

California Emergency Management Agency



Fiscal Year 2013 Nonprofit Security Grant Program

*California Supplement
Federal Funding Opportunity Announcement*

May 24, 2013

STATE OF CALIFORNIA

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California Emergency Management Agency

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Contact Information

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Section 1 – Application Resources

**Federal Funding
Opportunity
Notice, Fact
Sheet and
Investment
Justification
Template**

The U.S. Department of Homeland Security (US DHS) published the Fiscal Year (FY) 2013 Urban Area Security Initiative (UASI) Nonprofit Security Grant Program (NSGP), Program Funding Opportunity Notice (FOA) previously known as the Federal Guidance on May 21, 2013. The Notice, Fact Sheet and Investment Justification Template may be obtained at: <http://www.fema.gov/fy-2013-urban-areas-security-initiative-uasi-nonprofit-security-grant-program-nsgp-0>

**Information
Bulletins**

The US DHS information bulletins which provide grant updates, information, clarification, and requirements throughout the life of the grant. The US DHS Information Bulletins can be viewed at:

<http://www.fema.gov/grants/grant-programs-directorate-information-bulletins>

**California
Supplement**

The *California Supplement* to the Federal Funding Opportunity Announcement is intended to complement, rather than replace, the federal announcement published by the US DHS National Preparedness Directorate. It is recommended that applicants thoroughly read the federal announcement before referring to the State Supplement. Funding availability, eligible applicants, allowable costs and other key information is described in the federal announcement.

**Funding
Available**

The FY 2013 NSGP makes available \$10,000,000 nationwide. Funds are available to nonprofit organizations in one of the specific FY 2013 Urban Areas Nationwide

Section 2 – Timeline

FY 2013 NSGP Subgrantee Timeline	US DHS Announcement of FY 2013 NSGP	May 21, 2013
	NSGP California Supplement Release	May 24, 2013
	Subgrantee Investment Justification Workshops:	
	<u>Glendale, CA</u> -Glendale Police Department 131 North Isabel Street	May 30, 2013
	<u>San Diego, CA</u> -Office of Emergency Services 5580 Overland Ave Ste 100	May 31, 2013
	<u>Dublin, CA</u> -Office of Emergency Services 4985 Broader Blvd	June 3, 2013
	<u>Mather, CA</u> -Cal EMA HQ , Bldg D 10390 Peter A. McCuen Blvd, California Room	June 4, 2013
	Applicants - Investment Justification Submission Deadline – email to SAA at NonProfit.Security.Grant@CalEMA.ca.gov	June 10, 2013
	Applications Due from the Cal EMA to DHS	June 17, 2013
	US DHS Award Performance Period Ends	August 31, 2015*
	Subgrantee Performance Period Ends (This is 3 months less than the 24 months allocated, due to the SAA grant closeout requirements)	May 30, 2015
	Successful Subgrantee Required Documents Due to Cal EMA 45 days after Identification of Funding letter received	45 days

*Depending on US DHS award date

Section 3 – Overview

Availability	The FY 2013 NSGP makes available \$10,000,000 nationwide. Funds are available to nonprofit organizations located in designated FY 2013 Urban Areas.
Maximum Award Amount	Award amounts to nonprofit organizations shall not exceed \$75,000.
M&A	Management and Administration (M&A) the <u>State SSA</u> – (Cal EMA) will retain 5% of the subgrantee’s Award up to \$3,750 per subgrantee.
M&A (Subgrant)	The Subgrantee (Non-Profit organization) may also use up to five percent (5%) of the FY 2013 NSGP funds awarded to them by the State, to be used solely for M&A purposes associated with the award.
Grant Performance Period	24 months from the date of grant award to SAA. (3 months less for the subgrantee)
Review/Evaluation Process	<p>The process for the review and evaluation of subgrants to nonprofit organizations will be a two-phase risk based process. The process is competitive and no Urban Area or subgrant applicant is guaranteed funding. It is recommended that applicants contact their Regional Terrorism Threat Assessment Center at http://www.calema.ca.gov/ThreatandResponse/Pages/California-State-Threat-Assessment-System.aspx for verifiable threat information.</p> <p>Phase one will be a prioritization Investment Justification submitted by nonprofit applicants prior to the SSA grant submission. The prioritization of subgrant applications will be accomplished by the SAA.</p> <p>Phase two will consist of the final application evaluation by the US DHS. Final decisions will be transmitted from the US DHS to the SAA within 90 days of the SAA application due date.</p>
Eligible Subgrant Applicants	Cal EMA is the SAA for California and is the <u>only</u> eligible grant applicant in the FY 2013 NSGP process. All others are subgrantees will submit applications to the SAA.
Eligible Activities	<p>Eligibility is limited to nonprofit organizations (as described under section 501 (c) (3) of the Internal Revenue Code of 1986 and exempt from tax under section 501 (a) of such code) which are at high risk of terrorist attack due to their ideology, beliefs, or mission and are located within one of the FY 2013 Urban Areas.</p> <p>Allowable costs are focused on target hardening activities, which can be accomplished through the acquisition or installation of security equipment on real property and the participation of the nonprofit organization’s security staff in pre-approved security-related training courses and programs.</p>
Award Determinations	Project Review and Final Award determinations will be made by US DHS.

