



# FUNDING AVAILABILITY OVERVIEW



The Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) has announced the FY 2014 Nonprofit Security Grant Program (NSGP) awards which makes available \$13,000,000 nationwide for U.S. nonprofit organizations that are determined to be at high-risk of terrorist attack due to their ideology, beliefs, or mission and which are located within specific Californian Urban Area Security Initiative (UASI) areas: Anaheim/Santa Ana Area, Bay Area, Los Angeles/Long Beach Area, Riverside Area, Sacramento Area and San Diego Area.

Nonprofits may seek a grant award of up to \$75,000.

*California Governor's Office of Emergency Services*



# WHAT IS THE PURPOSE OF THE NONPROFIT SECURITY GRANT PROGRAM?

The program seeks to integrate the preparedness activities of nonprofit organizations that are at high risk of a terrorist attack with broader state and local preparedness efforts. The NSGP also serves to promote coordination and collaboration in emergency preparedness activities among public and private community representatives as well as state and local government agencies.





# *Cal* OES

**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**

The California Governor's Office of Emergency Services is also known as the State Administrative Agency (SAA) for the Nonprofit Security Grant Program in California. We are the grant recipient.

*California Governor's Office of Emergency Services*



# Welcome to the FY 2014 Nonprofit Security Grant Investment Justification Workshop

*Presented by*

**Cal OES Infrastructure Protection Grant Unit**

Renee A. Mota-Jackson, Unit Chief (916) 845-8404 [renee.jackson@caloes.ca.gov](mailto:renee.jackson@caloes.ca.gov)

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# Director Mark S. Ghilarducci

*California Governor's Office of Emergency Services*



# Cal OES

Planning, Preparedness, Prevention

Response & Recovery Operations

Logistics Management

Finance & Administration

Grants Management Section

Homeland Security & Prop 1B

Infrastructure Protection Grant Unit

**Renee A. Mota-Jackson**

**Infrastructure Protection Grant Unit Chief**



# INFRASTRUCTURE PROTECTION GRANT UNIT

This unit is responsible for the overall grant management of the **Nonprofit Security Grant Program (NSGP)**, Regional Catastrophic Preparedness Grant Program (RCPGP), Remote Community Alert System Program (RCASP), Public Safety Interoperable Communications Grant Program (PSIC), Interoperable Emergency Communications Grant Program (IECGP), Buffer Zone Protection Grant Program (BZPP), Border Interoperability Demonstration Pilot Program (BIDP), West Coast Maritime Pilot Program (WCMP), Operation Stonegarden (OPSG), California Port and the Maritime Security Grant Program (CPMSGP) which is funded from Proposition 1B bonds.

## **NSGP Program Representative:**

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## **NSGP Program Representative:**

Janet Kellam (916)845-8662 [Janet.Kellam@caloes.ca.gov](mailto:Janet.Kellam@caloes.ca.gov)

## **Program Representatives:**

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# BACKGROUND ON THE UASI NONPROFIT SECURITY GRANTS



- They provide funding support for target hardening activities 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) that are at high risk of terrorist attack.
- Each Nonprofit must apply through their State Administrative Agency (SAA) for an award of up to \$75,000 (The California Governor's Office of Emergency Services (Cal OES) is your SAA for the UASI NSGP grant).
- The grant program is designed to promote coordination and collaboration of emergency preparedness activities between public and private community representatives, state and local government agencies, and Citizen Corps Councils.



# FY 2014 NSGP Eligible Urban Areas

## Anaheim/Santa Ana Area

POC: Lauren Leslie  
Phone 714-245-8739  
Email: [lleslie@santa-ana.org](mailto:lleslie@santa-ana.org)

## San Diego Area

POC: Katherine Jackson  
Phone: 619-533-6760  
Email: [kjackson@sandiego.gov](mailto:kjackson@sandiego.gov)

## Los Angeles/Long Beach

POC: Alisa Finsten  
Phone: (213) 978-0730  
Email: [alisa.finsten@lacity.org](mailto:alisa.finsten@lacity.org)

## Riverside

POC: Gail Shulte  
Phone: (951) 320-8106  
Email: [Gschulte@riversideca.gov](mailto:Gschulte@riversideca.gov)

