



September 18, 2017

To: ALL INTERESTED PARTIES

RE: HOMELAND SECURITY GRANT PROGRAM (HSGP) FOR
CALIFORNIA STATE AGENCIES – SECURITY ENHANCEMENT PROJECTS
FISCAL YEAR 2017 REQUEST FOR PROPOSAL

The California Governor’s Office of Emergency Services (Cal OES), Emergency Management and Homeland Security Division, is soliciting proposals for the Homeland Security Grant Program (HSGP) for California State Agencies – Security Enhancement Projects for fiscal year 2017.

The purpose of this HSGP for California State Agencies is to support state agency security enhancement projects that fall within one of the Cal OES HSGP Investment Justifications. The whole community approach is inclusive of local units of government, tribes, and nonprofit organizations, including partners at the State level. Statewide preparedness activities must address high-priority preparedness gaps across one or more of the 32 core capabilities. All activities must have a direct nexus to the prevention, protection, mitigation of, response to, or recovery from acts of terrorism.

Approximately \$2,000,000 is available for this HSGP for California State Agencies through the U.S. Department of Homeland Security/Federal Emergency Management Agency funds. Funding will be awarded to the highest-ranked proposals, up to a maximum of \$200,000 per California state agency.

Proposals will be rated and ranked competitively. Applicants should read this Request for Proposal carefully to ensure proposals contain required elements.

To be considered for funding through the HSGP for California State Agencies the proposal package must be received or postmarked no later than Friday, December 15, 2017.

Sincerely,

MARK S. GHILARDUCCI
Director

**HOMELAND SECURITY GRANT PROGRAM FOR
CALIFORNIA STATE AGENCIES**

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PART I - OVERVIEW

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A. PROGRAM OVERVIEW

Each year, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) announces a Notice of Funding Opportunity (NOFO) and Application Kit for the Homeland Security Grant Program (HSGP). The intent of the program is to support state, local, and tribal efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States.

HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities (<https://www.fema.gov/core-capabilities>) across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery essential to achieving the National Preparedness Goal of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities require the combined effort of the whole community, inclusive of children, individuals with disabilities and others with access and functional needs, diverse communities, and people with limited English proficiency.

A crosswalk of the Mission Areas and Core Capabilities may be found at <https://www.fema.gov/media-library/assets/images/127427>.

B. PROJECT OBJECTIVES

The purpose of this funding opportunity is to support state agency security enhancement projects that fall within one of the Cal OES HSGP Investment Justifications (IJs). The whole community approach is inclusive of local units of government, tribes, and nonprofit organizations, including partners at the State level. Statewide preparedness activities must address high-priority preparedness gaps across one or more of the 32 core capabilities. All activities **MUST** have a direct nexus to the prevention, protection, mitigation of, response to, or recovery from acts of terrorism. Proposed projects must identify with one of the IJs provided below:

IJ #1: [Fusion Centers Only] Information Sharing and Analysis, Collaboration Capabilities, and Public Safety Response

IJ #2: Protect Critical Infrastructure and Key Resources

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- IJ #3: Enhance Cybersecurity
- IJ #4: Strengthen Communications Capabilities Through Planning, Governance, Technology and Equipment
- IJ #5: Enhance Medical and Public Health Preparedness
- IJ #6: Preventing Violent Extremism Through Multi-Jurisdictional/Inter-Jurisdictional Collaboration and Coordination
- IJ #7: Enhance Community Resilience, Including Partnerships With Volunteers and Community-Based Organizations and Programs
- IJ #8: Strengthen Food and Agriculture Security
- IJ #9: Enhance Multi-Jurisdictional/Inter-Jurisdictional All Hazards Incident Planning, Response & Recovery Capabilities
- IJ #10: Homeland Security Exercise, Evaluation and Training Programs

C. AWARD & ELIGIBILITY INFORMATION

Eligible Applicants (Subrecipients):	California State Agencies
Total Amount Available for Solicitation:	\$2,000,000
Projected Number of Awards:	10
Maximum Amount Available per Applicant:	\$200,000
Period of Performance:	12 Months
Cost Share or Match Requirement:	Cost Share or Match NOT Required

D. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues should be submitted via e-mail to:

Darren Tsang
Unit Supervisor
Homeland Security Grants Unit
darren.tsang@caloes.ca.gov

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. During the period of time between the publication date of the RFP and the date the competitive proposal is due, Cal OES can only respond to technical questions about the RFP.

