



## REQUEST FOR PROPOSAL

The California Governor's Office of Emergency Services (Cal OES), Homeland Security and Grants Processing Branch, is soliciting proposals for the following program:

### **CALIFORNIA HEALTH CENTER SECURITY GRANT PROGRAM (CHCSGP)**

Release Date: February 27, 2020

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds.

### **PROGRAM SYNOPSIS**

#### **Program Description:**

The purpose of the CHCSGP is to provide funding support for target hardening and other physical security enhancements to nonprofit community health centers that provide abortion services, and may be the targets of violence and vandalism.

#### **Eligibility:**

Restricted to California nonprofit community health centers, as 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.

#### **Award Period of Performance:**

January 1, 2020 – December 31, 2021

#### **Available Funding:**

\$9,500,000

#### **Submission Deadline:**

The proposal package must be received electronically, no later than 5:00 pm (PST) on Thursday, March 26, 2020.



**CALIFORNIA HEALTH CENTER SECURITY GRANT PROGRAM**

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# CALIFORNIA HEALTH CENTER SECURITY GRANT PROGRAM

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## PART I - OVERVIEW

- A. PROGRAM OVERVIEW AND OBJECTIVE**
  - B. AWARD & ELIGIBILITY INFORMATION**
  - C. CONTACT INFORMATION**
  - D. PROJECT ACTIVITY GUIDELINES**
  - E. SPECIAL CONSIDERATIONS**
- 

### A. PROGRAM OVERVIEW AND OBJECTIVE

The Fiscal Year (FY) 2019-20 California budget allocated \$10,000,000 to provide funding support for physical security enhancements and other security-related activities to nonprofit community health centers that provide abortion services, and may be the targets of violence and vandalism. As a result, Cal OES Grants Management established the CHCSGP.

This is a competitive program; therefore, scoring criteria have been established and funding will be awarded to the top-scoring applications until all allocated funding is awarded. Applicants are not guaranteed funding.

### B. AWARD & ELIGIBILITY INFORMATION

Eligible Applicants:	All California Nonprofit Community Health Centers that provide abortion services
Total Amount Available for Solicitation:	\$9,500,000
Maximum Allowed per Applicant:	\$200,000
Period of Performance:	January 1, 2020 – December 31, 2021
Cost Share or Match Requirement:	Cost Share or Match is <u>NOT</u> Required

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### C. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues can be submitted to:

Scott Sano, Unit Supervisor  
Infrastructure Protection Grants Unit II  
[Scott.Sano@caloes.ca.gov](mailto:Scott.Sano@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 that the competitive proposal is due, Cal OES can only respond to technical questions about the RFP.

### D. PROJECT ACTIVITY GUIDELINES

Proposals will be considered by Cal OES for eligibility based on the evaluation criteria identified in Part III.

Allowable categories of cost under the CHCSGP are Contracted Security Personnel, Equipment, Planning, Training, and Management and Administration (M&A) of the award. The following is a brief description of costs associated with each of these categories:

#### **Contracted Security Personnel**

Contracted security personnel are allowed under this Program. Funding for contracted security personnel cannot exceed 50 percent of the award amount.

#### **Equipment**

Allowable costs are focused on target hardening and physical security enhancements. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit community health center, specifically in the prevention of and/or protection against the risk of violence or vandalism. Examples of allowable equipment under this Program include:

- Physical security enhancement equipment, such as reinforced doors and gates, and high-intensity lighting and alarms;
- Enclosed or covered walkways, entry canopies, or other enhancements that ensure patient privacy; and
- Inspection and screening systems, and access control.

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### **M&A**

Applicants that receive an award under this Program may use up to five percent of their funds for the management and administrative activities of the award. This cost consists of hiring contractors/consultants to assist with the M&A of the CHCSGP.

### **Planning**

Funding may be used for security or emergency planning expenses, and other planning activities; including the materials required to conduct planning activities. Planning must be related to the protection of the nonprofit community health center and the people within its immediate vicinity. Examples of planning activities allowable under this Program include:

- Development and enhancement of security plans and protocols;
- Emergency contingency plans;
- Evacuation/Shelter-in-place plans; and
- Continuity of Operations plan

### **Training**

Funding may be used for security-related training costs. Training activities must address a specific threat and/or vulnerability, and be identified in the Application. Examples of training costs allowable under this Program include:

- Attendance fees for security training; and
- Related expenses such as materials, supplies, and/or equipment necessary for conducting the security training.