## Sacramento

POC: Nancy Boemer  
Phone: (916) 808-0844  
Email:  
[nboemer@pd.cityofsacramento.org](mailto:nboemer@pd.cityofsacramento.org)

## Bay Area

POC: Mary Landers  
Phone: (415)353-5225  
Email:  
<http://www.bayareauasi.org/>

**(No other locations are eligible to apply)**

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# KEY CHANGES FOR FY 2014 NSGP

- The 'Mission Statement' condition of eligibility that was introduced with the previous fiscal year program has been retained. Nonprofits must again submit a copy of their Mission Statement along with their completed Investment Justification forms. A mission statement declares an organization's overall goals - their reason for existing. It acts as a guide or framework to direct their decision-making and strategies.
- A nonprofit's location within an eligible UASI area has always been a requirement but must now be verified.
- Non Profit organization are **REQUIRED** to have their own valid 501©(3) number on their application or their application will be rejected.



# ELIGIBILITY CRITERIA

Eligibility requirements include, but are not limited to:

- Identification and substantiation (e.g. police reports or insurance claims) of prior threats or attacks (within or outside the U.S.) by a terrorist organization, network, or cell against the nonprofit organization.
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site a possible target of terrorism.
- The role of the applicant nonprofit organization in responding to or recovering from terrorist attacks.
- Findings from previously conducted risk assessments including threat or vulnerability.
- Integration of nonprofit preparedness with broader state and local preparedness efforts;
- Complete, feasible IJS that address and identified risk, including threat and vulnerability, and build or sustain a core capability identified in the Goal
- Not having received prior years' NSGP funding and
- Risk Profile



# Program Priorities

- The FY 2014 NSGP plays an important role in the implementation of the National Preparedness System by supporting the development and sustainment of core Capabilities.
- Core capabilities are essential for execution of each of the five mission area outlined in the National Preparedness Goal (the Goal).
- Building and sustaining core capabilities requires the combed effort of the whole community, rather that the exclusive effort of any single organization or level of government.
- The allowable cost support efforts to build and sustain core capabilities across the
- PREVENTION, PROTECTION, MITIGATION, RESPONSE, AND RECOVERY mission areas.



# Program Objective

- The Non-Profit Homeland Security Grant Program objective is to support efforts that:
- Build and sustain core capabilities
- Strengthen governance integration
- Encourage a whole community approach to security and emergency management



# Management and Administration (M&A)

- The State Administrative Agency (Cal OES) is eligible to take 5% of the **Total Grant** from each subgrantee award for M&A purposes associated with the NSGP award.
- The reduction will be indicated on the Project Award Letter.
- Subgrantees may also use 5% of the amount awarded to them (after Cal OES has taken their 5%) solely for M&A purposes associated with the award.



# Management and Administration (M&A) cont.

M&A costs include the following categories of activities:

- Hiring of full-time or part-time staff or contractors/consultants:
  - To assist with the management of NSGP funds.
  - To assist with design, requirements and implementation of the NSGP.
  - Meeting compliance with reporting/data collection requirements including data calls.
- Development of operating plans for information collection and processing necessary to respond to DHS data calls.
- Travel expenses directly related to the M&A of NSGP funds.
- Meeting-related expenses directly related to M&A of NSGP funds.



# Application Process: First Steps

- Verify your location within one of the eligible UASI areas.
- Make sure that you can demonstrate 501(c)(3) nonprofit eligibility by locating your organization's Letter of Determination and putting your number in the application.
- Make sure your organization's DUNS number is current and active in the SAM.gov system.
- Although the California Governor's Office of Emergency Services will be the grant recipient (known as the State Administrative Agency – SAA) and you would be a subgrantee, it would be helpful for you to read the Full Funding Opportunity Announcement before you complete your Investment Justification application.
- Read the Instruction spreadsheet of the Investment Justification.
- Know your security needs. You will be required to align your request with your organization's risk; which, taken together, are the threats you face, your vulnerability, and the potential consequences of an attack.



