



GOVERNOR'S OFFICE OF EMERGENCY SERVICES

STATE OF CALIFORNIA

California State Nonprofit Security Grant (CSNSGP) Application Workshop

Presented by

Cal OES Infrastructure Protection Grant Unit

Please Mute Or Silence Your Phones For The Presentation

Agenda

1. Program Overview
2. CSNSGP Prerequisites
3. Application Process
4. Investment Justification Walkthrough
5. Useful Resources
6. Closing

Infrastructure Protection Grant Unit (IPGU)

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

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Cal OES

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

Program Overview

The State of California's Office of Emergency Services (Cal OES) has announced the FY 2017 California State Nonprofit Security Grant Program (CSNSGP) which makes available **\$2,000,000** statewide 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 the state of California.

Each Nonprofit may apply for an award of up to **\$75,000**.

Program Overview (1 of 2)

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 fiscal year (FY) 2017.

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 federal DHS/FEMA Nonprofit Security Grant Program (NSGP) and complements the NSGP's efforts to build and sustain the National Preparedness Goals and Capabilities across prevention, protection, response and recovery mission areas.

Organizations eligible to submit CSNSGP Investment Justification (IJ) applications 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 and are located within the State of California, that are considered to be at high risk of terrorist attack due to their ideology, beliefs, or mission.

CSNSGP Purpose (1 of 2)

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.

CSNSGP Purpose (2 of 2)

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.

CSNSGP Eligibility

Must be an 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;

And, at high-risk of foreign or domestic terrorist attacks due to their ideology, beliefs or mission, and which are located throughout the state.

Grant Performance Period

ALL FUNDS MUST BE EXPENDED DURING THE PERIOD OF PERFORMANCE

- Subrecipients have until 3/15/2020 to use all their funds.
- You cannot be Reimbursed or Advanced funds for, activities begun before you receive notification of completion of the application process.
- The application process must be completed within 30 calendar days of the award notification date.

Application Required Documentation

1. Vulnerability Assessment & Worksheet
2. Investment Justification
(EXCEL Application)

Application Process: Vulnerability Assessment

- 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 vulnerabilities, and the potential consequences of an attack if those vulnerabilities are not addressed.
- The VA must be performed by a security or law enforcement expert.

Application Process: Vulnerability Assessment

- 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.

Application Process: Vulnerability Assessment

- 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)

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)

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

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

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
BONUS Points	Organizations that have NOT received Prior NSGP or CSNSGP Funding	5

Application Submission: File Naming

Naming Convention is as follows:

FY 2017 CSNSGP_NonprofitName_“FILENAME”

Examples of naming your Document:

- **FY 2017 CSNSGP_NonprofitName**
- **FY 2017 CSNSGP_NonprofitName_VA**
- **FY 2017 CSNSGP_NonprofitName_VAWorksheet**

You are encouraged to shorten long organizational names. The full names will be in the text of the document. Use Capital letters to separate the names, not spaces.

For example:

Church of the Ocean Wave = ChurchOceanWave

Congregation of our Holy Savior = CongHolySavior

California County Community Center= CalCoCommCtr

Application Submission

NO LATER THAN 5:00 PM (PST) January 8, 2018

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

Nonprofit.Security.Grant@CalOES.ca.gov

Grant Timeline

January 8, 2018 – Applications Due to Cal OES.

February , 2018 – Cal OES anticipates to announce Subrecipient Awardees

March , 2018 – Cal OES anticipates to Accept Request for Appeal

March- April, 2018 – Cal OES holds Subrecipient Required Documents Workshops.

– Required Documents are to be submitted to Cal OES (*no later than 30 calendar days after last workshop held*).

Note: Pending Document approvals, to include EHP's, Bids, etc, start

March 15, 2020 – Grant Performance Period Ends

Investment Justification (IJ) Walkthrough

IJ Section I: Applicant Information

- **Legal Name of the Organization:** This is the name on your 501(c)(3) Letter of Determination.
- **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.
- **Contact Information:** For the submitter, the organization, and a secondary point of contact.
- **501(c)(3) status:** self declaration of edibility, will be verified after award.
- **Organization Type:** Short description of organization's ideology, beliefs and mission.
- **Funding Request:** Up to a maximum of \$75,000 can be requested.

(This section is not scored)

IJ Section II: Background Information

- 1) 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.
- 2) Describe any previous or existing role in responding to or recovering from terrorist attacks or state/federally declared emergencies.

(This section is worth 2 points and each box has a 500 Character Max per not including spaces)

IJ Section III: Risk

The Department of Homeland Security (DHS) defines risk as the product of three principal variables: Threat, Vulnerability, and Consequences.

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

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

C) 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 .