All training courses must receive a [Training Feedback Number](#) from The California Specialized Training Institute, at least 30 days prior to the start of the course.

### **Unallowable Costs**

Funds may not be used for the following:

- Purchase of equipment, tools, or personal protective equipment for contracted security personnel;
- Weapons, weapon parts and accessories, and ammunition; and
- Travel costs.

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### E. SPECIAL CONSIDERATIONS

#### **Sustainability**

Funds are intended to supplement existing resources, and are not guaranteed long term sustainability solutions. Therefore, the Recipient must be able to sustain projects under the award without future CHCSGP funding.

#### **Changes to Scope of Work**

Due to the competitive process, changes to the scope of work may not be permitted. The expectation is for each Applicant to thoroughly plan out the entire process of each proposed project, from project conception to completion. Ensure that the projects being proposed are well planned and detailed. Funds remaining at the end of the period of performance will be disencumbered and returned to Cal OES.

#### **Equipment Disposition**

When original or replacement equipment acquired under the CHCSGP is no longer needed for program activities, contact Cal OES to request disposition instructions.

#### **Environmental Standards**

Recipients of the CHCSGP funding must comply with state environmental standards, pursuant to the California Environmental Quality Act, as applicable.

#### **Performance Reports**

Recipients of the CHCSGP are required to submit performance reports via the Cal OES Performance Report template semi-annually for the duration of the award period of performance or until all activities are completed and the award is formally closed. Performance reports will be used as indicators of project feasibility, performance, and grant management capacity.

# CALIFORNIA HEALTH CENTER SECURITY GRANT PROGRAM

## PART II – RFP INSTRUCTIONS

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- A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS**
  - B. PROPOSAL COMPONENTS**
  - C. RESOURCE LINKS**
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### A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS

The Proposal must be submitted to Cal OES no later than 5:00 pm (PST) on Thursday, March 26, 2020. Only electronic submissions will be accepted. Proposals submitted after this time/date will NOT be considered. Applicants are encouraged to apply only for the amount of funding necessary to safeguard their nonprofit community health center.

Submit complete proposal to:

[Scott.Sano@caloes.ca.gov](mailto:Scott.Sano@caloes.ca.gov)

### B. PROPOSAL COMPONENTS

Applicant's proposal MUST include the following documents in order to be considered for funding:

1. Application Form:
  - Applicant Information;
  - Risk;
  - Target Hardening;
  - Milestones;
  - Impact;
  - Median Income for Zip Code; and
  - Distance to Nearest Facility.
2. Cal OES Vulnerability Assessment (VA) Worksheet, which:
  - Defines, identifies, and prioritizes vulnerabilities of the organizational structure;
  - Provides the nonprofit community health center with mitigation options of what equipment to procure in order to make the nonprofit community health center more secure;
  - Must be completed by someone with a security, emergency services, military, or law enforcement background;
  - If a VA has been completed previously, information from the previous VA must be transferred to the Cal OES VA Worksheet and submitted at the time of application; and
  - If a VA has not been completed previously, the Cal OES VA Worksheet can be completed and submitted as the sole VA submission.

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**\*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.**

### C. RESOURCE LINKS (Web Links)

[FY 2019 CHCSGP, RFP](#)

[FY 2019 CHCSGP Application Form](#)

[Cal OES VA Worksheet](#)

[CHCSGP Performance Report Template](#)

[FY 2019 State Program Guidance](#)

[Training Feedback Number Request Form](#)

# CALIFORNIA HEALTH CENTER SECURITY GRANT PROGRAM

## PART III – PROPOSAL EVALUATION

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- A. EVALUATION CRITERIA**
  - B. EVALUATION CRITERIA DEFINED**
  - C. FUNDING RECOMMENDATION**
  - D. NOTIFICATION PROCESS**
  - E. APPEAL OF DECISION**
  - F. POST AWARD REQUIREMENTS**
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### A. EVALUATION CRITERIA

Evaluation criteria have been established and funding will be awarded to the highest-ranked proposals until all allocated funding is awarded. Evaluation of the proposals is based on four scored criteria, with a maximum total of 45 points.