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E. PROJECT ACTIVITY GUIDELINES

Proposals will be considered by Cal OES for eligibility based on the scoring criteria identified in Part III. All projects must have a direct nexus to the prevention, protection, mitigation, response, or recovery of a terrorism event and meet the criteria listed in the California Supplement to the Federal Notice of Funding Opportunity. Additional information on allowable activities may be found on FEMA's Homeland Security Grant Program page: <https://www.fema.gov/homeland-security-grant-program>

FEMA has identified the allowable categories of cost under the HSGP as Planning, Organization, Equipment, Training, and Exercise. The following is a brief explanation of the types of costs associated with each of these categories.

Planning

HSGP funds may be used for a range of preparedness and planning activities, provided a direct nexus to terrorism exists. Allowable activities are associated with the development, review, and revision of a Threat and Hazard Identification and Risk Assessment, continuity of operations plan, and other planning activities that support the National Preparedness Goal and placing an emphasis on updating and maintaining a current Emergency Operations Plan that conforms to the guidelines outlined in Comprehensive Preparedness Guide (CPG) 101 v2.0. Planning activities generally result in a final, tangible end product.

Organization

These activities are generally associated with the collaborative activities between two or more agencies to build or sustain capabilities, provide operational support, and to implement programs that directly address the prevention of terrorism in the United States.

Equipment

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. Equipment being purchased must be found in the Authorized Equipment List (AEL). Additional approvals may be required for specific allowable equipment items. In addition, Applicants must obtain and maintain all necessary certifications and licenses for the requested equipment. HSGP funds used to purchase Interoperable Communications Equipment (AEL Category 6) carry a requirement to consult SAFECOM's coordinated grant guidance, which can be found at <http://www.safecomprogram.gov>. The 21 allowable equipment categories and up-to-date equipment standards for the HSGP are listed on the web-based version of the AEL, at <http://fema.gov/authorized-equipment-list>.

Training

Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of training specifically identified under HSGP and/or in conjunction with emergency preparedness training. Training conducted using HSGP funds should address a performance gap identified in a Training and Exercise Plan (TEP) or other assessment and contribute to building a capability. All training courses must receive a Training Feedback number from Cal OES Training & Exercise prior to the start of the course.

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Exercise

Exercises conducted with HSGP funding should be managed and conducted consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning can be found at <https://www.fema.gov/exercise>. All field-based exercises must obtain environmental approval through the EHP process prior to the start of the exercise.

All projects must be completed within the established period of performance of 12 months. Any costs incurred outside of the performance period will be unallowable under the grant award.

F. SPECIAL CONSIDERATIONS

Environmental Planning and Historic Preservation (EHP)

DHS/FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grant-funded projects, comply with federal EHP regulations, laws and Executive Orders as applicable. As a Recipient of DHS/FEMA funding, these requirements are assumed by Cal OES and Subrecipients of Cal OES. Proposed projects that have the potential to impact the environment, including but not limited to the construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction, including replacement of facilities, must participate in the DHS/FEMA EHP review process.

The EHP review process involves the submission of a detailed project description along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA and Cal OES may not be able to fund the project due to non-compliance with EHP laws, Executive Orders, regulations and policies. Examples of activities requiring EHP review include field-based training, full-scale exercises, and select equipment, such as communications towers and physical security enhancement equipment.

Controlled Equipment

As a part of the implementation of *Executive Order (EO) 13688: Federal Support for Local Law Enforcement Equipment Acquisition*, issued January 16, 2015, and the *Recommendations Pursuant to Executive Order 13688*, which collectively established both a Prohibited Equipment List and a Controlled Equipment List, including identified actions necessary to improve federal support for the appropriate acquisition, use, and transfer of controlled equipment by state, local, tribal, territorial, and private grant Subrecipients.

