

FY 2005 HOMELAND SECURITY ASSISTANCE FOR NONPROFIT ORGANIZATIONS

PROGRAM GUIDELINES AND APPLICATION KIT

APPLICATION DUE DATE: JUNE 17, 2005

**Criminal Justice Services Division
Oregon Office of Homeland Security
4760 Portland Road NE
Salem, OR 97305
(503) 378-4145**

INTRODUCTION

The FY 2005 Urban Areas Security Initiative (UASI) Program provides financial assistance to address the unique planning, equipment, training, and exercise needs of high-threat, high-density urban areas, and to assist them in building an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism.

The intent of the UASI Program is to create a sustainable national model program to enhance security and overall preparedness to prevent, respond to, and recover from acts of terrorism. States must ensure that the identified urban areas take an inclusive regional approach to the development and implementation of the FY 2005 UASI Program and involve the core city(ies), core county(ies), contiguous jurisdictions, mutual aid partners, port authorities, rail and transit authorities, state agencies, Citizen Corps Council(s), and MMRS steering committees.

Allowable costs for the urban areas comport with the FY 2005 State Homeland Security Program, and funding is expended based on the Urban Area Homeland Security Strategies.

FY 2005 UASI funding allocations were determined by a formula based on credible threat, presence of critical infrastructure, vulnerability, population, population density, law enforcement investigative and enforcement activity, and the existence of formal mutual aid agreements.

Funds under the FY 2005 UASI are also available to protect certain nonprofit organizations located within designated urban areas.

HOMELAND SECURITY ASSISTANCE FOR NONPROFIT ORGANIZATIONS

Under the FY 2005 Homeland Security Grant Program Appropriations, funding is available for specific high-threat, high-density urban areas for grants to 501(c)(3) nonprofit organizations determined to be at risk of terrorist attack.

Funding expenditures to protect nonprofit organizations located within the urban areas from terrorist attacks may only be allocated for **target hardening**, which includes the acquisition and installation of security equipment in real property (including buildings and improvements), owned or leased by a nonprofit organization, specifically in response to a risk of terrorist attack.

FUNDING AVAILABILITY

Oregon's share of the FY 2005 appropriation totals \$34,819,649. Of this amount, \$10,391,037 is set-aside for the Urban Areas Security Initiative Program and **\$100,000 is set aside for nonprofit organizations located within the UASI defined urban area.**

Due to the total amount of funding available for this very focused component of the UASI Grant Program, it is expected that only one grant will be awarded for the full amount of available funds.

DEFINITION OF URBAN AREA

The Urban Area (Portland Urban Area) is defined as the City of Portland, and the Counties of Multnomah, Washington, Clackamas, and Columbia in Oregon and Clark County in Washington.

ELIGIBILITY

Eligible applicant agencies include nonprofit 501(c)(3) organizations located within the Portland Urban Area.

MATCH REQUIREMENT

There is no match requirement for the Urban Areas Security Initiative Program.

SUPPLANTING

Federal funds may not supplant, replace, or offset state or local funds, but will be used to supplement the amount of funds that, in the absence of federal funds, would be made available for purposes consistent with the Homeland Security Grant Program.

ALLOWABLE EQUIPMENT COSTS

Allowable equipment is limited to items on the Office for Domestic Preparedness' "Authorized Equipment List" (AEL), with an emphasis on Physical Security Enhancement Equipment. This list is show in Appendix A. Allowable equipment does not include enhancements that would otherwise have been reasonably necessary due to nonterrorist threats. Administrative costs are not allowed for allocations to nonprofit organizations.

Grant funds may not be used for construction projects.

APPLICATION FORMAT

Applications must not exceed 15 pages, exclusive of the required Cover Sheet and allowed appendices. The total of all appendices must not exceed five pages. No part of the Program Narrative Section may be submitted as an appendix. At a maximum, the completed grant application must not exceed 21 pages.

Applications must be typed in a standard **12-point** typeface on single-sided, 8 ½ by 11-inch paper, **double-spaced, with one-inch margins.** Itemized lists / bulleted items MAY be single-spaced.

You must provide one original and two copies of the application (three total).

COVER SHEET

The Cover Sheet provides identifying information and must be completed in full as shown on page 8.

PROGRAM NARRATIVE SECTION

Part One: Agency Description

Provide narrative information describing the mission statement, purpose, and organizational structure of the agency. Include information describing the community in which the agency exists, demographic data for the community, and the clients traditionally served by the agency.

