

REQUEST FOR PROPOSAL

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

CALIFORNIA STATE NONPROFIT SECURITY GRANT PROGRAM (CSNSGP)

Release Date: August 17, 2023

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

PROGRAM SYNOPSIS

Program Description:

The purpose of the CSNSGP is to provide funding support for target hardening and other physical security enhancements to nonprofit organizations that are at high risk for violent attacks and hate crimes due to ideology, beliefs, or mission.

Eligibility:

Restricted to California nonprofit organizations 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 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).

Grant Subaward Period of Performance:

December 1, 2023 – January 31, 2025

Available Funding:

\$19,000,000

Submission Deadline:

The proposal must be received electronically, no later than 5:00 pm (PDT) on Friday, October 27, 2023, to CSNSGP@caloes.ca.gov. Proposals submitted after this time/date or submitted to any other email address will not be considered.



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PART I - OVERVIEW

- A. PROGRAM OVERVIEW
 - B. PROGRAM OBJECTIVES
 - C. ELIGIBILITY INFORMATION
 - D. AWARD INFORMATION
 - E. CONTACT INFORMATION
 - F. PROJECT ACTIVITY GUIDELINES
 - G. SPECIAL CONSIDERATIONS
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A. PROGRAM OVERVIEW

The Fiscal Year (FY) 2023-2024 California Budget allocated \$20,000,000 for the CSNSGP. This is a competitive Program; therefore, scoring criteria have been established and funding will be awarded to the top-scoring proposals until all allocated funding is awarded. Applicants are not guaranteed funding.

B. PROGRAM OBJECTIVES

The purpose of the CSNSGP is to provide funding support for physical security enhancements and other security-related activities to nonprofit organizations that are at high risk for violent attacks and hate crimes due to ideology, beliefs, or mission. The CSNSGP seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts. The CSNSGP also promotes emergency preparedness coordination and collaboration activities between public and private community representatives as well as state and local government agencies.

C. ELIGIBILITY INFORMATION

Eligible Applicants (Subrecipients)

California nonprofits 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. Please reference additional guidance regarding beneficiary eligibility under the "Beneficiary of the CSNSGP" section.

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Maximum Number of Proposal Submissions

Each nonprofit may submit up to two (2) proposals, and each proposal must address a specific site, with its own unique physical address (not a P.O. Box Number) and must occupy the location at the time of Proposal submission. Nonprofits can request up to \$250,000 per location for a total of \$500,000. The number of submissions and amount of funding requested may not exceed these limits.

Beneficiary of the CSNSGP

Beneficiaries of CSNSGP funds must be 501(c)(3) nonprofit organizations. For-profits or fundraising extensions of nonprofits are not eligible. While these fundraising extensions may be associated with the nonprofit organization, CSNSGP funds must be utilized to improve the safety and security of 501(c)(3) nonprofit organizations.

Nonprofits that Cohabitate Facilities

There are some nonprofit organizations that share the same building. In these cases, only one nonprofit can apply for CSNSGP funding. While the safety and security enhancements can also benefit other entities that cohabitate or share the same building as the nonprofit, Cal OES will only consider one proposal per location.

D. AWARD INFORMATION

Total Amount Available for Solicitation: \$19,000,000

Maximum Allowed per Applicant: \$250,000 per location for a total of \$500,000

Period of Performance: December 1, 2023, to January 31, 2025 (14 months)

Cost Share or Match Requirement: Cost Share or Match NOT Required

E. CONTACT INFORMATION

Questions concerning this RFP and the Proposal process can be submitted via e-mail to:

Infrastructure Protection Grants Unit II
CSNSGP@caloes.ca.gov

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Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and completion of the RFP process. Requests for records must be made through a Public Records Act request at PRA@caloes.ca.gov.

F. PROJECT ACTIVITY GUIDELINES

Proposals will be considered by Cal OES for eligibility based on the evaluation criteria identified in Part III. Allowable categories of cost under the CSNSGP are Planning, Equipment, Training, Construction/Renovation, Contracted Security, and Management and Administration (M&A). The following is a brief description of examples of costs associated with each of these categories:

Planning

Funding may be used for security or emergency planning expenses, continuity of operations plan, and other planning activities, including 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;
- Emergency contingency plans; and
- Evacuation/Shelter-in-place plans.

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.

Examples of equipment allowable under this Program include:

- Physical security enhancement equipment, including, but not limited to reinforced doors and gates, and high-intensity lighting and alarms;
- Inspection and screening systems, and access control;
- Any other security enhancement consistent with the purpose of the CSNSGP.