# Application Process: Step Two

- Open the Investment Justification template. ENABLE content, editing, and macros.
- Complete the application and ‘Save-As’ in the proper format (Excel 97-2003 workbook). Use ONLY the Investment Justification template provided by FEMA. Do NOT use updated versions of Excel when renaming and saving your completed IJ form.
- Follow the naming convention when saving:  
**FY 2014 NSGP CA\_UASIArea\_NonprofitName**
- Save-As a copy of your organization’s Mission Statement following the naming convention:  
**FY 2014 NSGP CA\_UASIArea\_NonprofitName\_Mission**
- Complete the Contacts template (a minimum of two contacts is required) and Save-As following the naming convention:  
**FY 2014 NSGP CA\_UASIArea\_NonprofitName\_Contacts**

**NO LATER THAN 11:59 P.M. PST, May 11, 2014 (Sunday night)** Attach these three documents to an email and send them to:

**[Nonprofit.Security.Grant@CalOES.ca.gov](mailto: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)

***California Governor’s Office of Emergency Services***



# Application Process: Step Two

- Save-As a copy of your organization's Mission Statement following the naming convention:

**FY 2014 NSGP CA\_UASIArea\_NonprofitName\_Mission**

- Complete the Contacts template (a minimum of two contacts is required) and Save-As following the naming convention:

**FY 2014 NSGP CA\_UASIArea\_NonprofitName\_Contacts**

## Examples of naming your Document:

- **FY 2014 NSGP CA\_LosAngelesLongBeach\_NonprofitName**
- **FY 2014 NSGP CA\_LosAngelesLongBeach\_NonprofitName\_Mission**
- **FY 2014 NSGP CA\_LosAngelesLongBeach\_NonprofitName\_Contacts**

(You are encouraged to abbreviate long organization names. The full names will be in the text of the document. Use Capitals to separate the names not spaces such as: OceanWave )

The \_ is only between the CA and UASIArea and the Nonprofit name



# Application Process: Step Two cont.

## Examples of naming your Document:

- **FY 2014 NSGP CA\_AnaheimSantaAna\_NonprofitName**
- **FY 2014 NSGP CA\_BayArea\_NonprofitName**
- **FY 2014 NSGP CA\_Riverside\_NonprofitName**
- **FY 2014 NSGP CA\_Sacramento\_NonprofitName**
- **FY 2014 NSGP CA\_SanDiego\_Nonprofit Name**

**NO LATER THAN 11:59 P.M. PST, May 11, 2014 (Sunday night)** Attach these three documents to an email and send them to:

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# FY 2014 NSGP Investment Justification

## I. Applicant Information

### Identify the Following:

Legal Name of the Organization

Physical Address of the Facility to include the City and/or County Name

Year the Original Facility was Constructed

Organization Type (Short description of organization's ideology, beliefs and mission)

(400 character max- not including spaces)

501(c)(3) Number:

(If Applicable)

Dun and Bradstreet Number:

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

FY 2014 Urban Area

FY 2014 NSGP Federal Funding Request

Each nonprofit organization may **only** apply for up to a \$75,000 grant award

FY 2014 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.

If Yes, please describe:

Investment Phase - New or Ongoing



# Investment Justification (IJ)

## Section I: Applicant Information

(This section will not be scored)

- **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)**



# DUNS Number Information

## Data Universal Number System:

- This is a number issued by a private company 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.
- <http://www.dandb.com/>

## SAM.gov:

- This is a government website. You must make certain that your organization's DUNS profile 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>



# 501(c)3 Letter of Determination

Eligibility to apply for NSGP funding is partly based on your 501(c)(3) status

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence the funds will be used for section 501(c)(3) purposes.



# Investment Justification (IJ)

## Section I: Applicant Information (Cont.)

(This section will not be scored)

- **501(c)(3) Number**
- **Dun and Bradstreet Number:** Call 1-800-700-2733 for information on how to obtain or update your organization's DUNS number.
- **FY 2014 Urban Area**
- **FY 2014 UASI NSGP Federal Funding Request:** Up to \$75,000
- **FY 2014 UASI NSGP Total Project Cost:** Your organization may be planning security upgrades that exceed the grant award amount.
- **Any Current Contract with DHS (Yes/No –if yes, please *describe*)** *This does not include current NSGP Grants*
- **Investment Phase – New or Ongoing**

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# FY 2014 NSGP Investment Justification

## II. Background

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 or terrorism
- Any role in responding to or recovering from terrorist attacks

**(1,800 character max - not including spaces)**



# Investment Justification (IJ)

## Section II: Background

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

**(1,800 Character Max not including spaces)**

**THE INFORMATION PROVIDED WILL BE SCORED IN TERMS OF ITS CONTRIBUTION TO SETTING CONTEXT AND ITS RELATIONSHIP TO OTHER QUESTIONS.**



III. Risk

DHS defines risk as the product of three principal variables: *Threat, Vulnerability, and Consequences*. In the space below, describe 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 prior 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 assessment, police findings, and/or insurance claims.

