



GOVERNOR'S OFFICE OF EMERGENCY SERVICES

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STATE OF CALIFORNIA

# **Nonprofit Security Grant Application Workshop**

*Presented by*

**Cal OES Infrastructure Protection Grant Unit**

Please Mute Or Silence Your Phones For The Presentation

# Agenda

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1. Program Overview (Summary and Contact Info)
2. NSGP Prerequisites
3. Application Process
4. Investment Justification Walkthrough
5. Useful Resources
6. Closing

# Infrastructure Protection Grant Unit (IPGU)

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The Infrastructure Protection Grant Unit is responsible for the overall grant management of the Nonprofit Security Grant Program (NSGP), Homeland Security Grant Program (HSGP) Tribal Allocation, and Operation Stonegarden (OPSG), State and Local Implementation Grant Program (SLIGP).

## IPGU Unit Phone 916-845-8410

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# Cal OES

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**Planning, Preparedness, Prevention Directorate**

**Response & Recovery Operations Directorate**

**Logistics Management Directorate**

**Finance & Administration Directorate**

**Grants Management Section**

**Homeland Security & Emergency Management Division**

**Infrastructure Protection Grant Unit**

# Funding Overview

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The Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) has announced the FY 2017 Nonprofit Security Grant Program (NSGP) which makes available \$25,000,000 nationwide for U.S. nonprofit organizations that are determined to be at high-risk of terrorist attack due to their ideology, beliefs, or mission.

Eligible organizations must be located within specific California Urban Area Security Initiative (UASI) areas: Anaheim/Santa Ana Area, Bay Area, Los Angeles/Long Beach Area, Riverside Area, Sacramento Area, and San Diego Area.

Each Nonprofit may apply through the State Administrative Agency (SAA) for an award of up to \$75,000.

# NSGP Purpose (1 of 2)

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The National Preparedness Goal (the GOAL) is “A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.”

Using the core capabilities the National Preparedness Goal is achieved through five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

The goal of this grant is to integrate the preparedness activities of nonprofit organizations that are at high risk of a terrorist attack with broader state and local preparedness efforts.

# NSGP Purpose (2 of 2)

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Promote coordination and collaboration in emergency preparedness activities among public and private community representatives as well as state and local government agencies.

Provide funding support for target hardening activities to nonprofit organizations that are at high risk of terrorist attack.

The grant program is designed to promote coordination and collaboration of emergency preparedness activities between public and private community representatives, state and local government agencies, and Citizen Corps Councils.

# NSGP Eligibility

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Eligible nonprofit organizations are those that are:

- 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.
- 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). These organizations are not required to provide recognition of exemption.
- Located within one of the urban areas receiving funding under the Fiscal Year (FY) 2017 Urban Area Security Initiative (UASI)



# FY 2017 NSGP Eligible UASI Areas

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## Anaheim/Santa Ana Area

POC: Kerrstyn Vega  
Phone 714-765-3932  
Email: [kvega@anaheim.net](mailto:kvega@anaheim.net)

## Bay Area

POC: Mary Landers  
Phone: (415)353-5225  
Email: [mary.landiers@sfgov.org](mailto:mary.landiers@sfgov.org)

## Los Angeles/Long Beach

POC: Caitlin Ishigooka  
Phone: 213-978-0675  
Email: [caitlin.ishigooka@lacity.org](mailto:caitlin.ishigooka@lacity.org)

## Riverside

POC: Gail Shulte  
Phone: (951) 320-8106  
Email: [gschulte@riversideca.gov](mailto:gschulte@riversideca.gov)

## Sacramento Area

POC: Lieutenant Glenn Faulkner  
Phone: 916-808-0714  
Email: [dfaulkner@pd.cityofsacramento.org](mailto:dfaulkner@pd.cityofsacramento.org)

## San Diego Area

POC: Katherine Jackson  
Phone: 619-533-6760  
Email: [kjackson@sandiego.gov](mailto:kjackson@sandiego.gov)

**(No other locations are eligible to apply)**

# Grant Performance Period

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## ALL FUNDS MUST BE EXPENDED DURING THE PERIOD OF PERFORMANCE

- **Subrecipients have until 5/31/2020 to use all their funds.**
- You cannot be Reimbursed for, or Advanced funds for, activities begun before you receive notification of completion of the application process.
- The application process must be completed within 45 days of the award notification date.

