



**FISCAL YEAR 2017
CALIFORNIA STATE NONPROFIT SECURITY
GRANT PROGRAM**

**REQUEST FOR
PROPOSAL**

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PART I - OVERVIEW

- A. INTRODUCTION
 - B. CONTACT INFORMATION
 - C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS
 - D. ELIGIBILITY
 - E. FUNDING AMOUNT/GRANT PERFORMANCE PERIOD
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A. INTRODUCTION

This Request for Proposal (RFP) provides the information and forms necessary to prepare a proposal for the California Governor's Office of Emergency Services (Cal OES) grant funds for the *Fiscal Year (FY) 2017 California State Nonprofit Security Grant Program (CSNSGP)*. 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 of a terrorist attack. It is closely modeled on the federal DHS/FEMA Nonprofit Security Grant Program (NSGP) and complements the NSGP's efforts to build and sustain the National Preparedness Goals and Capabilities across prevention, protection, response, and recovery mission areas.

B. CONTACT INFORMATION

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

Renee A. Mota-Jackson
Program Manager
Infrastructure Protection Grants Unit
Renee.Jackson@caloes.ca.gov
916-845-8410

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.

C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS

All application documents are to be emailed to
Nonprofit.Security.Grant@CalOES.ca.gov.

Proposal Deadline: 05:00 P.M., Monday, January 8, 2018. No late submissions will be considered.

D. ELIGIBILITY

To be eligible for funding through the CSNSGP, the organization must be an organization that is 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; refer to links below for additional information:

- <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501-c-3-organizations>
- <https://www.irs.gov/publications/p557/ch03.html>
- <https://www.irs.gov/charities-non-profits>

Note: 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). Applicants must provide evidence that they are nonprofit organizations (as described under Section 501(c)(3) of the IRC of 1986 and exempt from tax under Section 501(a) of such code). These organizations are not required to provide recognition of exemption. For organizations that the IRS requires to apply for and receive recognition of exemption under 501(c)(3), the state may or may not require recognition of exemption, as long as the method chosen is applied consistently.

E. FUNDING AMOUNT/GRANT PERFORMANCE PERIOD

There is approximately \$2 million available for the CSNSGP. Cal OES will fund successful Applicants beginning January 30, 2018, and ending March 15, 2020. Applicants are encouraged to apply only for the amount of funding necessary to safeguard their facility. The funding request cannot exceed \$75,000.

F. PROGRAM BACKGROUND

On June 2, 2017, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) released the *FY 2017 Nonprofit Security Grant Program (NSGP) Notice of Funding Opportunity (NOFO)* announcement. The FY 2017 NSGP is a federal program designed to support security enhancements for nonprofit organizations that are at high risk of a terrorist attack. The FY 2017-18 California budget allocated \$2 million for Nonprofit Security Grants. Cal OES Grants Management has established the CSNSGP with the State allocation. This grant is competitive; therefore, scoring criteria have been established and grants will be awarded for the top-scoring applications until all allocated funding is awarded. Applications will be recommended for funding based on the threat, vulnerability, and consequence faced by a specific facility/location.

Criteria

The following are some of the FY 2017 CSNSGP evaluation criteria:

- Symbolic value of the site(s) as a highly recognized regional and/or national or historical institution(s) that renders the site a possible target of terrorism;
- Role of the Applicant nonprofit organization in responding to or recovering from terrorist attacks or other types of disasters and emergencies;

- Findings from previously conducted threat and/or vulnerability assessments;
 - Integration of nonprofit preparedness with broader state and local preparedness efforts; and
 - Complete and feasible proposal that addresses an identified risk, including the assessed threat, vulnerability, and consequence of the risk, and proposes building or sustaining a core capability identified in the National Preparedness Goals.
- <https://www.fema.gov/national-preparedness-goal>

G. PROGRAM DETAILS

Allowable costs are focused on target hardening activities. 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 organization, specifically in the prevention of and/or protection against the risk of a terrorist attack. This equipment is **limited to select items from two categories** on the DHS Authorized Equipment List (AEL), at <https://www.fema.gov/media-library/assets/documents/25574>.

The categories are:

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

Allowable training-related costs under FY 2017 CSNSGP are limited to attendance fees for the training, and related expenses such as materials, supplies, and/or equipment. No personnel costs, such as overtime and backfill costs, associated with attending the training courses are allowable. Travel costs are not eligible. Training projects must be proposed in the application and **must** be presented by a **pre-approved** training provider. If the Applicant is selected for an award they must obtain proof of that approval via a feedback number obtained by submitting the “Training Request Form” found here: <https://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm>.

Training topics must relate to the protection of critical infrastructure and key resources including physical and cyber security, target hardening, and must address a specific threat and/or vulnerability as identified in the application.

***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 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 are exempt 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.**

PART II – RFP INSTRUCTIONS

A. PREPARING A PROPOSAL

A. PREPARING A PROPOSAL (Application)

- The process is competitive and no Applicant is guaranteed funding. It is recommended that the Applicants contact their Regional Terrorism Threat Assessment Center, <http://www.caloes.ca.gov/cal-oes-divisions/state-threat-assessment-center>, for verifiable threat information. Project review and a final determination will be made by Cal OES review panel.
- Proposals are to be completed using the CSNSGP Application Excel Template located at:
<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/infrastructure-protection-grants>.
- A Vulnerability Assessments (VA) must be conducted on the applicant's facility and the Vulnerability Worksheet must be completed and submitted based on this assessment and submitted with the application. The VA must be completed by experienced security, law enforcement or military personnel. They must identify the assessor. They must be dated and signed by the assessor.

All documents are to be sent via email to Nonprofit.Security.Grant@CalOES.ca.gov.