Section 4 – Subgrant Requirements

Subgrantee Investment Justification & Mission Statement Submittal	<p>Eligible nonprofit organization must submit the completed Investment Justifications Excel® Template, the <u>Completed</u> Word® CONTACT form, and the nonprofit organization’s Mission Statement to the SAA by the due date of June 10, 2013. Email the documents to: NonProfit.Security.Grant@Cal EMA.ca.gov. The Investment Justification template and CONTACT form are located at: http://www.Cal EMA.ca.gov/EMS-HS-HazMat/Pages/UASI-Nonprofit-Security-Grant-Documents.aspx</p> <p>Applications must use the following file naming convention when submitting required documents as part of the FY 2013 NSGP: FY 2013 NSGP <State Abbreviation>_<Urban Area>_<Nonprofit Name>. and must be saved in the Excel® 97-2003 format . Use the same format when saving the CONTACT form and Mission Statement except, add CONTACT for the contact information form, or MISSION for the Mission Statement at the end of the file name.</p> <p>The subgrantee will be notified of Cal EMA’s receipt of the subgrantee’s Investment Justification document, CONTACT form, and Mission Statement documents.</p>
Eligible Equipment Costs	<p>Equipment costs are limited to only two categories from the FY 2013 Authorized Equipment List (AEL). Those categories are Physical Security Enhancement Equipment (Category 14), and Inspection and Screening Systems (Category 15).</p>
AEL and RKB Site	<p>The AEL is sponsored by the U.S. DHS and is found on the Responder Knowledge Base (RKB) website, at https://www.rkb.us/</p>
Allowable Training Costs & Topics	<p>Allowable training related costs under FY 2013 NSGP are limited to attendance fees for the training, and related expenses, such as materials, supplies, and/or equipment. No personnel costs, such as overtime and backfill costs, associated with attending the training courses are allowable. Travel costs are also not eligible. Training projects must be proposed in the Investment Justification and must be presented by a pre-approved training provider. <u>If the applicant is selected for an award</u> they must get obtain Proof of that approval via a feedback number obtained by submitting the “Training Request Form” found here, http://www.calema.ca.gov/TrainingandExercises/Pages/Training.aspx</p> <p>Training topics must relate to protection of Critical Infrastructure and Key Resources including physical and cyber security, target hardening, and must address a specific threat and/or vulnerability as identified in the IJ.</p> <p>Successful applicants will be required to submit subgrant application documents via email before sending via U.S. Mail, to the SAA prior to final Project Award of grant funds.</p>
Subgrantee Required Documents	<p><u>If an Applicant is selected for an Award by DHS, they must submit ALL of the following to receive an Award Letter and funds:</u></p> <ul style="list-style-type: none">• Completed Cal EMA Financial Management Forms Workbook—<ul style="list-style-type: none">○ Application Face Sheet spreadsheet (blue ink signature and printed in portrait orientation)○ Project Ledger spreadsheet○ Project Description spreadsheet○ Equipment Inventory Ledger spreadsheet

Section 4 – Subgrant Requirements

- Training Roster (if applicable)
- Cover spreadsheet
- M&A Roster (if applicable)
- Authorized Agent spreadsheet (blue ink signatures)
- 501(c)3 letter: Designates an organization as being not for profit
- Governing Body Resolution (blue ink signatures)
- Grant Assurances: an agreement to abide by Federal and State regulations when using grant funds
- STD204/Payee Data Record: A form used to assign an organization a Federal Information Processing Standard (FIPS number)
- Environmental Planning and Historic Preservation (EHP)

The **Financial Management Forms Workbook** can be found at:

<http://www.calema.ca.gov/GrantsProcessing/Pages/Financial-Management-Forms-Workbook.aspx>

Post Award Modifications

Post award budget and scope modifications must be requested using the **Cal EMA Financial Management Forms Workbook**, and signed for by the subgrantee’s authorized agent. The modification **Workbook** must be submitted via email for approval prior to sending via U.S. Mail, to the subgrantee’s program representative in the Grant Administration Unit of Cal EMA. The subgrantee will be required to ensure up-to-date project information is entered biannually in the National Preparedness Directorate’s Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov>.

The subgrantee may implement the modifications, and incur associated expenses, only **after** receiving **written final approval** of the modification from Cal EMA.

NOTE: Modifications can be requested once per quarter during the grant performance period. Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

Subgrantees must prepare and submit performance reports to Cal EMA for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed. Subgrantees must complete a **Biannual Strategy Implementation Report** using the **Grants Report Tool (GRT)**, and will also be required to submit additional information and data requested by Cal EMA.

Subgrantee Performance Reports

Cal EMA is currently conducting a program of subgrantee monitoring. The monitoring will encompass the subgrantee’s administrative, programmatic and fiscal management of the grant(s).

Monitoring Subgrantee Performance

These reviews may include, but are not limited to:

- Eligibility of expenditures.
- Comparing actual subgrantee monitoring activities to those approved in the subgrant application and subsequent modifications, if any.

Section 4 – Subgrant Requirements

- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
 - Grant assurances.
 - Information provided on performance reports and payment requests.
 - Needs and threat assessment strategies.

Suspension or Termination

Cal EMA may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.

Closeout

Before taking action, Cal EMA will provide subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

In the **Grant Closeout letter**, the Cal EMA will notify the subgrantee of the start of the record retention period for all programmatic and financial grant related records.

Cal EMA will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed and all funds have been disbursed.
- Completing a review to confirm the accuracy of reported information.
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee is owed additional funds, Cal EMA will send the final payment automatically to the subgrantee.

If the closeout review and reconciliation indicates the the subgrantee did not use all funds received, Cal EMA will issue an invoice or Grant Modification letter to recover the unused funds.