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The Controlled Equipment List identifies categories of equipment that have significant utility for state, local, tribal, territorial, and private grant Subrecipients. However, because of the nature of the equipment and the potential impact on communities, additional controls will be imposed on the acquisition, use, and transfer of this equipment. Examples of equipment on the Prohibited Equipment List and Controlled Equipment List are provided below. Please refer to Information Bulletin (IB) 407a for the complete list and detailed requirements pursuant to acquiring equipment from the Controlled Equipment list with federal grant funds. The IB may be found at <https://www.fema.gov/grant-programs-directorate-information-bulletins>.

Prohibited Equipment List (unallowable equipment under HSGP)

- Tracked Armored Vehicles
- Weaponized Aircraft, Vessels, and Vehicles of Any Kind
- Firearms and Ammunition
- Grenade Launchers
- Bayonets
- Camouflage Uniforms

Controlled Equipment List (equipment requiring additional controls and approvals)

- Manned Aircraft (Fixed Wing and Rotary Wing)
- Unmanned Aerial Vehicles
- Armored or Tactical Vehicles
- Command and Control Vehicles (does not include Sport Utility Vehicles)

Reporting – Biannual Strategy Implementation Report (BSIR)

Subrecipients of HSGP funding are responsible for completing and submitting BSIRs through the Grants Reporting Tool (GRT). The BSIR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30 (the summer BSIR report); and January 30 for the reporting period of July 1 through December 31 (winter BSIR report). All required attributes of each project must be included. Updated obligations, expenditures, and significant developments must be provided within the BSIR to show progress of implementation for every project, as well as how expenditures support Planning, Organization, Equipment, Training and Exercises.

Changes to Scope of Work

Due to the competitive process, changes to the scope of work will not be permitted. Please ensure the projects being proposed are well planned and detailed, as any funds remaining at the end of the performance period will be disencumbered and returned to Cal OES for reallocation.

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PART II – RFP INSTRUCTIONS

- A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS**
 - B. PROPOSAL COMPONENTS**
 - C. RESOURCES (web links)**
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A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS

A Notice of Interest (NOI) and Subrecipient Grants Management Assessment Form must be submitted to Cal OES no later than Friday, **December 15, 2017**, 5:00pm PST. Only electronic submissions will be accepted. Proposals submitted after this time/date will **not** be considered. Applicants may e-mail their proposals to:

Darren Tsang
Unit Supervisor
Homeland Security Grants Unit
darren.tsang@caloes.ca.gov

B. PROPOSAL COMPONENTS

Your proposal **MUST** include the following documents in order to be considered for funding:

1. NOI
 - Description of the capability gap
 - Project description and how it will build or sustain one or more core capabilities
 - Explanation of nexus to terrorism
 - Explanation of how project(s) will be completed within 12 months, including a timeline with milestones
 - Budget
2. Subrecipient Grants Management Assessment Form

***Grant applications are subject to the California Public Records Act, Government Code Section 6250 *et seq.* Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a separate statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.**

Applicants must also have a Data Universal Numbering System (DUNS) number, an Employer Identification Number (EIN), and be registered in System for Award Management (SAM) prior to receiving a federal Grant Subaward from Cal OES.

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DUNS Number

Instructions for obtaining a DUNS number can be found at the following website:

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

System for Award Management

In addition to having a DUNS number, Applicants must register with SAM. Step-by-step instructions for registering with SAM can be found at

<http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

DHS/FEMA requires both the EIN and a DUNS number prior to the issuance of a financial assistance award and for Grant Subaward payment; both EIN and DUNS are also required to register with SAM (see below). The EIN base for an organization is the Internal Revenue Service (IRS) Tax ID number (the EIN is a nine-digit number). Organizations submitting their applications must correctly differentiate the EIN from the DUNS since both are nine-digit numbers.

Organizations applying for an EIN should plan on a minimum of two full weeks to obtain an EIN. For assistance in registering an EIN please contact the IRS helpline. DHS/FEMA and Cal OES cannot assist Applicants with questions related to obtaining a current EIN.