**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.

(2,200 character max - not including spaces)

Empty response box for risk assessment findings.



# Investment Justification (IJ)

## Section III: Risk

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.

**(2,200 Character Max not including spaces)**

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# Allowable Costs

- **Equipment:** Allowable costs are focused on target hardening activities. Therefore, funding may be used to support two categories of items on the **Authorized Equipment List (AEL)**:
  - Physical Security Enhancement Equipment (category 14).
  - Inspection and Screening Systems (category 15).**\*\*\*Refer to the Responder Knowledge Base (RKB).**  
<https://www.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael>
- **Training:** Funds may support nonprofit organization security personnel to attend security-related training courses and programs.
  - 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.
- **Grant Performance Period:** Subgrantees have until **5/31/2016** to use all their funds. You Cannot be reimbursed for, or Advanced funds for, activities begun before you receive an Official ***PROJECT AWARD*** letter.



# Allowable Costs (Cont.)

## Construction and Renovation

For construction and renovation costs to be allowed, this activity must be specifically approved by FEMA in writing prior to the use of any NSGP program funds.

- Limits on the total amount of grant funding that may be used for construction or renovation may apply.(Not to exceed 15% of Total Award)
- Additionally, Subgrantees will be required to submit a Budget and Budget detail citing the project costs.

Construction projects are only permitted where they will assist the nonprofit to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism, including through the alteration or remodeling of existing buildings for the purpose of making them secure against acts of terrorism.



# Unallowable 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 in which federal agencies are the beneficiary or that enhance federal property.
- Initiatives that study technology development.
- Proof-of-concept initiatives.
- Initiatives that duplicate capabilities being provided by the Federal government.
- Organizational operating expenses.
- Any expenses incurred **BEFORE THE DATE ON YOUR PROJECT AWARD LETTER.**



## FY 2014 NSGP Investment Justification

### IV. Target Hardening

In this section, describe the proposed target hardening activity, including the total Federal funds requested, that addresses the identified threat or vulnerability. Allowable costs are focused on target hardening activities as well as 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. This equipment is **limited to two** categories of items on the Authorized Equipment List (AEL).

- Physical Security Enhancement Equipment (AEL Category 14)
- Inspection and Screening Systems (AEL Category 15)

The equipment categories are listed on the web based AEL on the Responder Knowledge Base (RKB), which is sponsored by DHS and located at <http://www.rkb.us/>. The description must identify the respective AEL category for all requested equipment.

**(2,200 character max - not including spaces)**



# Investment Justification (IJ)

## Section IV: Target Hardening

- **Describe the proposed target hardening activity:** Describe the proposed target hardening activity that addresses the identified threat or vulnerability.
- **Total Federal funds requested:** Up to a maximum of \$75,000.
- **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)

**\*\*\*The AEL List is located on the Responder Knowledge Base (RKB) website.**

**<https://www.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael>**

**(2,200 Character Max not including spaces)**

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# Investment Justification (IJ)

## Section IV: Target Hardening

- Remember the equipment you list in this section your organization will be held to.
- (That is) Don't ask for a Fence and Doors, then later if you get the Award ask for surveillance system.
- If you don't list the equipment you want and why you want it, if your organization later wants something else , it may and can be denied by DHS/FEMA
- The evaluation of your IJ is based on what your organizations states you need and want in this application IJ

**(2,200 Character Max not including spaces)**



# TIMELINE of the Grant Activities

- **DHS/FEMA- Announced NSGP Funding on** **March 18, 2014**
- **CalOES announced IJ Application Workshops** **March 19, 2014**
- **IJ Workshops held in Dublin** **April 01, 2014**
- **IJ Workshop held in San Diego** **April 07, 2014**
- **IJ Workshop held in Santa Ana** **April 08, 2014**
- **IJ Workshop held in Los Angeles** **April 09, 2014**
- **IJ Workshop held in Riverside** **April 10, 2014**
- **IJ Workshop and Webinar held in Sacramento** **April 11, 2014**
- **IJ Applications, Contact, and Mission Statement due to**
- **[Nonprofit.Security.Grant@caloes.ca.gov](mailto:Nonprofit.Security.Grant@caloes.ca.gov) at midnight** **May 10, 2014**