# Allowable Costs

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**Equipment Costs:** are focused on target hardening activities. Funding is limited to two categories of items on the [Authorized Equipment List](#) (AEL):

- Physical Security Enhancement Equipment (category 14).
- Inspection and Screening Systems (category 15).

**Training:** Funds may support nonprofit organization security personnel to attend security-related training courses and programs.

- Allowable training topics are limited to the protection of Critical Infrastructure/Key Resources, including physical and cyber security, target hardening and terrorism awareness/employee preparedness.

**Management and Administration:** Subrecipients may use 5% of the amount awarded to them solely for M&A purposes associated with the award.

- Hiring of full-time or part-time staff or contractors/consultants to assist with the management and administration of NSGP funds.

# Unallowable Costs

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- Hiring of Public Safety Personnel
- Construction & Renovations (without prior, written DHS/FEMA approval)
- General-Use Expenditures
- Organizational operating expenses, overtime, and backfill
- Initiatives that are unrelated to prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities
- The development of risk/vulnerability assessment models
- Initiatives in which government agencies are the beneficiary
- Initiatives that study technology development
- Proof-of-concept initiatives
- Initiatives that duplicate capabilities being provided by the Federal government
- Pre-award security expenditures
- Any expenses incurred on your projects **BEFORE YOUR PROJECT AWARD LETTER IS ISSUED**

# Application Requirements & Documentation

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1. Organization must be within a UASI jurisdiction
2. Data Universal Number System (DUNS) ID
3. 501(c)(3) number or equivalent letter stating tax exempt status
4. Risk or Vulnerability Assessment & Worksheet
5. Contact Sheet
6. Mission Statement
7. Investment Justification

# Cal OES Verification: DUNS

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## Data Universal Number System:

- This is a number issued by a private company known as DUN & Bradstreet.
- Your organization must register with DUN & Bradstreet in order to be eligible for grant funds or to bid on federal contracts.
- <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

## System for Award Management:

- This is a government website. You must make certain that your organization's DUNS registration is current and active on this website.
- If you have trouble updating your account online you may call them toll-free at 866-606-8220.
- <https://www.sam.gov/portal/public/SAM/##11>

# Cal OES Verification

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- 501(c)(3) Determination Letter – You must apply using the exact name on the Determination Letter. We check your EIN number on this IRS website; <http://apps.irs.gov/app/eos/>. If you are using your parent organization's EIN number, you must also give us a copy of the Supplemental Group List where your organization name is listed.
- DUNS number – We check to verify your DUNS number registration is active and current on this site: <https://www.sam.gov/index.html/#>. The number must be updated each year at the SAM.gov website.

# Cal OES Verification: Debt

- Delinquent Federal Debt** – FEMA states, “All recipients are required to be non-delinquent in their repayment of any Federal debt”. If the Delinquent Federal Debt is “Yes” (as shown below) then you will not be able to apply for this grant.

SAM Search Results	
List of records matching your search for :	
Record Status: Active	
DUNS Number: <input type="text"/>	
Functional Area: Entity Management, Performance Information	
ENTITY <input type="text"/>	Status:Active
DUNS: <input type="text"/> +4:	CAGE Code: <input type="text"/> DoDAAC:
Expiration Date: Mar 17, 2016	Has Active Exclusion?: No
	<b>Delinquent Federal Debt?: Yes</b>
Address: <input type="text"/>	
City: <input type="text"/>	State/Province: CALIFORNIA
ZIP Code: <input type="text"/>	Country: UNITED STATES



# Cal OES Verification: 501(c)(3) Letter of Determination

Eligibility to apply for NSGP funding is partly based on your 501(c)(3) status

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501 (c) (3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501 (c) (3) for some helpful information about your responsibilities as an exempt organization.

# Application Process: Vulnerability Assessment

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- Obtain a vulnerability/risk assessment (VA) for your organization and complete the Cal OES Vulnerability Worksheet.
- Align your IJ requests with your organization's risk, which are the threats you face, your vulnerability, and the potential consequences of an attack.
- The VA must be performed by a security or law enforcement expert.