C. RESOURCES (web links)

HSGP, California State Agencies, Request for Proposal

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

Subrecipient Grants Management Assessment Form

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

HSGP NOFO

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

HSGP CA Supplement to the Federal NOFO

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

DHS/FEMA Information Bulletins

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

List of Mission Areas and Core Capabilities

<https://www.fema.gov/media-library/assets/images/127427>

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AEL

<http://fema.gov/authorized-equipment-list>

SAFECOM

<http://www.safecomprogram.gov>

DUNS #

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

SAM

<http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

PART III – PROPOSAL EVALUATION

- A. EVALUATION CRITERIA**
 - B. EVALUATION CRITERIA DEFINED**
 - C. FUNDING RECOMMENDATION**
 - D. NOTIFICATION PROCESS**
 - E. APPEAL OF DECISION**
 - F. POST AWARD REQUIREMENTS**
 - G. ALLOCATION OF FUNDS CONTINGENT ON RECEIPT OF FEDERAL AWARD**
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A. EVALUATION CRITERIA

Funding will be awarded to the highest-ranked proposals, up to a maximum of \$200,000 per California state agency. The evaluation of proposals is based on four scored criteria, and one qualifier, with a total of 50 points. **Projects that do not have a direct nexus to terrorism or cannot be completed within a 12-month performance period will be disqualified.** Applications will be evaluated as follows:

Evaluation Criteria	Points Possible
• Describe the capability gap(s) the project(s) will be addressing.	10 Points
• Describe the proposed project(s) and how it will build or sustain one or more of the 32 core capabilities.	20 Points
A. Project Description	10 Points
B. Ability to build or sustain core capabilities	10 Points
• Explain the project’s nexus to terrorism.	Qualifier
• Describe how the project(s) will be completed within a performance period of 12 months. Please provide a timeline with key milestones.	10 points
• Provide a budget breakdown of all allowable costs. Where applicable, please provide a list of equipment to be purchased, including quantities, costs, AEL numbers and AEL titles.	10 points

Points may be deducted during the rating process based on negative past performance under a prior HSGP Program award (i.e. extension requested, funds disencumbered, failure to submit required documents and reports).

Cal OES will review and approve projects which meet the criteria based on the AEL and the scoring system established for this Program. All projects must be completed within the Subrecipient performance period. All applicable HSGP guidelines and policies remain in effect for the grant.

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B. EVALUATION CRITERIA DEFINED

Describe the capability gap(s) the project(s) will be addressing.

The proposed project(s) should seek to address a gap in one or more of the 32 core capabilities. The Applicant should identify how the capability gap was identified (e.g., exercise after action report, risk assessment, etc.) and how that gap translates to increased vulnerability or greater consequence from a potential terrorist incident.

A crosswalk of the Mission Areas and Core Capabilities may be found at <https://www.fema.gov/media-library/assets/images/127427>.

Describe the proposed project(s) and how it will build or sustain one or more of the 32 core capabilities.

Project Description: The Applicant should thoroughly describe the project(s) being proposed, outlining the various elements or stages involved to implement/complete the project, and the end-goal of the project.

Ability to build or sustain a core capability: Proposed projects must build a new capability or help to sustain an existing capability. The Applicant should describe how that capability or capabilities are being improved with the funding.

Explain the project's nexus to terrorism.

The HSGP mandates that all projects have a clear nexus to terrorism. Proposed projects MUST have a direct nexus to the prevention, protection, mitigation, response, or recovery from a terrorism event. Proposed projects should NOT be general emergency management in nature. Projects that do not meet these criteria will be disqualified.

Describe how the project(s) will be completed within a performance period of 12 months. Please provide a timeline with key milestones.

Proposed projects must be completed within a 12-month timeframe. A timeline with milestones should provide a clear outline of activities that lead up to the completion of the project.

Provide a budget breakdown of all allowable costs. Where applicable, please provide a list of equipment to be purchased, including quantities, costs, AEL numbers and AEL titles.

Applicants should provide cost effective solutions to a capability gap. Providing an analysis of alternatives for achieving the same results, and concluding the provided project is more cost effective or if it is the only solution, is encouraged. Costs must be reasonable and/or be supported with price quotes, examples of similar projects from other agencies, hyperlinks to product sites, etc.

The budget should include detailed costs, outlined to provide line-item detail.

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NOTE: The Cal OES Subrecipient Grants Management Assessment Form is not used as a part of the evaluation criteria.

