Memo

To:	Pastors, Parochial Administrators, Parish Stewards, School Administrators
From:	Glen Faulkner – Security Coordinator
Date:	July 25, 2022
Re:	Non-profit security grant information

The Governor's Office of Emergency Services (Cal OES) offers an annual California State Non-profit Security Grant Program (CSNPSG). Last year's grant offered $47.5 million to non-profit organizations that "are at high risk for violent attacks and hate crimes due to ideology, beliefs or mission" for target hardening and physical security upgrades. Generally, houses of worship and religious facilities fall into this category, even without experiencing a direct threat or act of violence against the specific facility.

Changes in the grant acceptance language now allow Churches and schools in the Sacramento Diocese (and other California Dioceses) to participate in this program. Last year's Cal OES grant was announced in October and I expect this year's grant to be announced sometime this fall.

Like the federal non-profit security grant, the Cal OES grant is a competitive process requiring completion of a detailed application. Considering the number of recent active assailant events across the country and the addition of many Catholic organizations as potential applicants, I expect greater numbers of non-profit organizations will apply for the Cal OES grant this year.

If you are interested in the Cal OES grant or future federal non-profit security grants, I encourage you to sign up for grant notifications through the following links:

• NSGP email: NonProfit.Security.Grant@CalOES.ca.gov

• CSNSGP email: CSNSGP@caloes.ca.gov

For your information and potential planning purposes, I have also attached the Cal OES request for proposal for the CSNPSG grant from last year. **This is the 2021 grant announcement, NOT a grant announcement for this year.**   This request for proposal describes the application process required for last year's grant. Two Sacramento Diocese parishes were successful in their application for this grant and received approximately $200,000 for each parish. **Please remember – this attached document is for information purposes only and NOT the announcement for this year's Cal OES grant.**

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: October 14, 2021

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:
January 1, 2022 – December 31, 2023

Available Funding:
$47,500,000

Submission Deadline:
The proposal package must be received electronically, no later than 5:00 pm (PST) on Friday, November 19, 2021, to CSNSGP@CalOES.Ca.Gov.

CALIFORNIA STATE NONPROFIT SECURITY GRANT PROGRAM

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A. PROGRAM OVERVIEW

The Fiscal Year (FY) 2021-22 California Budget allocated $50,000,000 for the CSNSGP. This is a competitive Program; therefore, scoring criteria have been established and funding will be awarded to the top-scoring applications until all allocated funding is awarded. Applications will be recommended for funding based on the threat, vulnerability, and consequence faced by a specific facility/location. It is recommended that Applicants contact their Regional Terrorism Threat Assessment Center, for verifiable threat information. 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. AWARD & ELIGIBILITY INFORMATION

Eligible Applicants (Subrecipients):   All California Nonprofit Organizations

Total Amount Available for Solicitation: $47,500,000

Maximum Allowed per Applicant: $200,000

Period of Performance: January 1, 2022 – December 31, 2023

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

D. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues can be submitted via e-mail to:

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

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.

E. 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, and Contracted Security. 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.

Training

Funding may be used for training-related costs. 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 the training; and
- Related expenses such as materials, supplies, and/or equipment.

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

All training courses must receive a Training Feedback number from The California Specialized Training Institute, prior to the start of the course.

Construction or Renovation

Construction or Renovation is allowed under this Program. Construction or Renovation activities should be done in support of the target hardening activities and is limited to 15 percent of the total grant. (Equipment installation is not considered construction or renovation). All Construction or Renovation activities must comply with applicable federal, state, and local laws and regulations.

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 to purchase equipment for contracted security. Funding for contracted security cannot exceed 50 percent of the amount requested.

Management and Administration (M&A)

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

F.   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.

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.

CALIFORNIA STATE NONPROFIT SECURITY GRANT PROGRAM

PART II – RFP INSTRUCTIONS

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

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 (PST) Friday, November 19, 2021.** Only electronic submissions will be accepted. Proposals submitted after this time/date will **not** be considered. The following file naming convention must be followed for submitting proposals:

FY 2021_CSNSGP_Application_OrganizationName

FY 2021_CSNSGP_VAWorksheet_OrganizationName

Applicants are encouraged to apply only for the amount of funding necessary to safeguard their facility.

B. PROPOSAL COMPONENTS

Applicant's proposal <u>MUST</u> include the following documents in order to be considered for funding:

1. Application Form that includes:

    - Applicant Information
    - Background
    - Risk
    - Target Hardening
    - Milestones
    - Impact
    - Funding History

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.

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- The VA must be completed by a person with a security, emergency services, military, or law enforcement background.
- If a VA has been completed prior, information from the prior 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 document. Cal OES staff may only provide clarification on the questions presented in the Application Form. This Application Form must be fully completed at the time of submission. Incomplete Application Forms will not be accepted.

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. Applicants who are willing to accept less than the requested amount must also identify the minimum amount in grant funding they would be willing to accept.

*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.

C. RESOURCES

CSNSGP application Documents and resources are located on the Cal OES website on the Infrastructure Protection Grants page under California State Nonprofit Security Grant Program (CSNSGP) Documents.

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 seven scored criteria, totaling 42 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
Section VII. Funding History	5	Possible Bonus Points

Five bonus points will be awarded to nonprofit organizations that have not received prior federal Nonprofit Security Grant Program (NSGP) or CSNSGP funding in the past five years.

Points may be deducted during the rating process based on negative past performance under a prior CSNSGP or NSGP award (i.e. extension requested, 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.
- **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 point 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:** Up to a maximum of $200,000 can be requested.

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.

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 2021 CSNSGP period of performance.

Section VII. Funding History (5 Possible Bonus Points)

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 in the past five years.

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.

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 2021 CSNSGP State Supplement and attend a Required Documents Workshop or Webinar. Failure to submit the required documents by the deadline will result in Cal OES reallocating the funding to the next Applicant on the list and the award will be terminated.

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 (20) calendar days of the grant expiration date.