# Application Process:

## Vulnerability Assessment

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- There is no required format for conducting the assessment itself, but it must be conducted by an assessor with appropriate security experience (certified protection professional, physical security professional, military, law enforcement, etc.)
- If a Security Company prepares your Vulnerability Assessment they are prohibited from Bidding or Contracting for the Equipment Installation in accordance with [2 CFR§ 215.43 Competition](#).
- Previous assessments can be used if still current and applicable and results of the assessment must be recorded in the Vulnerability Assessment Worksheet and Annex 1.
- The Cal OES Critical Infrastructure Protection (CIP) Unit may assist in contacting a regional fusion center for additional information on the conduct of a vulnerability assessment. They can be contacted at: [infoshare@caloes.ca.gov](mailto:infoshare@caloes.ca.gov).

# Application Process: Contacts Template

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1. Provide the name of the organization as it appears on the 501(c)(3) Letter of Determination.
2. Location/address of the facility applying for the grant. Provide the mailing address if different.
3. Web address/URL of the Nonprofit Organization (Verifiable).
4. Provide the Email address of the Nonprofit Organization.
5. Telephone number of Nonprofit Organization that is applying.
6. Name and Title/Role of the person preparing the IJ application documents.
7. Yes or No – Is this individual Authorized by the applying organization to submit on their behalf?
8. Print the Name, title/role, phone number, and email information of the primary Point of Contact (POC) who will work directly with us on grant transactions.
9. Print the contact information for each additional POC. Use a separate sheet if needed for additional information. **PROVIDE AT LEAST TWO CONTACTS**

# Application Process: Contacts Template



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

<b>Legal name of the organization as indicated on the 501(c) (3) document</b>	
<b>Location - address of facility applying for the security grant enhancements</b>	
<b>Mailing, address if different</b>	
<b>Website address of the Nonprofit Organization (Verifiable)</b>	
<b>Email address of the Nonprofit organization</b>	
<b>Telephone number of the Nonprofit facility</b>	

# Application Process: Mission Statement

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1. An official Memorandum or Letter from the applicant on its own letterhead.
2. Provides the “Who, What, and Why” about the organization.
3. No official format, but should state the intent/purpose of the organization.
4. Not scored as part of the overall application
5. FEMA Required

# Application Process: Mission Statement

*Your Logo Here*

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O U R C O N G R E G A T I O N

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**Date:** April 21, 2017

**From:** Congregation of Congregates

**Subject:** Mission Statement

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**Our congregation prides itself on serving the community through outreach, charity, and support of our local programs. We congregate regularly to better the lives of our patrons and community. Through outreach we build a better, more cohesive community. Through charity, we assist those who are not as fortunate. Through support of our local programs, we give back to the community that congregates with us.**

**It is our congregation's honor to be a part of this community and remain a pillar of trust within it.**

**Sincerely,**

# Application Process:

## Investment Justification

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- The Who, What, When, Where, Why and How of the organization's plan for target hardening
- A Fillable form Cal OES uses to score and rank each application.
- Should be consistent with any Vulnerability/Risk Assessments performed on the organizations project location.
- Establishes the target hardening project timeline and milestones for completion.



# Eligibility Criteria (1 of 2)

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Eligibility requirements include, but are not limited to:

- Identification and substantiation (e.g., police reports or insurance claims) of prior threats or attacks (within or outside the U.S.) by a terrorist organization, network or cell against the nonprofit organization or similar organization, domestically or internationally.
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site a possible target of terrorism.
- The role of the applicant nonprofit organization in responding to or recovering from terrorist attacks.

# Eligibility Criteria (2 of 2)

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Eligibility requirements include, but are not limited to:

- Findings from previously conducted risk assessments, including threat or vulnerability.
- Integration of nonprofit preparedness with broader state and local preparedness efforts.
- Complete, feasible IJs that address and identify risk, including threat and vulnerability, and build or sustain a core capability identified in the Goal.
- Risk Profile.