C. FUNDING RECOMMENDATION

Final funding decisions are made by the Director of Cal OES. Funding recommendations are based on the following:

- The ranked score of the application.
- Consideration of funding priorities.
- Prior negative administrative and programmatic performance, if applicable.

Projects previously funded by Cal OES will be reviewed for past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The project may not be selected for funding.
- The amount of funding may be reduced.
- Grant Subaward Special Conditions may be included in the Grant Subaward.

D. NOTIFICATION PROCESS

Applicants will be notified of the results of the rating process in writing. Applicants not selected for funding will receive a notification letter containing their average score and information on the appeal process.

E. APPEAL OF DECISION

Applicants are entitled to appeal the denial of funding pursuant to the Cal OES Appeal Guidelines for Competitive Funding Decisions. A copy of these guidelines may be requested by contacting the individual listed in Part I - Overview, D. Contact Information.

F. POST AWARD REQUIREMENTS

Applicants identified for funding must submit all documentation listed in the Fiscal Year 2017 Homeland Security Grant Program California Supplement to the Federal Notice of Funding Opportunity. Refer to Attachment F of the application kit for a checklist of required documents. The Financial Management Forms Workbook (FMFW) can be located at <http://www.caloes.ca.gov/for-businesses-organizations/how-we-help/grants-processing-programs/homeland-security-grants-processing>. All signed forms must be submitted via mail.

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G. ALLOCATION OF FUNDS CONTINGENT ON RECEIPT OF FEDERAL AWARD

Cal OES does not have the authority to disburse federal funds until the federal Grant Award is received. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the United States Government, or any other action that impacts federal funds received by Cal OES, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Subrecipient to the extent federal funds are available for payment of such costs.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to the execution of the Grant Subaward.



Notice of Interest (NOI)

Applicant Information

Grant Program:	Homeland Security Grant Program
California State Agency:	
Point of Contact:	
Address:	
Telephone:	
E-Mail:	
Total Requested Grant Amount:	
Data Universal Numbering System (DUNS) Number: [DUNS # must be valid and active]	

I. Describe the capability gap(s) the project(s) will be addressing. (10 Points)

(2,200 Character max-not including spaces.)

II. Describe the proposed project(s) and how it will build or sustain one or more of the 32 core capabilities. (20 Points)

(2,200 Character max-not including spaces.)

III. Explain the project's nexus to terrorism. (Describe how the project seeks to prevent, protect, mitigate, respond to or recover from terrorist-related events) (Qualifier)

(2,200 Character max-not including spaces.)

IV. Describe how the project(s) will be completed within a performance period of 12 months. Please provide a timeline with key milestones. (10 Points)

(2,200 Character max-not including spaces.)

V. Provide a budget breakdown of all allowable costs. Where applicable, please provide a list of equipment to be purchased, including quantities, costs, Authorized Equipment List (AEL) numbers and AEL titles (10 Points)

(2,200 Character max-not including spaces.)

Submit the completed Notice of Interest (NOI) document to Cal OES Unit Supervisor Darren Tsang via e-mail, at darren.tsang@caloes.ca.gov.

IMPORTANT NOTE: Submissions after the deadline of December 15, 2017, 5:00 PM PST will not be accepted and will be disqualified from continuing in the competitive proposal process.



Scoring Rubric Point Values Defined

Points	Definition
0	Does not address any required elements
1	Identifies some elements but fails to address many elements/objectives
2	Identifies some elements and marginally addresses the remaining elements/objectives
3	Marginally addresses most elements/objectives
4	Satisfactorily addresses most elements/objectives
5	Satisfactorily addresses all elements/objectives
6	Addresses all elements/objectives with a unique approach or insight applied
7	Addresses all elements/objectives with a unique approach or insight applied, well supported by analysis or references to evidence
8	Addresses all elements/objectives with a unique approach or insight applied, well supported by analysis or references, with specific application to objectives and requirements described in this notice
9	Addresses all elements/objectives with a superior approach or insight applied, fully supported by analysis or references to evidence, with specific application to all objectives and requirements described in this notice
10	Addresses all elements/objectives with an exceptionally superior approach or insight applied, fully supported by analysis or references to evidence, with specific application to all objectives and requirements described in this notice