Part Two: Threat and Vulnerability Assessment

Provide detailed information regarding the following:

1. Threats from U.S. Department of State designated international terrorist organizations against any group of United States citizens who operate or are the principal beneficiaries or users of the nonprofit organization.
2. Prior attacks, within or outside the United States, by international terrorist organizations against the nonprofit organization or entities associated with or similarly situated as the nonprofit organization.
3. Symbolic value of the nonprofit facility or site(s) as a highly recognized national cultural or historical institution that renders the facility or site(s) a possible target of international terrorism.
4. The role of the nonprofit organization in responding to international terrorist attacks.
5. Previously conducted threat and/or vulnerability assessments.
6. Increased threats to specific sectors and/or areas.

Part Three: Current Efforts

Describe current efforts undertaken by the agency to engage in regional security solutions or coordinate security measures with local law enforcement agencies.

Part Four: Project Description

Describe the purpose of the project(s) the funds will be used to implement and the timeline for completion of the project(s).

Part Five: Goals and Objectives

- 1) Provide at least one primary **goal** for your identified project(s). Example: Enhance physical security measures at ABC nonprofit agency.
- 2) Provide at least one primary **objective** for your identified project(s). Example: Install alarm system and barriers to increase ABC nonprofit agency's capability to prevent a targeted attack.
- 3) Provide at least one **performance measure** for each identified objective with proposed timelines. Examples: Number of sites / facilities target hardened, Development of emergency response plan, Established mechanisms for coordination and information exchange among law enforcement and other appropriate partners.

Grantees will be expected to provide updates on progress made in reaching the identified goals, objectives, and performance measures in required semi-annual progress reports and presentations to the Urban Area Points of Contact Group.

Part Six: Budget

A sample budget format is shown on page 7. Applicants must provide a detailed budget prepared in accordance with the sample budget format.

APPLICATION DUE DATE

One original and two copies of the application must be received by the Criminal Justice Services Division (CJSD) no later than 5:00 PM (PST), Friday, **June 17, 2005**.

Mailing and Hand-Delivery Address
Oregon Office of Homeland Security
Criminal Justice Services Division
4760 Portland Road NE
Salem, Oregon 97305
Phone: (503) 378-4145

DURATION OF GRANT

Grantees will be awarded a grant for a period of 18 months commencing July 1, 2005 and ending December 31, 2006. All funds must be expended during the grant performance period.

SUSPENSION or TERMINATION of FUNDING

The Criminal Justice Services Division may suspend or terminate funding, in whole or in part, or impose other measures for any of the following reasons:

- Failing to make satisfactory progress toward the goals, objectives, and / or performance measures set forth in the grant proposal.
- Failing to follow grant agreement requirements or standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in this application or other report or document.

Before taking action, the Criminal Justice Services Division will provide the grantee with reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

SEMI-ANNUAL PROGRESS REPORTS

Applicants will be required to submit two types of reports: 1) semi-annual narrative progress reports that contain specific information regarding the activities carried out under the FY 2005 Urban Areas Security Initiative Program and how they address the goals and objectives of the urban area homeland security strategy, and 2) aggregate level data information on project implementation entered into an electronic web-based template. These reports are captured via the Initial Strategy Implementation Plan (ISIP) and semi-annual Biannual Strategy Implementation Report (BSIR).

REQUESTS FOR REIMBURSEMENT

Reimbursements will only be made for actual expenses. Reimbursements will be made on a semi-annual basis unless otherwise agreed between CJSD and the grantee. All requests for reimbursement must include supporting documentation to substantiate claimed expenses. Accurate and clear expenditure information will be required before reimbursement is made. Reimbursements are made only for equipment purchased and / or services performed during the grant period. Payments will be withheld if any Progress Report is outstanding.

REPORTING DUE DATES

The Initial Strategy Implementation Plan (ISIP), Biannual Strategy Implementation Report (BSIR), semi-annual progress reports (PR) and Requests for Reimbursement (RFR) are due on the following dates:

<u>Reporting Period</u>	<u>Date Due</u>	<u>Report Due</u>
07/01/2005	07/01/2005	ISIP
07/01/2005-12/31/2005	01/17/2006	BSIR, PR
10/1/2005-12/31/2005	01/31/2006	RFR
01/01/2006-06/30/2006	07/18/2006	BSIR, PR
04/01/2006-06/30/2006	07/31/2006	RFR
07/01/2006-12/31/2006	01/15/2007	BSIR, PR
10/1/2006-12/31/2006	01/31/2007	RFR

DRUG-FREE WORK PLACE, DEBARMENT, AND LOBBYING

Grantees must agree to certain conditions required by federal law. These conditions include: maintenance of a drug-free workplace; prohibition against allowing persons debarred or suspended from receiving grant funds; and prohibition from using funds for lobbying members of Congress.

