



Homeland Security and Emergency Services

**SFY2019-2020 Securing Communities Against Hate Crimes
Grant Program - \$25 Million
& the Securing Communities Against Hate Crimes for
Nonpublic Schools and Day Camps Grant Program -\$20 Million
Frequently Asked Questions:
Updated as of 3/5/2020**

Eligibility:

Question: Is my organization eligible for this grant funding?

Answer:

If you are applying under the Securing Communities Against Hate Crimes Grant Program (\$25 Million), you are eligible if you meet the following criteria:

- Have received a Recognition of Exempt Status Determination letter from the IRS pursuant to 26 USC §501(c)(3). Alternatively, the applicant may self-certify by providing a letter affirming that the organization qualifies as a §501(c)(3) organization and is exempt from tax pursuant to 26 USC §501(a); and meet at least one of the following:
 - are a nonprofit nonpublic school; **or**
 - are a nonprofit day care center; **or**
 - are a nonprofit cultural museum, which is a building or site for the exhibition or promotion of arts and culture of a particular region or people; **or**
 - are a nonprofit residential camp, which is occupied on an overnight basis by persons under eighteen years of age; **or**
 - are a nonprofit community center.

AND

- Be at risk of a hate crime due to ideology, beliefs, or mission;



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AND

- Be registered, have recently applied for registration and such application remains pending or be exempt from registering with the NYS Attorney General's Office, Charities Bureau;

AND

- Be prequalified, through the New York State Grants Gateway at <https://grantsmanagement.ny.gov/securing-communities> prior to application submission and/or have completed the streamlined prequalification process outlined on Page 5 of the RFA for Securing Communities Against Hate Crimes Grant Program (\$25 Million).

If you are applying under the Securing Communities Against Hate Crimes Grant Program for Nonpublic Schools and Day Camps Program (\$20 Million), you are eligible if you meet the following criteria:

- Have received a Recognition of Exempt Status Determination letter from the IRS pursuant to 26 USC §501(c)(3). Alternatively, the applicant may self-certify by providing a letter affirming that the organization qualifies as a §501(c)(3) organization and is exempt from tax pursuant to 26 USC §501(a); and meet at least one of the following:
 - are a nonprofit nonpublic school; **or**
 - are a nonprofit day camp which is occupied on a scheduled basis at any time between June 1st and September 15th by children under sixteen years of age for a period of less than twenty-four hours;

AND

- Be at risk of a hate crime due to ideology, beliefs, or mission;

AND

- Be registered, have recently applied for registration and such application remains pending or be exempt from registering with the NYS Attorney General's Office, Charities Bureau;

AND

- Be prequalified, through the New York State Grants Gateway at <https://grantsmanagement.ny.gov/securing-communities> prior to application submission or have completed the streamlined prequalification process outlined on



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Page 6 of the RFA for Securing Communities Against Hate Crimes Grant Program for Nonpublic Schools and Day Camps (\$20 Million).

Question: Can an organization apply to both RFAs?

Answer: Yes, provided they meet the eligibility requirements outlined in each RFA. Please note, the same project cannot be funded at the same location under both programs.

Question: May an eligible organization that is renting space apply for this grant?

Answer: Eligible organizations may request funding for the acquisition and installation of security equipment on real property/existing facilities **owned or leased by the non-profit organization**, specifically in prevention of and/or protection against hate crimes. Any applicant who proposes work on a leased property is exclusively responsible to ensure compliance with the landlord lease agreement and associated requirements, particularly regarding structural alterations, equipment installations and any alterations made with grant funds. Additionally, applicant/grantee is solely responsible for compliance with any and all federal, state and local laws, permitting, or environmental compliance requirements. Security enhancements must be for the facility or facilities that the organization physically occupies at the time of application.

Question: If an organization received funding in a prior cycle of the Securing Communities Against Hate Crimes grant, can it receive funding in this round?

Answer: Yes. Receiving an award through a prior grant cycle under this program would not preclude you from applying as long as the organization meets the eligibility requirements that are outlined in the RFAs and the project identified in the application is new or an expansion upon a previously completed project.

Question: What documentation is required to establish eligibility as one of the allowable types of organizations covered in the RFAs (e.g., nonprofit nonpublic schools, nonprofit day care centers, nonprofit community centers, nonprofit cultural museums, nonprofit residential camps, nonprofit day camps)?

Answer: Provide all relevant information to demonstrate the eligibility type of your organization as listed in the Required Application Submission section of each of the RFAs, including:

- Organization Type (Nonpublic School, Daycare, Community Center, Residential Camp, Day Camp, or Cultural Museum) (Question 4 in "Questions" tab in E-Grants)
- Organization Mission Statement (Question 5 in "Questions" tab in E-Grants)



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- Organization/Risk Information (Questions 6-14 in “Questions” tab in E-Grants)

Question: Are nonprofit colleges or institutions of higher education eligible?