# Application Scoring

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This is a Competitive Grant Process, meaning that your applications will be ranked in comparison to all other applications received. Here are some Applicant Considerations:

- Completeness of the Application to include all required documents.
- Associated Vulnerabilities/Risks with location.
- Does your requested target-hardening equipment correlate to your Vulnerability/Risk Assessment?
- What is the symbolic/social importance of your site is as a possible target?

# Application Scoring

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The SAA will develop a prioritized list of your Investment Justifications. Successfully ranked IJs will be attached and sent to the Department of Homeland Security (DHS) for consideration.

Section	IJ Section Title	Points
I	Applicant Information	Not Scored
II	Background Information	2
III	Risk	12
IV	Target Hardening	14
V	Milestones	4
VI	Project Management	3
VII	Impact	5
	Total	40

# Application Submission: File Naming

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Naming Convention is as follows:

**FY 2017 NSGP CA\_UASIArea\_NonprofitName\_“FILENAME”**

**Examples of naming your Document:**

- **FY 2017 NSGP CA\_LosAngelesLongBeach\_NonprofitName**
- **FY 2017 NSGP CA\_LosAngelesLongBeach\_NonprofitName\_Mission**
- **FY 2017 NSGP CA\_LosAngelesLongBeach\_NonprofitName\_Contacts**
- **FY 2017 NSGP CA\_LosAngelesLongBeach\_NonprofitName\_VA**
- **FY 2017 NSGP CA\_LosAngelesLongBeach\_NonprofitName\_VAWorksheet**

(You are encouraged to abbreviate long organization names. The full names will be in the text of the document. Use Capital letters to separate the names, not spaces. For example: OceanWave)

The first \_ is between the CA and UASI Area, the second \_ between the UASI area and the Nonprofit name, the third \_ between the Nonprofit name and the document name.

# Application Submission

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**NO LATER THAN 12:00 NOON (PST) June 19, 2017.**

Attach the four application documents to an email and  
send them to:

**[Nonprofit.Security.Grant@CalOES.ca.gov](mailto:Nonprofit.Security.Grant@CalOES.ca.gov)**

(Do NOT send anything else to this email address unless  
directed to do so. It is not regularly monitored)

# Application Submission: Cal OES to DHS

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1. DHS makes **Award Determination (usually near the end of September)**.
2. Successful applicants receive a **Notification of Subrecipient Award Approval** letter.
3. Successful Applicants will then need to meet several other application requirements before Cal OES notifies them that they have final approval to proceed.

Cal OES will post a list of the successful California applicants on our [website](#).

# Application Submission: After Award Notification

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Cal OES will then conduct a REQUIRED DOCUMENTS training workshop to explain the rest of the application process.

## **All Subrecipients Must attend.**

The following topics will be covered again at the next workshop:

1. 501(c)(3) Letter
2. Environmental Planning and Historical Preservation (EHP) Requirements
3. Governing Body Resolution
4. Grant Assurances
5. Payee Data Record (CA Standard Form 204)
6. Cash Drawdowns
7. Financial Management and Forms Workbook (FMFW)
8. Procurement/Contracting
9. Recordkeeping



# Grant Timeline

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**June 19, 2017** – Applications Due to Cal OES.

**August 2017** – FEMA announces FY 2017 Subrecipient Awardees

**September and/or October 2017** – Cal OES holds Subrecipient Required Documents Workshops.

– Required Documents are to be submitted to Cal OES (*no later than 45 days after last workshop held*).

**Note:** Pending Document approvals, to include EHP's, Bids, etc, start date of projects may vary.

**May 31, 2020** – Grant Performance Period Ends

# Investment Justification Walkthrough

# Investment Justification

## NSGP Investment Justification

### I. Nonprofit Organization Applicant Information

**Identify the Following:**

Legal Name of the Organization

Physical Address of the Facility

(One Investment Justification per facility; include city, state, and zip code)

County

Year the Original Facility was Constructed

Organization Type (Short description of organization's ideology, beliefs and mission)

(400 character max- not including spaces)

Membership and community served

501(c)(3) Tax-exempt designation

Dun and Bradstreet Number

Applications can only be submitted with a **current** and **valid** DUNS number; pending DUNS numbers will **not** be accepted.