**NO late submissions will be accepted (No exceptions)**



# TIMELINE of Grant Activities (Cont.)

- **Cal OES submits all reviewed and scored IJs and Mission statements to DHS/FEMA** **May 23, 2014**
- **DHS/FEMA announces FY 2014 Awardees** **on/before Sept. 01, 2014**
- **Subgrantees notified of Awards** **Sept. 30, 2014**
- **Subgrantee Required Documents Workshops.** **Oct. 2014**
- **Required Documents are to be submitted to Cal OES no later than 45 days after last workshop held.** **TBD**
- **Project Start Date** **Approx. Dec. 31, 2014**  
(Not until subgrantee has submitted all their Required Documents, and received their Environmental Historical Preservation (EHP) Approval and received an Project Award letter from Cal OES.)
- **Grant Performance period ends.** **May 31, 2016**



# FY 2014 NSGP Investment Justification

## V. Milestones

Provide description and associated key activities that lead to the milestone event over the FY 2014 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. Applicants should provide no more than 10 milestones.

**(1,000 character max - not including spaces)**

	Milestone	Start Date	Completion Date
Remaining Characters in Table: 1000			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



# Investment Justification (IJ)

## 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 the other application documents. Item 2. Could indicate when you expect to have obtained all of your bids.*

Think about how LONG this process can take. Think about working around work, school and holiday schedules. Keep in mind that a new grant fiscal year will debut at the 12 month mark.

**(1000 Character Max not including spaces)**

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## VI. Project Management

**Describe the project management, including:**

- Who will manage the project
- Description of any challenges to the effective implementation of this project
- Coordination of the project with State and local homeland security partners

**(2,000 character max - not including spaces)**



# Investment Justification (IJ)

## Section VI: Project Management

- Who will manage the project
- Any challenges to the effective implementation of the project
- Coordination of the project with State and local homeland security partners

**(2,000 Character Max not including spaces)**



## FY 2014 NSGP Investment Justification

### VII. Impact

What measurable outputs and outcomes will indicate that this Investment is successful at the end of the FY 2014 NSGP period of performance? Which specific Goal core capabilities does this investment work to achieve? Explain how this Investment supports the building or sustaining of these Goal core capabilities.

**(2,200 character max - not including spaces)**



# Investment Justification (IJ)

## Section VII: Impact

- Describe the measurable outputs and outcomes that will indicate that this Investment is successful at the end of the FY 2014 NSGP period of performance.
- How will this investment of funds and equipment make your facility a safer place.

**(1,500 Character Max not including spaces)**



## Bonus: Funding History

Nonprofit applicants that have not received NSGP funding in the past will receive one bonus point to their final State score at the time of application submission to FEMA. If the nonprofit organization has received NSGP funding in the past, provide the funding source, funding amount, funding year, and the investment type.

NSGP Funding in the Past *(yes/no)*

Year(s) NSGP Funding Received

Funding Amount

Investment Type

### Additional Information



# BONUS: Funding History

- Funding History-Previous Request Name and Funding: If the nonprofit organization has received NSGP funding in the past, provide the funding source, funding amount, funding year and investment type.
- Preference will be given to nonprofit organizations that have not received prior years funding.
- An additional point will be awarded to applicants who have not previously received funding.

**(700 character limit not including spaces)**



# Scoring of Your IJ

These grants are competitive, meaning that your applications will be ranked in comparison to all other applications received.

- Is the application complete?
- Did you provide a copy of your Mission Statement and a description of the community you serve? What role you would play in the responding to or recovering from an attack? And what the symbolic importance of your site is as a possible target?
- Did you thoroughly present your organization's risk factors?
- Did you adequately explain your organization's unique vulnerability to the identified risks?
- How well did you explain the potential consequences of an attack to your facility?
- Did you explain how the requested target-hardening equipment would mitigate (lessen the impact of) a terrorist attack?
- Did you explain how well the proposed activities would prevent, or protect against, a terrorist attack?

