



**FISCAL YEAR 2017  
HOMELAND SECURITY GRANT PROGRAM  
TRIBAL ALLOCATION**

**REQUEST FOR  
PROPOSAL**

**FISCAL YEAR 2017 HOMELAND SECURITY GRANT PROGRAM  
TRIBAL ALLOCATION**

**PART I - OVERVIEW**

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**A. INTRODUCTION**

This Request for Proposal (RFP) provides the information and forms necessary to prepare a proposal for Cal OES grant funds, for the Fiscal Year (FY) 2017 Homeland Security Grant Program (HSGP) Tribal Allocation.

**B. CONTACT INFORMATION**

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

[Tribal.HSGP@CalOES.ca.gov](mailto:Tribal.HSGP@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 INSTRUCTIONS**

A Notice of Interest (NOI) and Project Narrative Form(s) must be submitted to Cal OES by **January 31, 2018**. Submissions postmarked after this date will **not** be considered. Email or mail submissions to the following:

[Tribal.HSGP@CalOES.ca.gov](mailto:Tribal.HSGP@CalOES.ca.gov)

Or

Cal OES  
Infrastructure Protection Grant Unit  
ATTN: Nick Murray  
3650 Schriever Ave  
Mather, CA 95655

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### **D. ELIGIBILITY**

The FY17 Notice of Funding Opportunity (NOFO) for the Homeland Security Grant Program strongly encourages Cal OES to provide access to HSGP funds directly to Native American Tribes in California. To implement this requirement, this RFP has been issued to California's federally-recognized Tribes and Indian organizations as described in the Cal OES Consultation Policy at <http://www.caloes.ca.gov/cal-oes-divisions/tribal-coordination>. Eligible applicants are referred to as subrecipients.

### **E. FUNDING AMOUNT/GRANT PERFORMANCE PERIOD**

The FY 2017 Tribal Allocation will provide a total of \$650,000 in HSGP funds to interested California federally-recognized tribes and Indian organizations. Each applicant must be the implementing entity. Applicants may submit one application requesting up to \$100,000. The grant performance period will begin approximately January 1, 2018, and will end May 31, 2020.

### **F. PROGRAM BACKGROUND**

In June 2017, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) released the FY 2017 HSGP Notice of Funding Opportunity (NOFO) and Application Kit. In that document, DHS/FEMA strongly urges states to work with tribal nations to achieve homeland security goals and objectives. To that end, Cal OES is announcing the application process for the FY 2017 HSGP Tribal Allocation. The tribal allocation is a continuing initiative under the FY 2017 HSGP, intended to fund allowable planning, organization, equipment, training, and exercise activities. These activities would build or sustain prevention, protection, response, and recovery capabilities within California tribal nations.

### **G. PROGRAM DETAILS**

Applications will be considered by Cal OES for eligibility based on the DHS/FEMA scoring criteria identified below. All projects must have a nexus to terrorism and meet the criteria listed in the FY 2017 California Supplement to the NOFO. Additional information on allowable activities may be found in the FY 2017 HSGP NOFO - Appendix C: Funding Guidelines.

HSGP funds may be used for a range of emergency preparedness and management planning activities and such as those associated with the development, review, and revision of a Threat and Hazard Identification and Risk Assessment, continuity of operations plan, and other planning activities. These must support the applicant's goal, and place an emphasis on updating and maintaining a current Emergency Operations Plan that conforms to the guidelines outlined in Comprehensive Preparedness Guide (CPG) 101 v2.0.

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

Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of training specifically identified under the HSGP program and/or in conjunction with emergency preparedness training. Training conducted using HSGP funds should address a performance gap identified through a Training and Exercise Plan (TEP) or other assessments, and contribute to building a capability that will be evaluated through a formal exercise.

Exercises conducted with HSGP funding should be managed and conducted consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning can be found at <https://www.fema.gov/exercise>.



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**PART II – RFP INSTRUCTIONS**

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- A. PREPARING A PROPOSAL**
  - B. PROJECT NARRATIVE**
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**A. PREPARING A PROPOSAL**

Please complete all fields and answer the five questions on the NOI. Check the box in Section VI, if your tribe is willing to accept less than the requested amount based on scoring and the availability of funds. If the box is not checked, and full funding is not available for the project, partial funding may not be given. Additional rules for this Program can be found in the FY 2017 HSGP California Supplement to the Federal NOFO located at <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>.

**\*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.**

**B. PROJECT NARRATIVE**

A Project Narrative Form must be filled out for each proposed project. This form can be found in Attachment E of the FY 2017 HSGP California Supplement to the Federal NOFO. Fill in the tribe's name on the applicant line, and the name of the project on the project title line. Choose the best fitting state investment strategy. Complete the bottom portion of the form by describing the project. Include the proposed budget of each project in the narrative section. Ineligible projects will not be considered.

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

**Scoring Criteria:** The grant is competitive. Therefore, scoring criteria has been established. Sub grants will be awarded to the top-scoring applications until all the allocated funding is awarded. **Projects that cannot be completed within the performance period will be disqualified.** Applications will be scored as follows:

- Describe the capability gap(s) the project(s) will be addressing. **5 points**
- Describe the proposed project(s) and how it will build or sustain one or more of the 32 core capabilities.
  - A. Project Description **5 Points**
  - B. Ability to build or sustain core capabilities **5 Points**
- Explain the project's nexus to terrorism. **Qualifier**
- Describe how the project(s) will be completed within a performance period. Please provide a timeline with key milestones. **5 points**
- Provide a budget breakdown of all allowable costs. Where applicable, please provide a list of equipment to be purchased, including quantities, costs, Authorized Equipment List (AEL) numbers and AEL titles. **5 points**

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

Cal OES will review and approve projects which meet the criteria based on the AEL and the scoring system established for this Program. All projects must be completed within the subrecipient performance period. All applicable FY 2017 HSGP rules remain in effect for the tribal allocation.

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The scoring rubric, identified below, will be utilized for the scoring of NOI submissions.

Score	Description
5	<b>EXCELLENT:</b> The response is outstanding, with clear, detailed and relevant information. The response presents a compelling argument that supports the proposal and the intent of the program.
4	<b>ABOVE AVERAGE:</b> The response is above average and provides a clear and detailed understanding of the applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the program.
3	<b>SATISFACTORY:</b> The response addresses the criteria and provides a good understanding of the applicant's intent. The response adequately supports the proposal and the intent of the program.
2	<b>UNSATISFACTORY:</b> The response does not completely address the criteria. The information presented does not provide a good understanding of applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the program.
1	<b>ABSENT:</b> The response does not address the specific criteria or a response was not provided.

### 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 Tribal Program.
- Prior negative administrative and programmatic performance, if applicable.

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

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

### C. NOTIFICATION PROCESS

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

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**C. 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.

**D. POST AWARD REQUIREMENTS**

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