Frequently Asked Questions:
Updated as of 11/10/17

Eligibility:

NEW Q: Is a five year graduate level seminary training adults to be professional leaders in the liberal Jewish community eligible?

NEW Q: Is an agency that provides medical and case management services, eligible to apply for the Homeland Security Grant? They are licensed under the OPWDD agency and the DOH.

NEW Q: Can a nonprofit school apply for funding for a facility that shares space with another organization?

NEW Q: Does eligibility include group homes and day habilitation programs for adults and children who are challenged with intellectual impairments and developmental disabilities that are licensed by the New York State Office for People with Developmental Disabilities?

NEW Q: We operate a Group Child Care program that is Permitted by the NYC Dept. of Health and Mental Hygiene. We are housed in our synagogue building, and our 501(c)3 letter from the IRS is in the name of the synagogue. Can we apply for the Securing Communities Against Hate Crimes program?

NEW Q: Is this grant available ONLY for nonpublic schools, day care centers, and cultural museums? Is it possible for a nonprofit synagogue to be eligible?

NEW Q: Can a nonprofit school apply for funding for a facility that shares space with another organization?

Q: Is a Health Center, a 501(c)3, Federally Qualified Community Health Center (FQHC) eligible?

Q: Are summer and/or religious camps eligible?

Q: In our building we operate a part-time religious school for children. In addition, we also lease our school facility and other non-school portions of our property to a non-profit, pre-K child care program on a full-time basis. Does this in any way affect either our eligibility for this program or the manner in which we can use program funds?

Q: We provide after school and weekend programs for children ages 3 - 12, with 1,011 children currently registered, but do not have a day care license. We currently receive funding from grants through the NYS Office of Children and Family Services. Will a letter from OCFS suffice?

Q: Is a shul/synagogue eligible for the new state grant?

Q: Is my organization eligible for this grant funding?

A: for all of the questions above:

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:

  o are a non-profit nonpublic school registered with the New York State Department of Education with a current Basic Educational Data System (BEDS code); **or**

  o are a non-profit day care center or school-age child care program licensed and/or registered, respectively, by the Office of Children and Family Services; **or**

  o are a group day care center permitted by the New York City Department of Health and Mental Hygiene; **or**

  o have enrolled group programs that are legally-exempt from the requirement to be licensed or registered by the Office of Children and Family Services; **or**

  o are a non-profit cultural museum which is a building or site for the exhibition or promotion of arts and culture of a particular region or people;

AND

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

AND

- Be registered, have recently applied for registration 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://grantsgateway.ny.gov prior to application submission.

NEW Q: A school has 2 buildings with 1 BEDS code and is in the process of applying for a BEDS number for the second building. Are they eligible to apply as 2 separate buildings?

A: Applications will be accepted for up to $50,000 per facility. Eligible organizations may submit up to three applications for a maximum total request of up to $150,000 allowed per organization. For purposes of this grant program a facility is defined as a standalone building including recreational areas adjacent to the building.

Q: Are schools in Monroe, NY eligible?

A: This grant is a Statewide grant. If the schools meet the eligibility requirements per the RFA under "Section II. Eligibility", then they may apply.

Q: What kind of proof do you require for non-profit cultural museums defined as a building or site for the exhibition or promotion of arts and culture of a particular region or people?

A: While there are no specific documents required for cultural museums to submit, when completing the Risk Evaluation Tool, your response to the Background Information section should include any relevant information to demonstrate that you are applying for a building or site for the exhibition or production of arts and culture of a particular region or people.

Q: If we already receive federal funds from the federal DHS/FEMA through DHSES for facility hardening and physical security enhancements are we already considered to be pre-qualified or do we need to file to become pre-qualified?

A: You must confirm your prequalification status in the NYS Grants Gateway regardless of grant funding. Your status at the time of the application submission must be "Prequalified." If your document vault has "Expired" then you will not be eligible to submit the application until you have updated all required information and have received approval with a new status of "Prequalified."

Q: Are non-profit colleges (i.e., a medical school), or institutions of higher education eligible?

 A: Non-profit non-public schools (through grade 12) are eligible to apply. While institutions of higher education are not included as part of eligible applicant pool under this Request for Applications.

Q: Can an organization with one physical location apply for up to three $50k grants or just one.

A: An organization with one physical location can only apply for $50,000. Per page 1 of the Request for Applications: "Applications will be accepted for up to $50,000 per facility." "For purposes of this grant program a facility is defined as a standalone building including recreational areas adjacent to the building."