FY 2017 Urban Area

# Investment Justification

## Section I: Applicant Information

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- **Legal Name of the Organization:** This is the name on your 501(c)(3) Letter of Determination. If you registered as a corporation in California under a different name you will need to notify the federal government, Dun and Bradstreet and SAM.gov to update the organization's profile.
- **Physical Address of the Facility to include the City and/or County Name:** Use your administrative office address. Later in the form you must specify the project address, or addresses, if you will be applying for security enhancements at more than one of the organization's facilities.
- **Year the Original Facility was Constructed:** You should enter the year the facility at the project address was constructed.
- **Organization Type:** Short description of organization's ideology, beliefs and mission

# Investment Justification

## Section I: Applicant Information

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- **501(c)(3) Number:** Yes or No
- **Dun and Bradstreet Number:** Call 1-800-700-2733 for information on how to obtain or update your organization's profile.
- **FY 2017 Urban Area:** Select from dropdown
- **FY 2017 UASI NSGP Federal Funding Request:** Up to \$75,000
- **FY 2017 UASI NSGP Total Project Cost:** Your organization may be planning security upgrades that exceed the grant award amount.
- **Any Current Contract with DHS:** Yes or No – if yes, please describe (This does not include current NSGP Grants)
- **Investment Phase –** New or Ongoing

# Investment Justification

## Section II: Background Information

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Describe the nonprofit organization including:

- Membership and community served
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as a possible target of terrorism.
- Any role in responding to or recovering from terrorist attacks and your involvement in your community in emergency preparedness activities or response.

**(500 Character Max per text box not including spaces)**

II. Background
<p>Describe the nonprofit organization including: (500 character max per text box - not including spaces)</p> <p><b>Describe the symbolic value of the site as a highly recognized national or historic institution or significant institution within the community that renders the site as a possible target of terrorism</b></p> <input type="text"/>
<p><b>Describe any previous or existing role in responding to or recovering from terrorist attacks</b></p> <input type="text"/>

# Investment Justification Section III: Risk

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DHS defines risk as the product of three principal variables: Threat, Vulnerability, and Consequences.

**Threat:** Applicant should discuss the identification and substantiation of prior threats or attacks on the organization or similar organizations.

**Vulnerabilities:** Applicant should discuss the organization's susceptibility to destruction, incapacitation or exploitation.

**Potential Consequences:** Consider potential consequences, the potential negative effects on an organization's assets, system, and/or network if damaged , destroyed or disrupted by a terrorist.

**(2,000 Character Max per box – not including spaces)**

# Investment Justification Section III: Risk

In order to receive full points you must provide answer all three categories.

A. Threat

B. Vulnerabilities

C. Potential Consequences

III. Risk
<p>DHS defines risk as the product of three principal variables: <i>Threat, Vulnerability, and Consequences</i>. In the space below, describe specific findings from <b>previously conducted risk assessments</b>, including A) Threats, B) Vulnerabilities, and C) Potential Consequences of an attack.</p> <p><b>A) Threat:</b> In considering threat, the applicant should discuss the identification and substantiation of specific threats or attacks against the nonprofit organization or closely related organization by a terrorist organization, network, or cell. The applicant should also discuss findings from a risk assessment, police findings, and/or insurance claims specific to the location being applied for including dates and specific threats.</p> <hr/>
<p><b>B) Vulnerabilities:</b> In considering vulnerabilities, the applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.</p> <hr/>
<p><b>C) Potential Consequences:</b> In considering potential consequences, the applicant should discuss potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist attack.</p> <hr/>



# Investment Justification

## Section IV: Target Hardening

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- **Describe the proposed target hardening activity.**
- **Total Federal funds requested:** Up to a maximum of \$75,000.
- **Security related training courses and programs if requested:**
  - Allowable training topics are limited to the protection of Critical infrastructure/Key Resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness.
- **Describe the equipment requested:** Include the AEL Number/s and Title/s of the desired equipment. Allowable equipment is limited to:
  - Physical Security Enhancement Equipment (**AEL Category 14**)
  - Inspection and Screening Systems (**AEL Category 15**)