Answer: Nonprofit non-public schools (K-12) are eligible to apply. Institutions of higher education are not included as part of eligible applicant pool under these RFAs.

***NEW* Question:** Are adult day care facilities eligible to apply?

Answer: No, only day care organizations that serve school-age children or younger are eligible.

***NEW* Question:** What is the definition of a community center?

Answer: Please answer the questions in E-Grants to describe how your organization could be considered a community center. Provide all relevant information to demonstrate the eligibility type of your organization as listed on Page 6 Section E of the Securing Communities Against Hate Crimes RFA, including:

- Organization Type (Nonpublic School, Daycare, Community Center, Residential Camp, or Cultural Museum) (Question 4 in “Questions” tab in E-Grants)
- Organization Mission Statement (Question 5 in “Questions” tab in E-Grants)
- Organization/Risk Information (Questions 6-14 in “Questions” tab in E-Grants)

or Page 7 Section F of the Securing Communities Against Hate Crimes for Nonpublic Schools and Day Camps RFA, including:

- Organization Type (Nonprofit Nonpublic School, or Nonprofit Day Camp) (Question 4 in “Questions” tab in E-Grants)
- Organization Mission Statement (Question 5 in “Questions” tab in E-Grants)
- Organization/Risk Information (Questions 6-14 in “Questions” tab in E-Grants)

***NEW* Question:** Can we get approval if we’re still working on a previously awarded grant?

Answer: Yes, you may apply for new funding opportunities, despite having an open contract with DHSES.

***NEW* Question:** Will houses of worship be included under the grant?

Answer: Please note that houses of worship will be included in the new \$25 million that Governor Andrew Cuomo has announced in his SFY2020-2021 budget proposal. Those funds will be made available once the State Budget becomes enacted.



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Application Requirements

Question: Do you require any quotes or information uploaded for the projects?

Answer: You should not provide vendor quotes with your application. You should gather estimated costs for your application budget, but you should not be engaging in bidding or contracting with vendors until and unless you are awarded funding and have received an executed grant contract from DHSES. If you are awarded a grant you will need to comply with all State procurement rules, regulations and guidelines in the grant contract.

Question: Are there matching requirements for the grant?

Answer: There are no matching funds **required** for these grant programs. However, applicants eligible to apply for **SCAHC for Nonpublic Schools and Day Camps, ONLY**, have the **option** to apply for that program using matching funds. The SCAHC for Nonpublic Schools and Day Camps Program encourages applicants to seek matching resources from other community partners for proposed facility projects. Applications submitted with matching resources that adhere to the guidelines outlined below (and in Section III, B. of the RFA), will be awarded five (5) bonus points.

Optional Cost Match Guidelines under SCAHC for Nonpublic Schools and Day Camps:

- All applications submitted using the Cost Match option under this grant program must have a 3:1 ratio of State to matching funds for total project costs.
- This may be an in-kind contribution, cash contribution or a combination of both. This matching of funds is known as cost sharing and represents the portion of the proposed project costs not borne by the State government.
- All matching contributions must be necessary and reasonable to accomplish the project's goals.
- If submitting using the Cost Match option, the applicant must coordinate and partner with any source of their choosing to meet the cost match guidelines.
- A letter of intent from the partnering source entity submitted at the time of application for SCAHC for Nonpublic Schools and Day Camps Program funds will suffice.



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- The same level of documentation required for reimbursement of grant funds will be required of matching funds.
- The full matching share must be obligated within each annual contract period for which the SCAHC for Nonpublic Schools and Day Camps Program funds have been made available.
- DHSES reserves the right not to reimburse any project that fails to obtain the required matching funds from the source entity by the end of the performance period.

Example of State and Matching share for two different sized projects:

Total Project Cost	State Share	Matching Share
\$33,333	\$25,000	\$8,333
\$66,667	\$50,000*	\$16,667

**maximum State share amount.*

How you meet the match option must be clearly articulated in your application. The contributions must be verifiable, reasonable, allocable, necessary and allowable under this grant program and must comply with all State requirements and regulations. Nonprofit organizations that receive SCAHC for Nonpublic Schools and Day Camps Program funding using the Cost Match option must maintain records that clearly show the source, the amount and the period during which the match was allocated. Matching funds must be verifiable through grantee records and be maintained with the same level of efforts as the awarded funding.

Examples of cost-sharing contributions and matching allowed under the grant include:

- *Facility Hardening Costs (interior/exterior)* – lighting, door hardening, alarm systems, camera-based security systems; access controls, perimeter fencing and gates, bollards, barriers, road spikes and similar measures, security signage, communication equipment, etc.
- *Security Training Costs:* Costs to training security personnel and other appropriate staff on protection of facility, suspicious behavior, emergency evacuation procedures and similar topics that will secure the organization. This includes costs such as attendance fees for training, materials and supplies, and travel-related costs to attend the training.