Applications will be evaluated as follows:

<b>Evaluation Criteria</b>	<b>Maximum Value</b>
Section I. Applicant information	<b>Not scored</b>
Section II. Risk	<b>15 Points</b>
A. Threats	(5 Points)
B. Vulnerabilities	(5 Points)
C. Potential Consequences	(5 Points)
Section III. Target Hardening	<b>15 Points</b>
Section IV. Milestones	<b>5 Points</b>
Section V. Impact	<b>5 Points</b>
Section VI. Median Income for Zip code	<b>2 Points</b>
Section VII. Distance to Nearest Facility	<b>3 Points</b>

Points may be deducted during the rating process if all proposal information is not provided. All projects must be completed within the period of performance.

The Applicant should check the box on the bottom of the last page of the Application if they are willing to accept less than the full amount requested. If the box is not checked, partial funding may not be given in the event that full funding is not available for the project; based on scoring and funding availability.

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### B. EVALUATION CRITERIA DEFINED

Proposal evaluation will be based on subject matter expertise and discretion with consideration to the following factors:

- **Need:** The relative need for the nonprofit community health center compared to other Applicants;
- **Impact:** The feasibility of the proposed project(s), and how effectively the proposed project(s) address the identified need; and
- **Target Hardening:** The proposed target hardening activities identified in the application must align to the Cal OES VA Worksheet.

The CHCSGP Application includes:

#### Section I. Applicant Information

- **Applicant Name:** Provide the Applicant name and website address.
- **Physical Address of the Project(s) Location:** Provide the physical address of the project(s) location.
- **Mailing Address, if different:** Provide the Applicant's administrative office address, if different from project location.
- **Primary and Secondary Contact Information:** Provide both the primary and secondary contact information.
- **Nonprofit Community Health Center Medical Service:** Provide description of the nonprofit community health center services, and proof (such as a redacted bill/invoice) of abortion services provided.
- **501(c)(3) status:** Indicate if the Applicant is a federally-recognized nonprofit or is a nonprofit eligible organization.
- **Funding Request:** Up to a maximum of \$200,000 can be requested.

#### Section II. Risk

The Applicant should thoroughly describe threats, vulnerabilities, and potential consequences, which necessitate funding for the proposed project(s). Explain how the funding would be utilized to minimize the threats, vulnerabilities, and potential consequences.

- **Threats:** Applicant should discuss the identification and substantiation of specific threats or attacks against the organization.
- **Vulnerabilities:** Applicant should discuss the nonprofit community health center's susceptibility to destruction, incapacitation, or exploitation.
- **Potential Consequences:** Applicant should discuss potential negative effects on the nonprofit community health center's assets, systems, and/or network if damaged, destroyed, or disrupted by an attack.

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### **Section III. Target Hardening**

The Applicant should thoroughly describe the project(s) being proposed, to include a description of each proposed activity and the identified threat or vulnerability that it addresses; as well as the associated cost for each activity. Allowable costs are focused on target hardening activities as well as planning-related costs, contracted security personnel, and security-related training courses. Funding can also be used for the acquisition and installation of security equipment on real property.

### **Section IV. Milestones**

Proposed project(s) must be completed within the period of performance. Proposed project(s) should include a timeline with milestones that provide a clear outline of activities that lead up to the completion of the project(s). Start dates should reflect the start of the associated award activities and end dates should reflect when the milestone event will be completed.

### **Section V. Impact**

Explain how the nonprofit community health center will be safer at the end of the FY 2019 CHCSGP period of performance.

### **Section VI. Median Income for Zip code**

Provide the median household income for the Zip Code in which the nonprofit community health center is located.

### **Section VII. Distance to Nearest Facility**

Enter the distance, in miles, from the nonprofit community health center to the next closest provider of abortion services.

## 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; and
- Consideration of funding priorities.

## 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.

## **CALIFORNIA HEALTH CENTER SECURITY GRANT PROGRAM**

### **E. APPEAL OF DECISION**

Applicants are entitled to appeal the denial of funding pursuant to the Cal OES Appeal Guidelines for Competitive Funding. A copy of these guidelines will be included with the denial of funding letter.

### **F. POST AWARD REQUIREMENTS**

All award funds must be expended by the end of the award period of performance, and final reimbursement requests must be submitted to Cal OES within 20 calendar days of the award expiration date.