Proposal Deadline: 05:00 P.M. Monday, January 8, 2018. No late submissions will be considered.

PART III – POLICIES AND PROCEDURES

- A. PROPOSAL RATING**
 - B. FUNDING RECOMMENDATION**
 - C. NOTIFICATION PROCESS**
 - D. APPEAL OF DECISION**
 - E. POST AWARD REQUIREMENTS**
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A. PROPOSAL RATING

Eligible applications received by the deadline are generally rated by a three member team. The raters' scores are averaged and then ranked numerically.

The State will conduct a high-level, cursory review of all submitted applications to first determine eligibility based on the established criteria. Once eligibility has been verified, Cal OES will review and score the compliant applications using the federal scoring process as follows:

<u>TOTAL - 40 possible points</u>	
Section I.	Not scored
Section II.	2 possible points
Section III.	12 possible points
Section IV.	14 possible points
Section V.	4 possible points
Section VI.	3 possible points
Section VII.	5 possible points

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

In the event of a tie during the scoring process, priority may be given to organizations that have not previously received federal Nonprofit Security Grant funding and the relative need for the nonprofit organization as compared to the other Applicants. Also considered is the potential impact of the nonprofit organization in achieving the maximum prevention and/protection results at minimal cost.

B. 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 or geographical distribution specific to the CSNSGP;

- Previous federal security grant funding;
- Prior negative administrative and programmatic performance, if applicable; and
- Other factors at the discretion of Cal OES.

Federal projects previously managed by Cal OES will be reviewed for 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; or
- Grant subaward Special Conditions may be placed in the Grant subaward.

C. NOTIFICATION PROCESS

Applicants will be notified via email and in writing. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

D. 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, B. Contact Information.

E. POST AWARD REQUIREMENTS

Successful Applicants applying for funding must submit all required documentation and attend a Required Documents Workshop.

A Notification of Subrecipient Award Approval must be signed and returned to Cal OES. To be eligible to receive your funding, each Subrecipient must submit ALL of the following within 60 calendar days:

- Completed Cal OES Financial Management Forms Workbook (FMFW)
 - Application Facesheet spreadsheet (blue ink signature and printed in portrait orientation)
 - Project Ledger spreadsheet
 - Project Description spreadsheet
 - Equipment Inventory Ledger spreadsheet
 - Training spreadsheet (if applicable)
 - Consultant-Contractor spreadsheet (if applicable)
 - Management and Administration (M&A) spreadsheet (if applicable)
 - Authorized Agent spreadsheet (blue ink signatures)
- 501(c)(3) letter which designates an organization as being a not-for-profit or Self-declared letter from the organization stating that they qualify for 501(c)(3) status

- Governing Body Resolution (blue ink signatures)
- Grant Assurances: An agreement to abide by State regulations when using grant funds
- STD204/Payee Data Record: A form used to assign an organization a Federal Information Processing Standard (FIPS number)
- Subrecipient Grant Management Assessment Form

These Required Documents must be submitted to Cal OES no later than 60 calendar days after the receipt of your Award Letter or notification by email. If not received by this deadline, Cal OES will reallocate your funding to the next Applicant on the list and your award will be terminated.

Successful CSNSGP Grant Subrecipients must obtain California Environmental Quality Act (CEQA) and State Historic Preservation Office approvals if needed. Each awardee must abide by their local city and county environmental and historic preservation ordinances. A CEQA certification form must be submitted with the post-award application package. All signed forms must be submitted via U.S. Mail.

The FMFW is located at:

<http://www.caloes.ca.gov/for-governments-tribal/grants-funding/grants-processing-programs/homeland-security-grants-processing>.

The FMFW is the method of reimbursement of authorized expenditures for the Subrecipient. Subrecipients must submit and have approved from their Program Representative the FMFW, copies of their detailed bids, invoices and contracts for the work purchased and performed and proof of payment.

Subrecipients must provide Cal OES with all necessary required documents that must include: make, model, unit pricing, and quantity of equipment to be purchased, as well as the location of where the equipment will be installed. Pictures of the facility may be required to verify that equipment is not already in place.

Changes to Scope of Work

Due to the competitive process, changes to the scope of work may not be allowed. Please ensure the projects being proposed are well planned, as any funds that remain at the end of the performance period will be disencumbered and returned to Cal OES.

Cal OES is currently conducting a program of Subrecipient monitoring. The monitoring will encompass the Subrecipient's administrative, programmatic and fiscal management of the grant(s). **These reviews may include, but are not limited to:**

- Eligibility of expenditures; and
- Comparing actual Subrecipient monitoring activities to those approved in the Subrecipient application and subsequent modifications, if any.

Cal OES may suspend or terminate Subrecipient funding, in whole or in part, or other

measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances;
- Failing to comply with the requirements or statutory objectives of federal or state law;
- Failing to make satisfactory progress toward the goals or objectives set forth in the Subrecipient application;
- Failing to follow Grant subaward requirements or special conditions;
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
- Failing to submit required reports; or
- Filing a false certification in the application or other report or document.

Before taking action, Cal OES will provide Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

Cal OES will close a Subrecipient award after:

- Receiving a Subrecipient Performance Report indicating that all approved work has been completed and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information; or
- Reconciling actual costs to awards, modifications, and payments.

If the closeout review and reconciliation indicates that the Subrecipient is owed additional funds, Cal OES will send the final payment automatically to the Subrecipient. If the closeout review and reconciliation indicates the Subrecipient did not use all funds received, Cal OES will issue an invoice or Grant Modification letter to recover the unused funds. In the **Grant Closeout letter**, Cal OES will notify the Subrecipient of the start of the record retention period for all programmatic and financial grant-related records.