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Training

Funding may be used for training-related costs and apply to the nonprofit's employees or members/congregants to receive on-site security training. Training activities using CSNSGP funds must address a specific threat and/or vulnerability, as identified in the application. Examples of training costs allowable under this Program include:

- Attendance fees for training; and
- Related expenses such as materials and/or supplies.

No personnel costs, such as overtime and backfill costs, associated with attending training courses are allowable. Travel costs are not eligible.

Construction or Renovation

Construction or Renovation is allowed under this Program. Construction or Renovation activities should be done in support of target hardening activities and is limited to \$100,000. Equipment installation is not considered construction or renovation. All Construction or Renovation activities must comply with applicable federal, state, and local laws and regulations. Applicants must provide a breakdown of construction-related costs.

Contracted Security

Contracted security personnel are allowed under this Program. The Applicant must be able to sustain this capability in future years without CSNSGP funding. CSNSGP funds may not be used for training and equipment for contracted security. Funding for contracted security cannot exceed fifty percent (50%) of the amount requested.

M&A

Applicants that receive a subaward under this Program may use and expend up to five (5) percent of their funds for M&A activities. This cost consists of hiring full-time or part-time staff or contractors/consultants.

G. SPECIAL CONSIDERATIONS

Sustainability

Grant funds are intended to supplement existing fiscal resources and are not guaranteed long-term sustainability solutions. Projects funded under this grant opportunity are expected to be reasonably sustained after the end of the period of performance without the expectation to receive future grant funds.

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Changes to Scope of Work

CSNSGP awardees are selected through a competitive proposal process. Projects are rated and ranked based on the proposal as submitted. Therefore, any changes to the scope of work are not permitted. The expectation is for each Applicant to thoroughly plan out the entire process of each proposed project, from project conception to completion. Funds remaining at the end of the period of performance will be disencumbered and returned to Cal OES.

Extension Requests

Subrecipients are expected to complete all grant-funded activities by the end of the period of performance. Any costs incurred outside of the period of performance will be unallowable under the Grant Subaward.

Extensions to the period of performance identified in the subaward will be extremely limited and will only be considered through formal, written requests with specific, reasonable, and compelling justifications that warrant an extension. Due to the limited encumbrance/expenditure time allowed by the 2023-24 Budget Act, Cal OES will only consider a 30-day period of performance extension request for the FY 2023 CSNSGP.

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PART II – RFP INSTRUCTIONS

- A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS
 - B. PROPOSAL COMPONENTS
 - C. RESOURCES (web links)
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A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS

The [Application Form](#) and [Vulnerability Assessment \(VA\) Worksheet](#), must be emailed to CSNSGP@caloes.ca.gov, **no later than 5:00 pm (PDT) Friday, October 27, 2023**. Only electronic submissions will be accepted. Proposals submitted after this time/date or submitted to any other email address will **not** be considered. Proposals must be submitted using the following file naming convention:

FY 2023_CSNSGP_Application_OrganizationName

FY 2023_CSNSGP_VAWorksheet_OrganizationName

Application Forms and VA Worksheets submitted as a combined document will **not** be considered.

Applicants are encouraged to apply only for the amount of funding necessary to safeguard their facility. Additionally, Applicants are responsible for completing the VA Worksheet and accurately identifying the requested resources onto the Application Form.

B. PROPOSAL COMPONENTS

Applicant's Proposal MUST include at the time of submission: a fully completed Application Form and VA Worksheet. Incomplete proposals will not be considered.

1. Application Form that includes:

- Applicant Information
- Background
- Risk
- Target Hardening
- Milestones
- Impact
- Funding History (Not Scored)

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2. VA Worksheet:

- Defines, identifies, and prioritizes vulnerabilities of the organizational structure.
- Provides the organization with mitigation options of what equipment to procure in order to make the organization more secure.
- The VA can be completed via self-assessment, by a person with a security, emergency services, military, law enforcement background, or an associated organization.
- If a VA has been previously completed, information from the previous VA must be transferred to the VA Worksheet and submitted at the time of application.

Eligible proposals received by the submission deadline will be read, evaluated, and scored by a panel to determine which interested Applicants will be selected to continue in the subaward application process.

It is very important to note that Cal OES staff cannot assist in the creation of the documents. Cal OES staff may only provide clarification on the questions presented in the Application Form.