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# Scoring of Your IJ (cont.)

- ❑ The SAA will develop a prioritized list of your Investment Justifications. Successfully ranked IJs will be attached and sent to Department of Homeland Security (DHS) as an application.

SAA Scoring of IJ sections:

Section I.	Not scored
Section II.	2 possible points
Section III.	12 possible points
Section IV.	8 possible points
Section V.	9 possible points
Section VI.	5 possible points
Section VII.	4 possible

TOTAL 40 points possible

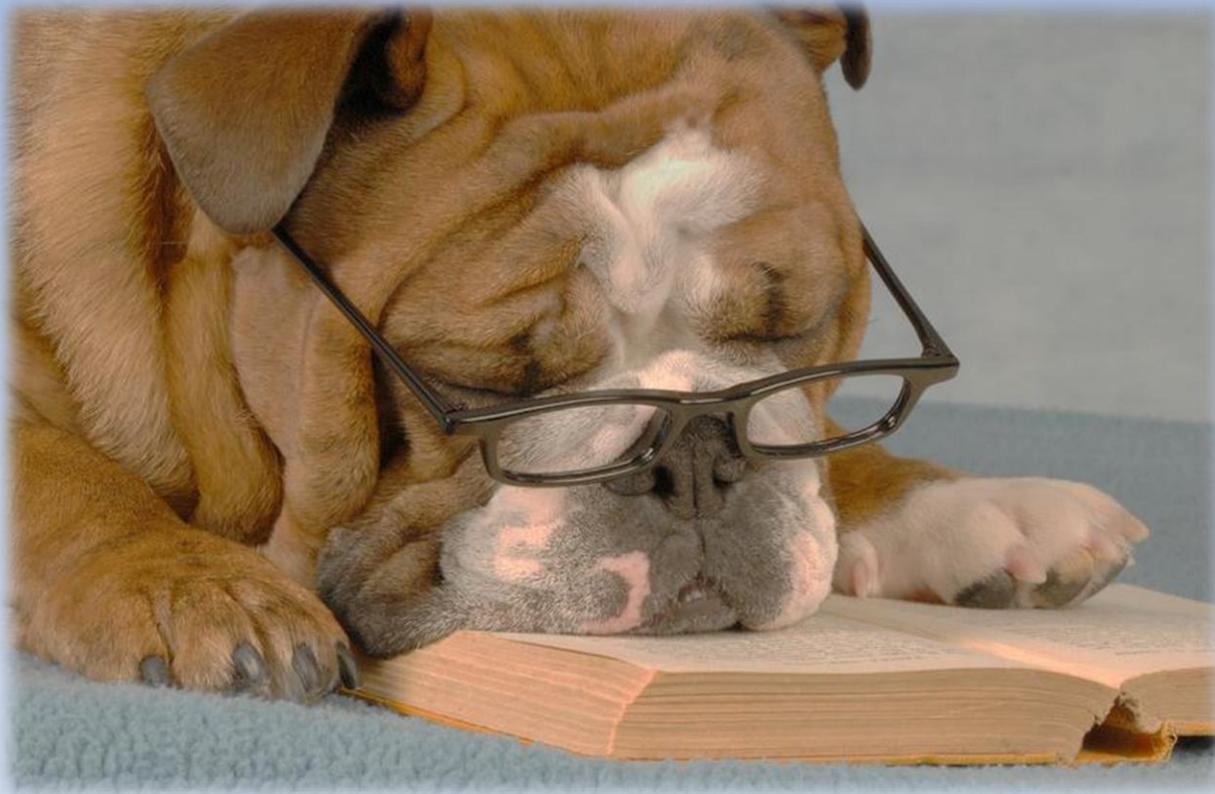


# Scoring of Your IJ (cont.)

At DHS the applications will be reviewed, and award determinations will be made through a panel of evaluators from across DHS, including the Office of Infrastructure Protection, the Domestic Nuclear Detection Office and the Office of Intelligence and Analysis. Factors they consider:

- Identification and substantiation of prior threats or attacks (from within or outside the U.S.) by a terrorist organization, network, or cell against the applicant.
- Symbolic value of the site(s) as a highly recognized national or historical institution(s) that renders the site as a possible target of terrorism
- Role of the applicant nonprofit organization in responding to terrorist attacks.
- Integration of nonprofit preparedness with broader State and local preparedness efforts.
- Complete, feasible IJs that address an identified risk, including threat and vulnerability.
- Not having received prior years' NSGP funding.
- Risk profile.





