



GOVERNOR'S OFFICE OF EMERGENCY SERVICES

STATE OF CALIFORNIA

California State Nonprofit Security Grant (CSNSGP)

Application Workshop

Presented by

Cal OES Infrastructure Protection Grant Unit

Please Mute Or Silence Your Phones For The Presentation

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Infrastructure Protection Grant Unit (IPGU)

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

IPGU Unit Phone 916-845-8410

Nonprofit.security.grant@CalOES.ca.gov

Reneé A. Mota-Jackson, Unit Chief	916-845-8404	Renee.Jackson@CalOES.ca.gov
Nick Murray	916-845-8405	Nick.Murray@CalOES.ca.gov
Debbie Phillips	916-845-8746	Debbie.Phillips@CalOES.ca.gov
Tim Reed	916-845-8662	Tim.Reed@CalOES.ca.gov
Scott Sano	916-845-8408	Scott.Sano@CalOES.ca.gov

Program Overview (1 of 2)

The California Fiscal Year (FY) 2018-19 Budget has allocated \$500,000 to Cal OES to supplement the FY 2018 federal NSGP. Applicants may apply for up to \$75,000 in funding.

Cal OES rates and ranks the proposals competitively. The highest ranking Applicants will receive funding until all the allocated funding is awarded.

Eligible organizations must be located within the state of California.

Each Nonprofit may apply for an award of up to **\$75,000**.

Program Overview (2 of 2)

The CSNSGP closely models the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) NSGP and complements the NSGP's efforts to build and sustain the National Preparedness Goals and Capabilities across Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Purpose of the Grant (1 of 2)

The purpose of the CSNSGP is to provide funding support for target hardening and other physical security enhancements to nonprofit organizations that are at high risk for terrorist attack.

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.

Purpose of the Grant (2 of 2)

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

Promote coordination and collaboration in emergency preparedness activities among public and private community representatives as well as state and local government agencies.

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Eligibility Criteria (1 of 3)

Must be an eligible nonprofit organization that meet this criteria:

- Described under section [501\(c\)\(3\)](#) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code.
- The Internal Revenue Service (IRS) does not require certain organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c)(3) of the IRC; Such organizations are automatically exempt if they meet the requirements of section 501(c)(3). These organizations are not required to provide recognition of exemption.
- Organizations must be considered high-risk of foreign or domestic terrorist attacks due to their ideology, beliefs or mission, and which are located throughout the state.

Eligibility Criteria (2 of 3)

- 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 or similar organization, domestically or internationally.
- 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 and emergency events.

Eligibility Criteria (3 of 3)

- 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 identify risk, including threat and vulnerability, and build or sustain a core capability identified in the Goal.
- Risk Profile.

Grant Performance Period

ALL FUNDS MUST BE EXPENDED DURING THE PERIOD OF PERFORMANCE

- **Subrecipients have until 12/31/2020 to use all their funds.**
- You cannot be Reimbursed or Advanced funds for, activities begun before you receive notification of completion of the application process.
- The application process must be completed within 30 calendar days of the award notification date.

Allowable Costs (1 of 3)

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 (2 of 3)

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.

Allowable Costs (3 of 3)

Planning:

Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities. Planning must be related to the protection of the facility and the people within the facility and should include access and functional needs as well as those with limited English proficiency. Examples of planning activities allowable under this program include:

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

Allowable Costs (4 of 4)

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.

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

Unallowable Costs

- Hiring of Public Safety Personnel
- Construction & Renovations
- General-Use Expenditures
- Organizational operating expenses, overtime, and backfill
- Initiatives that are unrelated to prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities
- The development of risk/vulnerability assessment models
- Initiatives in which government agencies are the beneficiary
- Initiatives that study technology development
- Proof-of-concept initiatives
- Initiatives that duplicate capabilities being provided by the Federal government
- Pre-award security expenditures
- Any expenses incurred on your projects **BEFORE YOUR PROJECT AWARD LETTER IS ISSUED AND YOUR APPROVED REQUIRED DOCUMENTS ARE RECEIVED**

Application Required Documentation

Vulnerability Assessment (VA) &
VA Worksheet

Investment Justification (IJ)
(EXCEL Application)

Application Process: VA (1 of 3)

Obtain a VA for your organization and complete the Cal OES VA 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: VA (2 of 3)

- 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 VA they are prohibited from Bidding or Contracting for the Equipment Installation in accordance with [2 CFR§ 215.43 Competition](#).

Application Process: VA (3 of 3)

- Previous assessments can be used if still current and applicable. Results of the assessment must be recorded in the VA Worksheet and Annex 1.
- A webinar on how to complete the VA 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 VA. They can be contacted at: infoshare@caloes.ca.gov.

Application Process: IJ

- 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 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 (IJ) Walkthrough

IJ Section I: Applicant Information

- **Legal Name of the Organization:** This is the name on your 501(c)(3) Letter of Determination or exact name registered with Secretary of State Office.
- **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.
- **Contact Information:** For the submitter, the organization, and a secondary point of contact.
- **501(c)(3) status:** You must apply with exact name registered with Secretary of State Office.
- **Organization Type:** Short description of organization's ideology, beliefs and mission.
- **Funding Request:** Up to a maximum of \$75,000 can be requested.
(This section is not scored)

IJ Section II: Background Information

- 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 or state/federally declared emergencies.