SERVICES TO LIMITED ENGLISH PROFICIENT (LEP) PERSONS

Recipients of ODP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency.

To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, please see <http://www.lep.gov>.

SAMPLE BUDGET FORMAT

NONPROFIT ALLOCATION - URBAN AREAS SECURITY INITIATIVE (UASI)

Project One: Physical Security Enhancement for ABC Agency

Equipment Category	Item	Quantity	Unit Cost	Total Cost
Physical Security Enhancements	Jersey barriers	10	\$2,500	\$25,000
Physical Security Enhancements	Impact resistant windows	6	\$1,300	\$7,800
Physical Security Enhancements	Alarm system including motion detectors	1	\$60,000	\$60,000
Physical Security Enhancements	Impact resistant doors	6	\$1,200	\$7,200
Project Total				\$100,000

FY 2005 NONPROFIT ALLOCATION – UASI COVER SHEET

Program Title: _____

Nonprofit Applicant Agency: _____

Agency size:

Number of full time employees _____ Number of part-time employees _____

Number of volunteers _____

Federal Funds Requested: \$100,000

Program Start Date: July 1, 2005

Program End Date: December 31, 2006

Applicant's Address: _____

Program Contact/Phone number: _____/(_____)_____

e-mail _____ fax number: (_____)_____

Fiscal Contact/Phone Number: _____/(_____)_____

Applicant Agency Federal Tax Identification Number: _____

Authorized Official for the Applicant Agency: _____

Signature of authorized official: _____

APPENDIX A

**FY 2005 AUTHORIZED
EQUIPMENT LIST (AEL)**

Fiscal Year 2005 Authorized Equipment List

Physical Security Enhancement Equipment

AEL Ref No **Title / Description**

SHSP/ LETPP MMRS EMPG
UASI

(14.1) Surveillance, Warning, Access/ Intrusion Control

(14.1.1) General

- | | |
|------------------|---|
| 14.1.1.1 | Systems, Motion Detection |
| ✓ ✓ | Acoustic; Infrared; Seismic; Magnetometers |
| 14.1.1.2 | Barriers: Fences; Jersey Walls |
| ✓ ✓ | |
| 14.1.1.3 | Doors and Gates, Impact Resistant |
| ✓ ✓ | |
| 14.1.1.4 | Portal Systems; locking devices for access control |
| ✓ ✓ | |
| 14.1.1.5 | Systems, Alarm |
| ✓ ✓ | |
| 14.1.1.6 | Video Assessment |
| ✓ ✓ | Video Assessment System/Cameras: Standard, Low Light, IR, Automated Detection |
| 14.1.1.7 | Systems, Personnel Identification |
| ✓ ✓ | Visual; Electronic; Acoustic; Laser; Scanners; Cyphers/Codes |
| 14.1.1.8 | Systems, Vehicle Identification |
| ✓ ✓ | Visual; Electronic; Acoustic; Laser; Radar |
| 14.1.1.9 | X-Ray Units |
| ✓ ✓ | |
| 14.1.1.10 | Magnetometers |
| ✓ ✓ | |

(14.1.2) Waterfront

- | | |
|-----------------|---|
| 14.1.2.1 | Systems, Radar |
| ✓ ✓ | |
| 14.1.2.2 | System, Diver/Swimmer Detection; Sonar |
| ✓ ✓ | |
| 14.1.2.3 | Equipment, Hull Scanning |
| ✓ ✓ | |
| 14.1.2.4 | Barriers, Vessel |
| ✓ ✓ | |

(14.2) Explosion Protection

14.2.1 **Systems, Blast/Shock/Impact Resistant**

✓ ✓

14.2.2 **Wraps, Column and Surface; Breakage/Shatter Resistant Glass;
Window Wraps**

✓ ✓

14.2.3 **Trash Receptacles, Bomb-Resistant**

✓ ✓

Bomb-resistant trash receptacles. (NOTE: No standard currently exists for these products. Grantees are advised to carefully review vendor specifications and test results prior to purchase.)

(14.3) Support Equipment for Continuation of Critical Infrastructure Operations

14.3.1 **Fuel storage containers**

✓ ✓

14.3.2 **Sensors and Alarms, Self-Monitoring**

✓ ✓

14.3.3 **Back-up operating computer hardware and programming software for contingency operations**

✓ ✓