# Procurement Standards

- **Loss Leader Prevention:** 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.
- Procurement refers to the purchasing of **supplies, equipment, or services**. Procurement guidelines exist that ensure subgrantees adhere to federal law when spending federal dollars.
- For the NSGP grant, all purchases will be considered *small purchases (under \$100,000)*. The subgrantee must provide proof of obtaining **at least three estimates** for goods or services.



# 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.

- Security camera installers must possess, at a minimum, a C-28 license.
- Alarm installers are licensed through the Bureau of Security & Investigative Services.

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

Licensing information and status can be checked at:

<http://www.cslb.ca.gov/>

<https://www2.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx>

and,

<http://www.bsis.ca.gov/>



# You Must Obtain a Minimum of Three Bids for Project Contracts and for Grant Expenditures

- § 215.43 Competition.
- All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the recipient, price, quality and other factors considered.
- Make sure there is no conflict of interest in your purchasing decisions.
- *The Authorized Agent should not be the Vendor.*



# Contacts Template

1. Give the exact name of the organization as indicated on the 501(c)(3) Letter of Determination.
2. Enter the location- the address of the facility applying for the grant.
3. Provide the mailing address if different.
4. Give the Website address of the Nonprofit Organization (Verifiable).
5. Give the Email address of the Nonprofit Organization.
6. Give the telephone number of Nonprofit Facility that is applying
7. Provide the name and title of the person preparing the IJ application documents. (Indicate their role- is this a Hired Contractor, Staff Member of the Nonprofit Organization, a Volunteer, or...?)
8. Yes or No – Is this individual Authorized by the applying organization to submit on their behalf?
9. 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.
10. Print the contact information for each additional POC. Use a separate sheet if needed for additional information.

## **PROVIDE AT LEAST TWO CONTACTS**

Follow the naming convention when naming this document. The format is:

**FY 2014 NSGPCA\_UASIArea\_NonprofitName\_Contacts**

*California Governor's Office of Emergency Services*



# Next Steps

1. DHS makes **Award Determination**.
2. Successful applicants receive a **Notification of Subgrantee Award Approval** letter.
3. Successful Applicants will then need to meet several other application requirements before a final **Project Award** letter is issued by Cal OES.

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

<http://www.calema.ca.gov/EMS-HS-HazMat/Pages/UASI-Nonprofit-Security-Grant-Documents.aspx> . Cal OES will then conduct a separate REQUIRED DOCUMENTS training workshop, sometime in October, to explain the rest of the application process.

The following topics will be covered again at the next workshop but are included today because they have come up frequently during the Q & A sessions at the end of previous IJ workshops. They are:

- What to expect IF you receive an award
- What are the Procurement/Financial Guidelines
- M&A
- Allowable/Not Allowable Costs



# What to Expect *If* You Receive An Award

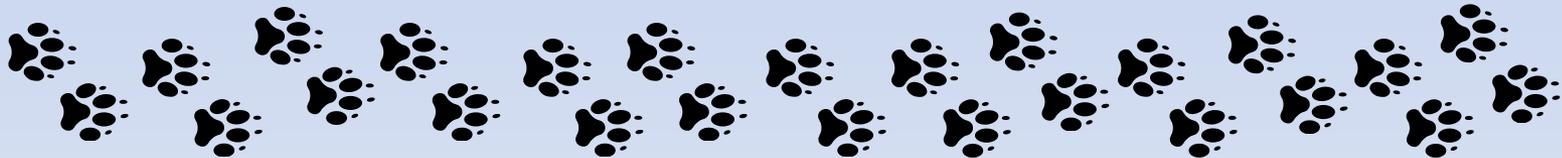
- Assistance with the grant process from your program representative.
- To Attend a Mandatory Required Documents Workshop.
- Site Visits from your program representative.
- Monitoring Visits from Cal OES Monitoring Staff.



