



**GRANT MANAGEMENT MEMORANDUM  
GMM 2018-03**

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**Date:** May 8, 2018  
**To:** Eligible Subrecipients and Interested Parties  
**From:** Cal OES Grants Management  
**Subject:** Preparation for the Fiscal Year (FY) 2018 Nonprofit Security Grant Program (NSGP)

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The California Governor's Office of Emergency Services (Cal OES) is encouraging interested parties to prepare for the release of the FY 2018 Nonprofit Security Grant Program (NSGP) Notice of Funding Opportunity (NOFO) by the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA). The anticipated total amount of funds distributed nationwide under the FY 2018 NSGP is \$60 million.

Organizations eligible to submit applications for the NSGP are 501(c)(3) tax-exempt nonprofit groups that are considered to be at high risk of terrorist attack due to their ideology, beliefs, or mission. The NSGP funding is intended to support the purchase of physical security enhancement and security related training. NSGP funding can be used for the acquisition and installation of security equipment on real property, specifically in prevention of and/or protection against the risk of terrorist attack. The funds may also be used for security-related training courses and programs.

In preparation for the FY 2018 application process, Cal OES is encouraging interested parties to complete a Vulnerability Assessment (VA) of their facility. The VA defines, identifies, and prioritizes vulnerabilities of the organization structure. The VA also provides the organization with knowledge of what equipment to purchase to make the organization safer.

Cal OES is pleased to announce that our Critical Infrastructure Protection Team has created a webinar to provide an overview of the Cal OES VA Worksheet. Completing the VA and Cal OES VA Worksheet are requirements of the application process. These forms are designed to be filled out by someone with a background in security, emergency services, military, or law enforcement. If the organization already completed a VA, the Cal OES VA Worksheet may be completed using information from the current VA. Resources on how to acquire a VA is also discussed in the webinar.

The Cal OES [VA Worksheet webinar](#) is available on our Cal OES website at: [Infrastructure Protection Grants Documents](#).

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Nonprofits are encouraged to review the FY 2017 NSGP documentation for an understanding of the prior year application process, required forms, and the scoring criteria. Following the announcement of the FY 2018 NSGP NOFO from DHS/FEMA, Cal OES will provide interested parties with additional information on upcoming workshops.

Organizations must also complete the following steps in preparation to apply:

1. Apply, update, or verify the organization's Data Universal Numbering System (DUNS) number on [Grants.gov](http://Grants.gov).
2. Register, update, or verify the organization's registration is current on the [System for Award Management](http://System for Award Management) (SAM.gov).
3. Apply, update, or verify the organization's Employer Identification Number (EIN) is current through the IRS [Exemption Organizations Select Check Tool](http://Exemption Organizations Select Check Tool).

For further information regarding the NSGP process, please call our NSGP telephone line at (916) 845-8410 or contact Renee A. Mota-Jackson at [Renee.Jackson@caloes.ca.gov](mailto:Renee.Jackson@caloes.ca.gov).

Cal OES Grants Management