Q: We are in the process of redevelopment of our site. Our intention is to be in a temporary modular building on leased property during the approximately three years that we anticipate it will take to rebuild our permanent facility. The lease for the property is already signed. We expect to begin construction of the temporary facility in the summer of 2018 and to move into

it in the fall, and I would definitely want to apply for grant funding for the acquisition and installation of security equipment as we will need everything. Can I apply?

A: 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. Any applicant who proposes work on a leased property is exclusively responsible to ensure compliance with the landlord lease agreement and associated requirements, particularly with regard to 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 permitting or environmental compliance requirements. Security enhancements must be for the facility or facilities that the organization physically occupies at the time of application.

Q: May I ask for one clarification; the real property in question is already leased but there is no currently existing facility because we haven't built it yet. May I request funding for a future building?

A: Per page 5 of the Request for Applications: Section F. Authorized Program Expenditures – Permissible Costs: "Funding can be used for the acquisition and installation of security equipment on real property/<u>existing</u> facilities owned or leased by the non-profit organization, specifically in prevention of and/or protection against hate crimes."

Accordingly, you would <u>not</u> be able to submit an application for a building that does not exist.

Q: Our organization is comprised of five buildings which we own. Can we therefore apply for multiple $50k SCAHC grants?   We need to protect multiple entrance areas and facades. The buildings are inter-connected on certain floors.

A: Applications will be accepted for up to $50,000 per facility. Eligible organizations may submit up to three applications for a maximum total request of up to $150,000 allowed per organization. For purposes of this grant program a facility is defined as a standalone building including recreational areas adjacent to the building.

Q: Can you apply for more than one grant if you have multiple programs such as a day care center, nonpublic school with a BEDS code, and non-profit museum housed in <u>one</u> facility all at significant risk of hate crime due to ideology, beliefs or mission?

A: Applications will be accepted for up to $50,000 per facility. Eligible organizations may submit up to three applications for a maximum total request of up to $150,000 allowed per organization. For purposes of this grant program a facility is defined as a standalone building including recreational areas adjacent to the building.

Q: What does it mean that "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)"?

A: It means that if you have provided a letter on your organization's letterhead stating you are exempt from having to apply for such status in the NYS Grants Gateway that would make you eligible.

Q: Do I need to have a risk/threat/vulnerability assessment completed to apply for this grant funding?

A: No. We do not require that you have an assessment as part of the grant application process. If you do have an assessment you should use it to help you complete the DHSES Risk Evaluation Tool.

Q: What is a cultural museum?

A: A building or site for the exhibition or promotion of arts and culture of a particular region or people.

Application Requirements:

NEW Q: A school that is made up of 4 attached structures – which are all used as part of the school, but technically each structure has its unique address.   Can we submit an application using the main school address and apply for hardening for the exterior of the entire school building(s) (which is all physically attached)?

A: Applications will be accepted for up to $50,000 per facility. Eligible organizations may submit up to three applications for a maximum total request of up to $150,000 allowed per organization. For purposes of this grant program a facility is defined as a standalone building including recreational areas adjacent to the building.

NEW Q: In the Facility Hardening section, we are to "Provide a detailed description of facility hardening equipment/training requested and **budget costs for each item.**" Do we need to provide specific vendor quotes for those budget items? If yes, do we need to provide more than one vendor quote?

A: No, you do not need to provide specific vendor quotes. You should be using the information you gather to estimate costs for your budget. Please be aware that if you are awarded a grant you will need to comply with the procurement guidelines in your contract regarding vendors.

NEW Q: The risk evaluation tool has a question asking the number of events at the facility. Is this referencing special events that are not daily activities?

A: Yes, please use this area to report special events that are not part of the daily attendance.

Q: The RFA says that each organization can apply for funding for up to $150,000 ($50,000 per site for up to 3 sites). Do you have to submit a separate and unique application for each site or can you submit one application for up to 3 sites.

A: A separate application needs to be submitted for each site.

Q. If I do not have a completed risk/threat/vulnerability assessment on file, do I still need to fill out the DHSES Risk Evaluation Tool?

A. Yes. The DHSES Risk Evaluation Tool is a required application submission.

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

A: Applications must be submitted via E-Grants and all required sections as shown in the tutorial must be answered. Applications must also include:
  - the completed DHSES Risk Evaluation Tool
  - a color, ground-level photo of the front façade of the facility, which is labeled with the name and address of facility
  - Status History Report from Grants Gateway website showing prequalification status
  - Documentation indicating your BEDS code and; a copy of the license and/or registration issued by the NYS Office of Children and Family Services or permit issues by the New York City Department of Health and Mental Hygiene; if enrolled legally exempt, the Notice of Enrollment submitted as an attachment.