# What Guidelines Do You Follow?

- Title 2 Part 215 of the Code of Federal Regulations (formerly A-110) provides guidelines for tracking and spending award dollars.  
[http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default)

And the all rules and regulations stated in the Federal Opportunity Announcement FY 2014 NSGP and the Cal OES State Guidance



# Resources

•Cal OES Website: <http://www.calema.ca.gov/Pages/default.aspx>

-Direct Link to FY 2014 NSGP materials:

<http://www.calema.ca.gov/EMS-HS-HazMat/Pages/UASI-Nonprofit-Security-Grant-Documents.aspx>

•FEMA FY 2014 UASI NSGP Grant Website:

<http://www.fema.gov/fy-2014-urban-areas-security-initiative-uasi-nonprofit-security-grant-program-nsgp>

•Regional Terrorism Threat Assessment Centers (RTTACs):

San Francisco: 415-436-8822

Los Angeles: 562-345-1100

San Diego: 858-503-5604

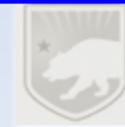
Orange County: 714-628-3024

Sacramento: 916-808-8383

•Authorized Equipment List/Responder Knowledge Base:

(Categories 14 and 15 only)

<https://www.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael>



# Who are the Program Representatives?

Debbie Phillips (916) 845-8746 [Debbie.Phillips@caloes.ca.gov](mailto:Debbie.Phillips@caloes.ca.gov)

Janet Kellam (916)845-8662 [Janet.Kellam@caloes.ca.gov](mailto:Janet.Kellam@caloes.ca.gov)

## What are the dates and locations of the Investment Justification Workshops?

- **Dublin, California**  
**Tuesday, April 1, 2014**  
10:00 AM – 12:00 PM  
Office of Emergency Services  
4985 Broder Blvd.  
Dublin, CA 94568
- **San Diego, California**  
**Monday, April 7, 2014**  
10:00 AM – 12:00 PM  
Santa Ana Police Department  
5580 Overland Avenue Suite 100  
San Diego, CA 92123



(Continued on next slide)





- **Santa Ana, California**  
**Tuesday, April 8, 2014**  
10:00 AM – 12:00 PM  
Santa Ana Police Department  
500 Boyd Way  
Santa Ana, CA 92703  
MAPQUEST or GPS USERS PLEASE USE:  
1020 W Civic Center Plaza, Santa Ana CA 92702
- **Los Angeles, California**  
**Wednesday, April 9, 2014**  
01:00 PM – 03:00 PM  
LA City Emergency Operations Center  
500 E. Temple Street  
Los Angeles, CA 90012  
(Please RSVP to receive a parking permit)
- **Riverside, California**  
**Thursday, April 10, 2014**  
10:00 AM – 12:00 PM  
City of Riverside Fire Department  
Office of Emergency Management  
3085 Saint Lawrence Street  
Riverside, CA 92504
- **Sacramento, California**  
**Friday, April 11, 2014**  
01:00 PM – 03:00 PM  
CA Governor's Office of Emergency Services  
10390 Peter A. McCuen Boulevard  
Mather, CA 95655  
(This workshop will be broadcast as a Webinar.  
Login information is on the next slide)



## WEB Conference Instructions

Date/Time: April 11, 2014 at 12:30 America/Los\_Angeles

Length: 150 (minutes)

Frequency: once

Meeting ID: 500200

Phone Number: 916-362-4872

TO ATTEND THE WEB CONFERENCE AND THEN JOIN WITH AUDIO:

1. Go to:

<http://meet-ext.calema.ca.gov/a/f673d400c734fda00cdad4b748d6f362>

2. Sign in as a Guest or with your Cisco MeetingPlace User ID, and click on Attend Meeting.

3. Click on CONNECT and enter your phone and click OK. The system will now call you.

TEST YOUR BROWSER BEFORE YOU ATTEND YOUR FIRST WEB CONFERENCE

Visit <http://meet-ext.calema.ca.gov> to test your web browser for compatibility with the web conference. Follow this link to your home page, change to your preferred language and look for the browser test link at the bottom of the page.

For more information about Cisco MeetingPlace including Meeting Tips and FAQ's, please visit

<http://meet-ext.calema.ca.gov/mpweb/html/help/000/output/index.html>



# Questions?

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**WE ARE HERE TO HELP**

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