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

***Grant applications are subject to the Public Records Act, Government Code Section 7920.000 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a separate statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.**

C. RESOURCES

CSNSGP resource documents are located on the Cal OES website on the Infrastructure Protection Grants page, under:
[California State Nonprofit Security Grant Program \(CSNSGP\) Documents.](#)

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PART III – PROPOSAL EVALUATION

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

A. EVALUATION SCORING CRITERIA

Funding will be awarded to the highest-ranked Proposals. Evaluation of the proposals is based on five scored criteria, totaling 37 points.

Evaluation Criteria

Section I. Applicant Information	Not Scored
Section II. Background	2 Possible Points
Section III. Risk	12 Possible Points
Section IV. Target Hardening	14 Possible Points
Section V. Milestones	4 Possible Points
Section VI. Impact	5 Possible Points
Funding History	Not Scored

Points may be deducted during the rating process based on negative past performance under a prior CSNSGP or NSGP award (i.e. funds disencumbered, failure to submit required documents).

Cal OES will review and approve projects which meet the criteria based on the scoring system established for this Program. All projects must be completed within the period of performance. All applicable CSNSGP guidelines and policies remain in effect for the grant.

B. EVALUATION CRITERIA DEFINED

The CSNSGP application includes:

Section I. Applicant Information (Not Scored)

- **Legal Name of the Organization:** This is the name on the 501(c)(3) Letter of Determination or exact name registered with the Secretary of State's Office.
- **Physical Address of the Project(s) Location:** Indicate the address of the project location.

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- **Mailing Address, if different:** Indicate the Applicant's administrative office address, if different from project location.
- **Contact Information:** Email address, website address, primary and secondary points of contact.
- **Organization Type:** Short description of organization's ideology, beliefs, and mission.
- **501(c)(3) status:** Indicate if the Applicant's organization is a federally-recognized nonprofit or is a nonprofit eligible organization.
- **Funding Request:** A maximum of \$250,000 can be requested.
- **Primary Organization Type:** Select from the drop-down menu.
- **Organization's Primary Affiliation:** Select from the drop-down menu.

Section II. Background Information (2 Possible Points)

- Describe the symbolic value of the site as a highly-recognized national or historical institution or significant institution within the community that renders the site as a possible target of violent attacks or hate crimes due to ideology, beliefs, or mission.
- Describe any previous or existing role in responding to or recovering from violent attacks or hate crimes due to ideology, beliefs, or mission.

Section III. Risk (12 Possible Points)

- **Threat:** Applicant should discuss the identification and substantiation of specific threats or attacks against the nonprofit organization.
- **Vulnerabilities:** Applicant should discuss the organization's susceptibility to destruction, incapacitation, or exploitation.
- **Potential Consequences:** Applicant should discuss potential negative effects on the organization's asset, system, and/or network if damaged, destroyed, or disrupted by a terrorist.

Section IV. Target Hardening (14 Possible Points)

Describe each proposed activity or investment and the identified threat or vulnerability that it addresses as well as the associated cost for each activity or investment. Allowable costs are focused on target hardening activities as well as planning-related costs, contracted security personnel, and 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.

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Section V. Milestones (4 Possible Points)

Provide a description and associated grant activities that lead to the milestone event. Start dates should reflect the start of the associated grant activities and end dates should reflect when the milestone event will be completed.

Section VI. Impact (5 Possible Points)

Explain how the organization/facility will be safer at the end of the FY 2023 CSNSGP period of performance.

Funding History (not scored)

If the nonprofit organization has received NSGP or CSNSGP funding in the past, provide the fund source, funding year, and total funding received. Cal OES will verify and confirm the information provided by the Applicant in this section.

C. FUNDING RECOMMENDATION

Final funding decisions are made by the Director of Cal OES. Funding recommendations are based on the following:

- The ranked score of the application
- Consideration of funding priorities
- 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 included in the Grant Subaward.

D. NOTIFICATION PROCESS

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

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E. APPEAL OF DECISION

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

F. POST AWARD REQUIREMENTS

Applicants identified for funding must submit all required documentation listed in the FY 2023 CSNSGP Guidance and attend a Required Documents Workshop or Webinar. Failure to submit the required documents by the deadline may result in Cal OES reallocating the funding to the next Applicant on the list and the termination of the subaward. CSNSGP Subawardees must comply with state and federal regulations, including applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as stipulated in the [State Grant Program Standard Assurances](#).

All grant funds must be expended by the end of the Grant Subaward period of performance, and final reimbursements must be submitted to Cal OES within twenty calendar days of the grant expiration date.