



September 21, 2018

To: ALL INTERESTED PARTIES

RE: FISCAL YEAR (FY) 2018-19 CALIFORNIA STATE NONPROFIT SECURITY GRANT PROGRAM - REQUEST FOR PROPOSAL

The California Governor's Office of Emergency Services (Cal OES), Grants Management, is soliciting proposals for the California State Nonprofit Security Grant Program (CSNSGP) for FY 2018-19.

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 closely models the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (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, Mitigation, Response, and Recovery mission areas.

The California 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.

All applications must be emailed by 5:00 P.M., Friday, October 26, 2018, to [Nonprofit.SecurityGrant@caloes.ca.gov](mailto:Nonprofit.SecurityGrant@caloes.ca.gov). No late submissions will be considered. Application workshops and webinars will be announced and posted on our website at <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/infrastructure-protection-grants>.

The FY 2018-19 CSNSGP period of performance is January 1, 2019, to December 31, 2020.



3650 SCHRIEVER AVENUE, MATHER, CA 95655  
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**FISCAL YEAR (FY) 2018-19 CALIFORNIA STATE NONPROFIT SECURITY GRANT PROGRAM - REQUEST FOR PROPOSAL**

**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.**

Questions regarding this RFP must be submitted via email to [Renee.Jackson@caloes.ca.gov](mailto:Renee.Jackson@caloes.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Mark S. Ghilarducci", with a long horizontal flourish extending to the right.

MARK S. GHILARDUCCI  
Director

# CALIFORNIA STATE NONPROFIT SECURITY GRANT (CSNSGP) PROGRAM

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# CALIFORNIA STATE NONPROFIT SECURITY GRANT (CSNSGP) PROGRAM

## PART I - OVERVIEW

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

### A. INTRODUCTION

This Request for Proposal (RFP) provides the information and forms necessary to prepare a proposal for Cal OES's grant funds for the FY 2018-19 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 U.S. DHS/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.

### 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](mailto:Renee.Jackson@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.

### C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS

All application documents are to be emailed to  
[Nonprofit.Security.Grant@CalOES.ca.gov](mailto:Nonprofit.Security.Grant@CalOES.ca.gov).

**Proposal Deadline: 5:00 P.M., Tuesday, November 13, 2018. No late submissions will be considered.**

## CALIFORNIA STATE NONPROFIT SECURITY GRANT (CSNSGP) PROGRAM

### D. PROGRAM ELIGIBILITY

To be eligible for funding through the CSNSGP, the Applicant 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 \$500,000 available for the FY 2018-19 CSNSGP. Cal OES will fund successful Applicants beginning January 1, 2019, and ending December 31, 2020. Applicants are encouraged to apply only for the amount of funding necessary to safeguard their facility. The funding request cannot exceed \$75,000. All grant funds must be expended by the end of the Grant Subaward performance period, and final reimbursements must be submitted to Cal OES within twenty (20) calendar days of the grant expiration date.

### F. PROGRAM BACKGROUND

On May 21, 2018, the U.S. DHS/FEMA released the *FY 2018 NSGP Notice of Funding Opportunity (NOFO)* announcement. The FY 2018 NSGP is a federal program designed to support security enhancements for nonprofit organizations that are at high risk of a terrorist attack. The FY 2018-19 California budget allocated \$500,000 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.

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## Criteria

The following are some of the FY 2018-19 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, 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

The following is a brief explanation of the allowable costs for the FY 2018-19 CSNSGP.

### 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 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, 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)

### Training

Allowable training-related costs 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

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resources including physical and cyber security, target hardening, and must address a specific threat and/or vulnerability as identified in the application.

### **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 those with 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.

### **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. Exercises afford organizations the opportunity to validate plans and procedures, evaluate capabilities, and assess progress toward meeting capability targets in a controlled, low-risk setting. All shortcomings or gaps—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.

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# CALIFORNIA STATE NONPROFIT SECURITY GRANT (CSNSGP) PROGRAM

## PART II – RFP INSTRUCTIONS

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### A. PREPARING A PROPOSAL

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#### A. PREPARING A PROPOSAL

- 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 Investment Justification (IJ) 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 IJ. 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](mailto:Nonprofit.Security.Grant@CalOES.ca.gov)

**Proposal Deadline: 5:00 P.M. Friday, October 26, 2018. No late submissions will be considered.**



# CALIFORNIA STATE NONPROFIT SECURITY GRANT (CSNSGP) PROGRAM

## PART III – POLICIES AND PROCEDURES

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- 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 IJs 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 IJs to first determine eligibility based on the established criteria. Once eligibility has been verified, Cal OES will review and score the compliant IJs using the federal scoring process as follows:

TOTAL - 40 possible points	
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 Nonprofit Security Grant Program 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 IJ;
- Consideration of funding priorities or geographical distribution specific to the CSNSGP;

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- Previous Nonprofit Security Grant Program funding;
- Prior negative administrative and programmatic performance, if applicable; and
- Other factors at the discretion of Cal OES.

Nonprofit 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 for State and Federal Grant Money. 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)
  - Grant Subaward Face Sheet
  - Project Ledger
  - Planning Ledger (if applicable)
  - Equipment Ledger
  - Training Ledger (if applicable)
  - Exercise Ledger (if applicable)
  - Consultant-Contractor Ledger (if applicable)
  - Management and Administration Ledger (if applicable)
  - Authorized Agent

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- The 501 (c)(3) Certification form requests Subrecipients to certify and acknowledge if they are 501 (c)(3) eligible
- California Environmental Quality Act (CEQA) Negative Declaration
- 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 number
- Subrecipient Grant Management Assessment Form

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.

***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 Subrecipient 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.

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:**

## **CALIFORNIA STATE NONPROFIT SECURITY GRANT (CSNSGP) PROGRAM**

- 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 IJ would not have been selected for funding;
- Failing to submit required reports; or
- Filing a false certification in the IJ 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.