# Investment Justification

## Section IV: Target Hardening

NSGP Investment Justification			
IV. Target Hardening			
<p>In this section, describe the proposed target hardening activity that addresses the identified threat or vulnerability. Allowable costs are focused on target hardening activities as well as security-related training courses and programs limited to the protection of critical infrastructure key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness. Funding can also 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 prevention of and/or in protection against the risk of a terrorist attack.  <b>(2,200 character max - not including spaces)</b></p> <div style="border: 1px solid black; height: 200px; width: 100%; margin-top: 10px;"></div>			
<p>In this section, list all target hardening equipment being proposed. Include the Authorized Equipment List (AEL) number and description, the vulnerability the equipment addresses, and the funding requested.            Allowable equipment is limited to two categories of items on the AEL:            - AEL Category 14 - Physical Security Enhancement Equipment            - AEL Category 15 - Inspection and Screening Systems            The equipment categories are listed on the web based AEL on the FEMA website, <a href="https://www.fema.gov/authorized-equipment-list">https://www.fema.gov/authorized-equipment-list</a>.</p>			
AEL Number	Description of Item to be Purchased	Vulnerability to be Addressed	Funding Requested
Ex. 14SW-01-ALRM	Systems/Sensors, Alarm	Vulnerable entry	\$7,000
1. <input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2. <input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
3. <input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
4. <input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
5. <input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

# Investment Justification

## Section IV: Target Hardening

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- Equipment you list in this section is the equipment your organization will be expected to install. Equipment must correlate to your Vulnerability/Risk Assessment.
- Bait and Switch Requests will be denied by DHS/FEMA. (This occurs when an organization is awarded grant funding but never intends to use the grant funding as awarded based on its IJ and vulnerability assessment.)
- Evaluation of your IJ application is based on how your proposal addresses the needs identified in the vulnerability assessment and your ability to complete the equipment installations within your budget and the grant performance period.

**The AEL List is located on the Responder Knowledge Base (RKB) website.**  
<https://www.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael>

# Investment Justification

## Section V: Milestones

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Provide description and associated key activities that lead to the milestone event.

Start dates should reflect the start of the associated key activities and end dates should reflect when the **MILESTONE EVENT WILL OCCUR**.

**Item 1. Could relate to the date you expect you will have submitted the other application documents. Item 2. Could indicate when you expect to have obtained all of your bids.**

Milestone Considerations: time to complete bidding process, time to complete work, and the organization's time involved with managing the projects.

**(1000 Character Max not including spaces)**

# Investment Justification

## Section V: Milestones

### V. Milestones

Provide description and associated key activities that lead to the milestone event over the NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable. (10 milestones maximum)

	Milestone	Start Date	Completion Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

# Investment Justification

## Section V: Milestones

### V. Milestones

Provide description and associated key activities that lead to the milestone event over the NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable. (10 milestones maximum)

	Milestone	Start Date	Completion Date
1.	Gather necessary required documents, pictures, submit initial grant documents, submit EHP screening forms	10/1/2017	10/31/2017
2.	Obtain bids from various contractors, get permits if necessary, wait for EHP approval, and grant award letter	11/1/2017	11/30/2017
3.	Submit bids for approval, finalize with contractors, write and sign contracts	12/1/2017	12/31/2018
4.	Install surveillance system and shatter resistant glass	1/1/2018	1/31/2018
5.	Submit first Cash Reimbursement	2/1/2018	2/28/2018
6.	Submit bids for approval, finalize with contractors, write and sign contracts	3/1/2018	3/31/2018
7.	Install Alarm system and security lighting	4/1/2018	4/30/2018
8.	Submit second Cash Reimbursement	5/1/2018	5/31/2018
9.	Submit final documents, closeout with grants Cal OES	6/1/2018	6/30/2018
10.			

# Investment Justification

## Section VI: Project Management

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- Who will manage the project?
- Any challenges to the effective implementation of the project?
- Coordination of the project with State and local Homeland Security partners?