(This section is worth 2 points and each box has a 500 Character Max per not including spaces)

IJ Section III: Risk

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

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

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

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

(This section is worth 12 points and each box has a 2,000 Character Max per not including spaces)

IJ Section IV: Target Hardening

- **Describe the proposed target hardening activity.**
- **Funding Requested must match with Section I.**
- **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**)

(This section is worth 14 points and each box has a 2,200 Character Max per not including spaces)

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.

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

(This section is worth 4 points and each box has a 1,000 Character Max per not including spaces)

IJ Section 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 the State and local homeland security partners.

(This section is worth 3 points and each box has a 2,200 Character Max per not including spaces)

IJ Section VII: Impact

- What measurable outputs and outcomes will indicate that this Investment is successful at the end of the FY 2018 CSNSGP 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.

(This section is worth 5 points and each box has a 2,200 Character Max per not including spaces)

IJ Section VIII: Funding History

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

Bonus points will be awarded to nonprofit organizations that have never received prior NSGP or CSNSGP funding.

(This section has a 700 Character Max per not including spaces)

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.
- Does your requested target-hardening equipment correlate to your Vulnerability/Risk Assessment?
- What is the symbolic/social importance of your site as a possible target?

Application Scoring

Cal OES will develop a prioritized list of your IJs. Successfully ranked IJs will be attached and sent to the executive office for approval.

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
BONUS Points	Organizations that have NOT received Prior NSGP or CSNSGP Funding	5

Application Submission: File Naming

Naming Convention is as follows:

FY 2018 CSNSGP_NonprofitName_“FILENAME”

Examples of naming your Document:

- **FY 2018 CSNSGP_NonprofitName**
- **FY 2018 CSNSGP_NonprofitName_VA**
- **FY 2018 CSNSGP_NonprofitName_VAWorksheet**

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

For example:

Church of the Ocean Wave = ChurchOceanWave

Congregation of our Holy Savior = CongHolySavior

California County Community Center= CalCoCommCtr

Application Submission

NO LATER THAN 5:00 PM (PST)

November 13, 2018

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

Nonprofit.Security.Grant@CalOES.ca.gov

Recommendation for Award

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

- Ranked score of the application.
- Consideration of funding priorities or geographical distribution specific to the CSNSGP.
- Previous federal security-grant funding.
- Prior negative administrative and programmatic performance.

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

Those not selected will receive a denial letter and information on the appeals process.

After Award Notification

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

All Subrecipients Must Attend

The following topics will be covered at the next workshop:

1. 501(c)(3) Certification
2. Governing Body Resolution
3. Grant Assurances
4. Payee Data Record (CA Standard Form 204)
5. Cash Drawdowns
6. Financial Management and Forms Workbook (FMFW)
7. Grants Management Assessment Form
8. Procurement/Contracting
9. Recordkeeping

Procurement Standards

- Procurement refers to the purchasing of **supplies, equipment, or services**.
- 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 CSNSGP 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.

Competition

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

November 13, 2018

Applications Due to Cal OES.

January, 2019

Cal OES anticipates to announce
Subrecipient Awardees

February, 2019

Cal OES anticipates to Accept Request for
Appeal

March, 2019

Cal OES holds Subrecipient Required
Documents Workshops.

Required Documents are to be submitted to Cal OES (*no later than 30 calendar days after last workshop held*).

December 31, 2020

Grant Performance Period Ends

Useful Resources

Cal OES Website:

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

FY 2018 CSNSGP materials:

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

Authorized Equipment List (Categories 14 and 15 only):

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

Webinars

Webinar Dates:

Wednesday, October 3, 2018

9:00 AM – 11:30 AM

Click [Here](#) and select audio

Meeting ID 716284025

Monday, October 15, 2018

9:00 AM – 11:30 AM

Click [Here](#) and select audio

Meeting ID 684797240

Workshops

Workshop Dates

Bay Area

Wednesday, October 10, 2018

9:00 a.m. – 11:30 a.m.

Alameda County Sheriff's Office
Office of Emergency Services
4985 Broder Boulevard
Dublin, CA 94568

Anaheim/Santa Ana Area

Tuesday, October 16, 2018

9:00 a.m. – 11:30 a.m.

Santa Ana Police Department
500 Boyd Way, Community Room
Santa Ana, CA 92703

Sacramento Area

Monday, October 15, 2018

9:00 a.m. – 11:30 a.m.

Cal OES – Monterey Room
10370 Peter A. McCuen Boulevard
Mather, CA 95655

San Diego Area

Wednesday, October 17, 2018

9:00 a.m. – 11:30 a.m.

La Mesa Fire Department
8054 Allison Avenue
La Mesa, CA 91942

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 Tuesday, November 13, 2018,
5:00pm PST
to: Nonprofit.Security.Grant@caloes.ca.gov**

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