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

A: 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 on the DHSES Risk Evaluation Tool will lead to 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.

Q: What is the application due date for the SFY 2017/2018 Securing Communities Against Hate Crimes Grant Program?

A: Applications are due to Division of Homeland Security and Emergency Services by 4:00 pm on December 18, 2017. Applications submitted past this date will be disqualified. No extensions will be given.

Q: Can I submit more than one application?

A: Applications will be accepted for up to $50,000 per facility. Eligible organizations may submit up to three applications for a maximum total request of up to $150,000 allowed per organization.

Allowable/Unallowable Costs:

NEW Q: We plan to add cameras to the facility's exterior. Improvements to the interior network will be required to handle the camera's essential recording and monitoring functions. Are those network improvements eligible costs?

A: Improvements or upgrades to a current CCTV system would be an eligible cost as long as you are installing/upgrading cameras to the exterior of the facility.

NEW Q: In a situation where a nonpublic school has 2 separate buildings, but only 1 BEDS number, may they apply for both buildings?

NEW Q: If there are multiple free standing facilities at the same address, does each building require an application?

Answer: For both questions above: Yes, applications will be accepted for up to $50,000 per facility. Eligible organizations may submit up to three applications for a maximum total request of up to $150,000 allowed per organization. For purposes of this grant program a facility is defined as a standalone building including recreational areas adjacent to the building.

NEW Q: Is the grant eligible primarily for the improvement of a facility?

Answer: Per page 1 of the RFA: "Grant funding will be awarded for allowable exterior facility hardening, physical security enhancements and security training to secure facilities at risk of hate crimes."

NEW Q: Our project includes a device that will perform background checks for visitors into our facilities. Will the grant be allowed for that?

NEW Q: The RFA says the grant can't cover "Construction costs for new facilities" but what about renovation costs for existing facilities?

A: For both questions above: Permissible costs are focused on **external** facility hardening activities that mitigate risks/vulnerabilities identified in the DHSES Risk Evaluation Tool. 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.

Q: We have a an elementary school building, a high school building and a dorm building on that is in the process of being built. Would we be able to send in an application for our dorm building too?

A: Per page 5 of the Request for Applications: Section F. Authorized Program Expenditures – Permissible Costs: "Funding can be used for the acquisition and installation of security

equipment on real property/<u>existing</u> facilities owned or leased by the non-profit organization, specifically in prevention of and/or protection against hate crimes."

Accordingly, you would <u>not</u> be able to submit an application for a dorm building that is currently being constructed.

Q: Can funds be used for cybersecurity measures?

A: Per page 1 of the RFA, the purpose of this grant funding is for "…allowable exterior facility hardening, physical security enhancements and security enhancements and security training to secure facilities at risk of hate crimes." Cybersecurity measures are not an allowable expense under the grant opportunity.

Q: Are fire alarm systems eligible?

A. Per the RFA under Section F. Authorized Program Expenditures, applications must be for projects to protect against hate crime activity by: Hardening the organization's facility or facilities including recreational areas adjacent to the facility through exterior physical security enhancements; and/or Providing security training that will advance the knowledge of security personnel and staff. Fire alarm systems do not meet the requirements under this RFA.

Q. We do not own our building, we rent space; can we still purchase equipment?

A. Permissible costs are focused on external facility hardening activities that mitigate risks/vulnerabilities identified in the DHSES Risk Evaluation Tool. 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. Any applicant who proposes work on a leased property is exclusively responsible to ensure compliance with the landlord lease agreement and associated requirements, particularly with regard to 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 permitting or environmental compliance requirements. Security enhancements must be for the facility or facilities that the organization physically occupies at the time of application

Q: Are costs associated with conducting a risk assessment reimbursable under this grant?

A: No, since a risk assessment is not a requirement, costs associated with a risk assessment are not reimbursable under this grant.

Q: 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?

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

Q: What equipment can be purchased with this grant?

A: 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
- Security training

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

A: No. Security enhancements must be for the facility(ies) that the organization operates out of at the time of application.

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

A: If you request budgetary items that are not allowed under the SFY 2017/2018 Securing Communities Against Hate Crimes Grant Program, those items will not be considered.

Q: What will happen if I submit for more funding than is allowable under the RFA?

A: Please ensure your budget does not exceed the funding cap. Requests for raising the funding cap will not be considered.

Technical:

NEW Q: How do I know if I am registered for E-Grants ?