**(2,200 Character Max not including spaces)**

VI. Project Management
<p><b>Who will manage the project:</b> Include the name, phone number, and/or email address, and experience of the project manager(s)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p><b>Describe the project management, including:</b></p> <ul style="list-style-type: none"><li>- Description of any challenges to the effective implementation of this project</li><li>- Coordination of the project with State and local homeland security partners</li></ul> <p><b>(2,200 character max - not including spaces)</b></p>

# Investment Justification

## Section VII: Impact

- Describe the measurable outputs and outcomes that will indicate that this Investment is successful at the end of the FY 2017 NSGP period of performance.
- What specific National Preparedness Goal is the investment trying to achieve?
- How will this investment of funds and equipment make your facility a safer place?

**(2,200 Character Max not including spaces)**

VII. Impact
<p>What measurable outputs and outcomes will indicate that this Investment is successful at the end of the period of performance? <b>(2,200 character max - not including spaces)</b></p> <input type="text"/>
<p>Which specific National Preparedness Goal (the Goal) core capabilities does this investment work to achieve? Explain how this Investment supports the building or sustaining of these Goal core capabilities. For more information on the Goal see: <a href="http://www.fema.gov/national-preparedness-goal">http://www.fema.gov/national-preparedness-goal</a>.</p> <input type="text"/>



# Investment Justification

## Bonus: Funding History

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- **Funding History-Previous Request Name and Funding:** Provide the funding source, funding amount, funding year and investment type.
- An additional point will be given to nonprofit organizations that have not received prior years funding.

**(700 character limit not including spaces)**

**Bonus: Funding History**

Nonprofit applicants that have not received NSGP funding in the past will receive one bonus point to their final State score at the time of application submission to FEMA. If the nonprofit organization has received NSGP funding in the past, provide the funding source, funding amount, funding year, and the investment type.

NSGP Funding in the Past <i>(yes/no)</i>	<input type="text"/>
Year(s) NSGP Funding Received	<input type="text"/>
Funding Amount	<input type="text"/>
Investment Type	<input type="text"/>

**Additional Information**

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# Procurement Standards

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- Reimbursement of any arrangement in which a consultant offers to provide free/paid services before an applicant receives a grant in return for future services is prohibited by federal regulations.
- Procurement refers to the purchasing of **supplies, equipment, or services**. Procurement guidelines exist that ensure subrecipients adhere to federal law when spending federal dollars.
- For the NSGP grant, all purchases will be considered ***small purchases (under \$150,000)***. The subrecipient must provide proof of obtaining **at least two estimates** for goods or services over \$3,500.

# FEMA Competition Requirement

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In Accordance with [2 CFR§ 200.319 Competition](#).

*“All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.”*

- Your organization should solicit at least 2 bids for work
- Your bids should be consistent as to which projects the contractors are bidding for
  - Competing Bids should encompass the same projects or scopes of work; there should not be a first bid for projects A and B and a second Bid for Projects B and C.
- Make sure there is no conflict of interest in your purchasing decisions.
- **The Authorized Agent cannot be the Vendor.**

# Vendor Licensing

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The State of California, Contractor's State License Board requires that anyone charging \$500 or more to perform construction work must be licensed. In accordance with [CA Business and Professions Code Division 3, Chapter 9, Article 3, Exemption 7048](#).

- Make sure your contractor possesses the correct license certification (is qualified to install your equipment).
- Alarm installers are licensed through the [Bureau of Security & Investigative Services](#).

Contractors are required to place their license number on business cards, bids, and contracts.

Licensing information and status can be verified at: The Department of Consumer Affairs: [Contractors State License Board](#)

# Useful Links

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Cal OES Website:

<http://www.caloes.ca.gov/>

Obtain a DUNS:

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

System for Award Management:

<https://www.sam.gov/portal/SAM/#11#1#1>

Direct Link to FY 2017 NSGP materials:

<https://www.fema.gov/fiscal-year-2017-nonprofit-security-grant-program>

Authorized Equipment List (Categories 14 and 15 only):

<https://www.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael>

# Webinars & Workshops

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## Webinars:

**Tuesday, June 6, 2017, 9:00 am – 11:00 am.** Click [Here](#) to Join. Meeting ID is 403781630, select your audio preference and join the meeting.