Costs that **CANNOT** be used for matching contributions include:

- Funds expended by recipient agency to qualify for the grant;
- Costs incurred outside of the period of performance;
- Awards that are received through another State or federal program



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Question: Are there reporting requirements once an award has been made?

Answer: Yes, there are reporting requirements for successful applicants of these grant. Please visit our website at: <http://www.dhSES.ny.gov/grants/forms-egrants.cfm> and scroll down to the section titled "Contract Certifications & Appendices" to review standard contract documents.

Question: What must be submitted to consider the application complete?

Answer: Applications must be submitted via E-Grants, contain all required information identified in the Application Submission Section of the RFAs, and include answers to all required sections as shown in the E-Grants tutorial. Applications must also include:

- A completed Vulnerability Self-Assessment Tool (Attachment B) or a previously completed (within the last three years) Vulnerability Assessment;
- A color, ground-level photo of the front façade of the facility, which is labeled with the name and address of facility;
- Securing Communities Grants Streamlined Prequalification Certification or status history report from Grants Gateway showing a prequalification status of "Document Vault Prequalified."
- If you used the Streamlined Prequalification process, you must upload your IRS 501(c)3 determination letter or statement of exemption on letterhead and a Substitute W-9 Form.

Question: What is the application due date?

Answer: Applications are due to Division of Homeland Security and Emergency Services by **5:00 pm on March 16, 2020**. Applications submitted past this date will be disqualified. Individual extensions will not be given.

Question: What will happen if I fail to answer all the required sections of the application?

Answer: Applicants are required to answer all the required sections in E-Grants and attach all the required documents. Failure to answer all the required questions may lead to your application being disqualified or a reduction in your score for the section

being reviewed and could lead to an unfavorable overall score by the review panel. Failure to attach all the required documents will disqualify you from the review process.



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Question: Can I submit more than one application?

Answer: For each of these RFAs applications will be accepted for up to \$50,000 per facility. Eligible organizations may submit up to five applications for a maximum total request of \$250,000. **Please note that a separate application must be submitted for each requested facility.**

Question: According to the RFA, a Vulnerability Assessment is a requirement for the application. Could you please provide details of that requirement and how I should use it?

Answer: You **must** utilize the Vulnerability Self-Assessment Tool that is attached to the RFA (Attachment B) to satisfy the Vulnerability Assessment requirement. Applicants must have a **facility-specific** Vulnerability Assessment completed which provide details including identified threats to the facility and identified physical and/or human security vulnerabilities. Applicants applying for multiple locations must submit a separate Vulnerability Assessment for each location specific to the location/facility for which they are applying for and the assessment must include the address of the facility. The Vulnerability Assessment **must** be attached to your application in E-Grants.

Please be sure to fill out the form completely for each facility that you are requesting funding to protect. Make certain that you align the threats that you identify to the vulnerabilities you determine as you go through the checklist. The results from the Vulnerability Assessment Tool should then be used to inform your budget, which include the projects you are requesting grant funding to support. For more information on project development, refer to the Best Practice Guide for Securing your Facility (Attachment C) in the RFA.

Important Note: If you have previously completed a Risk Assessment or Vulnerability Assessment (within the last three years), you may utilize that assessment to meet the requirements, provided that it reflects the current vulnerabilities of the facility. The Vulnerability Assessment must be attached to your application.

Question: Is the risk evaluation tool from previous grant years required under this grant program?

Answer: No, there is no risk evaluation tool required this year, however a Vulnerability Assessment is required to be completed for each facility for which grant funding is requested. Please refer to the Request for Applications - *Attachment B: Vulnerability Self-Assessment Tool*. The Vulnerability Self-Assessment Tool can be completed directly by the organization or an organization may submit a previously completed (within the last



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three years) Vulnerability Assessment or Risk Assessment provided that the assessment reflects the current vulnerabilities of the facility.

Allowable/Unallowable Costs

Question: What are the consequences of requesting budget items that are not allowable?

Answer: If you request budgetary items that are not allowed under the Programs, those items will not be considered, and your potential award may be reduced. Your application may still be considered for funding of those items that are allowable under this program.

Question: Can the grant be used for security installations during the construction of a new facility?

Answer: No. Security enhancements must be for the facility(ies) that the organization physically occupies at the time of application.

Question: What equipment can be purchased with this grant?