 A: E-Mail us at: grant.info@dhses.ny.gov and we will look up your name to see if you are registered. If you are not registered we will send you a registration form to complete and return to us.

NEW Q: How do I know if I am registered for the NYS Grants Gateway and what my prequalification status is?

A: You will need to contact NYS Grants Gateway team directly for assistance: 518-474-5595 or grantsreform@its.ny.gov to see if you are registered and what your status is.

NEW Q: how do I know if I have a NYS SFS Vendor ID#?

A: If you are prequalified in the Grants Gateway you would have been assigned an SFS Vendor ID.   If you are not prequalified yet in the Grants Gateway system they will assign you an SFS Vendor ID when you register in that system.

NEW Q: I am currently on the budget tab of the application and I am confused as to what information to supply. The form seems to ask for an advance of funds. I not sure what that means. Are we being asked to receive an award faster if there is a justification for it? Or do I just enter the amount we are looking for? Or something else. This is not clear?

A: Advance Request Amount does not apply to this grant program.

NEW Q: On the "Funding Allocation" tab there appears nothing to click on nor is a method available to add to this page. What is this for and is it necessary for the completion of the application? If necessary how to I add information to it?

 A: Yes, it is necessary to complete this tab. Please refer the E-Grants tutorial on our website. http://www.dhses.ny.gov/grants/nonprofit/hate-crimes.cfm   You must complete the tabs in the order that they appear on the tutorial.

NEW Q: Our organization is prequalified in grants gateway. I cannot figure out how to start the application process.

A: You must read the Request for Application (RFA) and follow the instructions provided there. You can find the RFA on our website: http://www.dhses.ny.gov/grants/nonprofit/hate-crimes.cfm

NEW Q: Is there a specific naming convention for the Risk Evaluation Tool being uploaded using E Grants?

A: No, there is no specific naming convention for the Risk Evaluation Tool, however, it would be helpful it you identified if by the name of the organization or address of the facility.

Q: How do I submit my application for the SFY 2017/2018 Securing Communities Against Hate Crimes Grant Program?

A: Applications must be submitted via DHSES's 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. Please refer to: http://www.dhses.ny.gov/grants/nonprofit/hate-crimes.cfm for detailed instructions.

Q: Why can't I find the link to go directly to E-Grants?

A: E-Grants is a secure system. Once you have been registered and issued a username and password, you will be sent the link to the E-Grants sign in page. You should bookmark this link.

Q: 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?

A: Yes, you may. 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).

Q: What are the consequences of not reviewing the E-Grants Tutorial?

A: You are strongly encouraged to go through the E-Grants tutorial as it is designed to navigate you through the application process and provide valuable information on navigating the E-Grants system and troubleshooting any potential system issues.

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

A: If you do not register on time for E-Grants you risk missing your overall deadline for the application. You should register as soon as you know that you intend to submit an application to avoid any issues.

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

A: 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. The funding program for this grant is called "Securing Communities Against Hate Crimes."

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

A: See the E-Grants tutorial page 53 through 57 at:
http://www.dhses.ny.gov/grants/nonprofit/hate-crimes.cfm

Q: Under the Budget Tab in E-Grants, there is a field for entering "Matching Funds." Are matching funds required for this grant?

A: No, for the SFY 2017/2018 Securing Communities Against Hate Crimes Grant Program, applicants are not required to provide matching funds.

Miscellaneous

NEW Q: Does receipt of an award under this grant trigger an OMB A-133 audit?

A: No, this is a State award.

NEW Q: I was not able to participate with the webinar yesterday unfortunately. Is it online?

A: The webinar is posted on our website: http://www.dhses.ny.gov/grants/nonprofit/hate-crimes.cfm

NEW Q: Where do I apply for these new grants?

A: All of the application material is also posted on our website. You must read the RFA and complete the application accordingly.

Q: What does it mean that the funds cannot be used in conjunction with another security grant? For example, if in another grant provides some funds for external lighting can this grant fund the remaining external lights?

A: Per the RFA (reference Section I. Introduction), "Proposals must be for new projects only. Grant funds cannot be used to support projects that have been completed prior to award or outside the period of performance of the grant. Also, grant funds cannot be used to fund projects that have already been reimbursed through the Nonpublic Safety Equipment (NPSE) program administered by the State Education Department or the UASI Nonprofit Security Grant Program administered by DHSES."

Q: Is there a way to find out if my school has ever been awarded this grant?

A: This is a new grant program, no awards have ever been made.

Q: What does "facility" mean?

A: For purposes of this grant program a facility is defined as a standalone building including recreational areas adjacent to the building.