CalOES.ca.gov
Scott Sano	916-845-8408	Scott.Sano@CalOES.ca.gov

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