Answer: For purposes of this grant, permissible costs are focused on external or internal facility hardening activities that mitigate risks/vulnerabilities identified in the Application. Funding can be used for the acquisition and installation of security equipment on real property/existing facilities owned or leased by the non-profit organization, specifically in prevention of and/or protection against hate crimes. Allowable equipment consists of, but is not limited to:

- Perimeter lighting;
- Door hardening;
- Alarm systems;
- Camera-based security systems;
- Access control systems;
- Perimeter fencing; barriers; bollards;
- Blast resistant film for windows/shatter resistant glass;
- Interior door hardening/locking mechanisms;
- Panic Button/Lock-Down systems;
- Public Address (PA) Systems



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Question: Can organizations ask for a combination of exterior hardening, interior security and security training, or is only one type of cost category allowed to be requested?

Answer: Organizations may request a combination of allowable costs listed in the RFA but must stay within the \$50,000 cap per facility.

Question: Can we apply for Management and Administration (M&A) costs to have someone manage the installation of the equipment and/or oversee the grant project?

Answer: No, M&A costs are not allowable under this grant funding.

Question: If an organization is located on a campus with several buildings, can that organization apply for multiple facilities on that campus?

Answer: Yes, as long as they are separate buildings.

***NEW* Question:** Can grant funds only be used for hardening infrastructure/training, not ongoing labor costs of security guard services?

Answer: Per the RFA, Personnel costs, including the hiring of security or safety personnel are **not permissible** under either SCAHC program.

Technical

Question: How do I submit my application?

Answer: Applications must be submitted via DHSES' E-Grants system. If you are not registered to use the E-Grants system, your agency will need to register and be assigned a user name and password.

To register: <http://www.dhSES.ny.gov/grants/documents/E-Grants-Registration-Form.pdf>

For tutorial: <http://www.dhSES.ny.gov/grants/nonprofit/documents/SFY2019-2020-SCAHC-E-Grants-Tutorial.pdf>



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Question: If I am already registered as a user of E-Grants, can I just use my existing username and password to create a new application?

Answer: Yes. However, if you have not used E-Grants recently you may find your username and password have been disabled. In that case, send an e-mail to: grant.info@dhses.ny.gov and identify your name, agency and current username and password (if known) to request access.

Question: What will happen if I am late to register on E-Grants?

Answer: Please sign up and register for E-Grants as soon as possible to ensure you have sufficient time to meet the overall deadline for the application.

Question: What will happen if I select the wrong funding program in E-Grants?

Answer: Please ensure you select the correct funding program for your application. If you select the wrong funding program in E-Grants, your application will be disqualified.

NEW Question: What is the correct funding year to select in the E-Grants application?

Answer: Make sure you select **2019** as the funding year in E-Grants for your SFY 2019-2020 Securing Communities Against Hate Crimes and/or Securing Communities Against Hate Crimes for Nonpublic Schools and Day Camps application, as this round of funding is sourced from the state fiscal year (SFY) 2019 budget. **Selecting the wrong year will invalidate your application.**

Question: How do I upload documents to my E-Grants Application?

Answer: See the E-Grants tutorial Pages 54 through 58 at: <http://www.dhses.ny.gov/grants/nonprofit/hate-crimes.cfm>. All questions regarding the E-Grants System should be directed to DHSES via e-mail at Grant.Info@dhses.ny.gov or by telephone (866-837-9133).

NEW Question: Is there a word count limit on the questions to be answered in E-Grants?

Answer: No, there is not a word count limit for the questions that are answered in E-Grants.



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Miscellaneous

Question: The RFA uses the term "reimbursement." If we have a successful application, how does payment work? Would we have to lay out the funds first and then get reimbursed?

Answer: If an applicant is successful, you will receive a reimbursement-based contract. Grantees would have to pay for the equipment and have the equipment installed, in compliance with the terms of the contract and then submit for reimbursement to DHSES. You should refer to the RFA for all award, contract, and reporting requirements which can be found beginning on the Section VII Administration of Grants Contracts in the RFAs.

Question: What is MWBE?

Answer: MWBE promotes opportunities for maximum feasible participation of certified Minority and Women-owned Business Enterprises (MWBE) and the employment of minority group members and women in the performance of New York State contracts. If awarded funds under this grant program, you will be required to meet goals to include participation of MWBE vendors per guidelines outlined in the Section VII Administration of Grants Contracts in the RFAs.

***NEW* Question:** If we pay for and install a security system now, can we apply for a grant to offset the cost of the security system?

Answer: No. Please refer to page 3 of the SFY 2019-20 Securing Communities Against Hate Crimes (both programs) Request for Applications (RFA), "Grant funds cannot be used to support projects that have been completed prior to award or outside the period of performance of the grant." Additionally, per page 10 of the Securing Communities Against Hate Crimes RFA, and page 11 of the Securing Communities Against Hate Crimes with Local Matching Funds RFA, "Funds will be awarded for a two (2) year period, which will be determined based on the award date."