**Monday, June 12, 2017, 9:00 am – 11:00 am.** Click [Here](#) to Join. Meeting ID is 123412844, select your audio preference and join the meeting.

## Workshops:

**Tuesday, June 6, 2017 in Sacramento, California**

9:00 am – 11:00 am - [Register Here](#)

Cal OES California Room

10390 Peter A. McCuen Blvd.

Mather, CA 95655

**Wednesday, June 07, 2017 in Los Angeles, California**

10:00 am – 12:00 pm - [Register Here](#)

LA City Emergency Operation Center

500 E. Temple Street

Los Angeles, CA 90012

(Please park and get permit for your dashboard from security office)

# Webinars & Workshops

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## Workshops (Continued)

**Thursday, June 8, 2017 in Santa Ana, California**

9:00 am – 11:00 am - [Register Here](#)

Santa Ana Police Department

500 Boyd Way

Santa Ana, CA 92703

(MAPQUEST or GPS USERS: 1020 W. Civic Center Plaza, Santa Ana, CA 92702)

**Thursday, June 8, 2017 in Riverside, California**

2:30 pm – 4:30 pm - [Register Here](#)

City of Riverside Fire Department, Office of

Emergency Management

3085 Saint Lawrence Street

Riverside, CA 92504

**Friday, June 9, 2017 in San Diego, California**

9:30 am – 11:30 am - [Register Here](#)

CalTrans District 11

4050 Taylor Street

San Diego, CA 92110

**Friday, June 9, 2017 in Dublin, California**

10:00 am – 12:00 pm - [Register Here](#)

Alameda County Office of Emergency Services

4985 Broder Blvd, Room 1013

Dublin, CA 94568

# Threat Assessment Centers

<a href="#">California State Threat Assessment Center (STAC)</a>	Sacramento	916-874-1100	<a href="mailto:info@calstas.org">info@calstas.org</a>
Regional Threat Assessment Centers			
Name	Location	Phone	Email
<a href="#">Orange County Intelligence and Assessment Center (OCIAC)</a>	Orange County	714-628-3024	<a href="mailto:ociac@ociac.org">ociac@ociac.org</a>
<a href="#">Joint Regional Intelligence Center (JRIC)</a>	Los Angeles	562-345-1100	<a href="mailto:jric@jric.info">jric@jric.info</a>
<a href="#">Sacramento Regional Threat Assessment Center (SAC RTAC)</a>	Sacramento	916-808-8383	<a href="mailto:info@sacrtac.org">info@sacrtac.org</a>
<a href="#">San Diego Law Enforcement Coordination Center (SD-LECC)</a>	San Diego	858-495-7200	<a href="mailto:info@sd-lecc.org">info@sd-lecc.org</a>
<a href="#">Northern California Regional Intelligence Center (NCRIC)</a>	San Francisco	415-575-2749	<a href="mailto:dutyofficer@ncric.ca.gov">dutyofficer@ncric.ca.gov</a>



# Questions?

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**Web:** <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/infrastructure-protection-grants>

**Email Applications NO LATER THAN 12:00 NOON (PST) June 19, 2017**  
to: [Nonprofit.Security.Grant@caloes.ca.gov](mailto:Nonprofit.Security.Grant@caloes.ca.gov)

IPGU Unit Phone 916-845-8410

Reneé A. Mota-Jackson, Unit Chief	916-845-8404	<a href="mailto:Renee.Jackson@CalOES.ca.gov">Renee.Jackson@CalOES.ca.gov</a>
Nick Murray	916-845-8405	<a href="mailto:Nick.Murray@CalOES.ca.gov">Nick.Murray@CalOES.ca.gov</a>
Debbie Phillips	916-845-8746	<a href="mailto:Debbie.Phillips@CalOES.ca.gov">Debbie.Phillips@CalOES.ca.gov</a>
Tim Reed	916-845-8662	<a href="mailto:Tim.Reed@CalOES.ca.gov">Tim.Reed@CalOES.ca.gov</a>
Scott Sano	916-845-8408	<a href="mailto:Scott.Sano@CalOES.ca.gov">Scott.Sano@CalOES.ca.gov</a>