(This section is worth 12 points and each box has a 2,000 Character Max per not including spaces)

IJ Section IV: Target Hardening

- Describe the proposed target hardening activity.
- Funding Requested must match with Section I.
- 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**)

(This section is worth 14 points and each box has a 2,200 Character Max per not including spaces)

Allowable Costs

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 CSNSGP funds.](#)

Unallowable Costs

- 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**

IJ Section V: Milestones

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.

(This section is worth 4 points and each box has a 1,000 Character Max per not including spaces)

IJ Section VI: Project Management

- **Who will manage the project:** Include the name, phone number, and/or email address, and experience of the project manager(s)
- **Describe the project management, including:**
 - Description of any challenges to the effective implementation of this project.
 - Coordination of the project with the State and local homeland security partners

(This section is worth 3 points and each box has a 2,200 Character Max per not including spaces)

IJ Section VII: Impact

- What measurable outputs and outcomes will indicate that this Investment is successful at the end of the FY 2017 CSNSGP period of performance?
- Which specific Goal core capabilities does this Investment work to achieve? Explain how this Investment supports the building or sustaining of these Goal core capabilities.

(This section is worth 5 points and each box has a 2,200 Character Max per not including spaces)

IJ Section VIII: Funding History

- **Funding History-Previous Request Name and Funding:** Provide the funding source, funding amount, funding year and investment type.

(Bonus points will be awarded to nonprofit organizations that have never received prior NSGP or CSNSGP funding, 700 character limit not including spaces)

Recommendation for Award

Final funding decisions are made by the Director of Cal OES, based on the following factors:

- Ranked score of the application.
- Consideration of funding priorities or geographical distribution specific to the CSNSGP.
- Previous federal security-grant funding.
- Prior negative administrative and programmatic performance.

Once the decision has been made, applicant will be notified via email and in writing.

Those not selected will receive a denial letter and information on the appeals process.

After Award Notification

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. Governing Body Resolution
3. Grant Assurances
4. Payee Data Record (CA Standard Form 204)
5. Cash Drawdowns
6. Financial Management and Forms Workbook (FMFW)
7. Grants Management Assessment Form
8. Procurement/Contracting
9. Recordkeeping

Vendor Licensing

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

Competition

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.**

Cal OES Expectations of funded Awardees

If an organization is chosen to receive funding they are expected to purchase the equipment they requested in their APPLICATION

Useful Links

Cal OES Website:

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

FY 2017 CSNSGP materials:

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

Authorized Equipment List (Categories 14 and 15 only):

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

Threat Assessment Centers

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

Webinars

Monday, December 4, 2017, 1:00 pm – 4:00 pm

Click [Here](#) to Join. Meeting ID is 178688534 Select your audio preference and join the meeting.

Wednesday, December 13, 2017, 9:00 am – 12:00 pm

Click [Here](#) to Join. Meeting ID is 153977418 Select your audio preference and join the meeting.

Workshops (1 of 2)

Sacramento, California

Monday, December 4, 2017

1:00 pm – 4:00 pm

Cal OES – Bldg D – California Room

10390 Peter A. McCuen Blvd.

Mather, CA 95655

[Register Here](#)

San Diego, California

Thursday, December 7, 2017

9:00 am – 12:00 pm

Poway Fire Department (Classroom in Rear)

13050 Community Rd.

Poway, CA 92064

[Register Here](#)

Riverside, California

Wednesday, December 6, 2017

9:00 am – 12:00 pm

Riverside FD – EOC Conf. Reed

3085 Saint Lawrence St.

Riverside, CA 92504

[Register Here](#)

Los Angeles, California

Thursday, December 7, 2017

9:00 am – 12:00 pm

City of Los Angeles EOC

500 E Temple St.

Los Angeles, CA 90012

[Register Here](#)

Workshops (2 of 2)

Dublin, California

Friday, December 8, 2017

9:00 am – 12:00 pm

Alameda County Sheriff's Dept.

4985 Broder Blvd.

Dublin, CA 94568

[Register Here](#)

Fresno, California

Monday, December 11, 2017

9:00 am – 11:30 am

Fresno Fire Dept. HQ

911 H St.

Fresno, CA 93721

[Register Here](#)

Marin, California

Monday, December 11, 2017

9:00 am – 12:00 pm

Marin County Sheriff's Dept. Assem.

1600 Los Gatos Dr. #200

San Rafael, CA 94903

[Register Here](#)

Red Bluff, California

Tuesday, December 12, 2017

9:00 am - 12:00 pm

Red Bluff Community Center

1500 South Jackson St.

Red Bluff, CA 96080

[Register Here](#)

Questions?

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 Monday, January 8, 2018, 5:00pm
to: Nonprofit.Security.Grant@caloes.ca.gov**

