

# Federal Emergency Management Agency

Grant Programs Directorate

Fiscal Year 2021 Port Security Grant Program Rollout Briefing

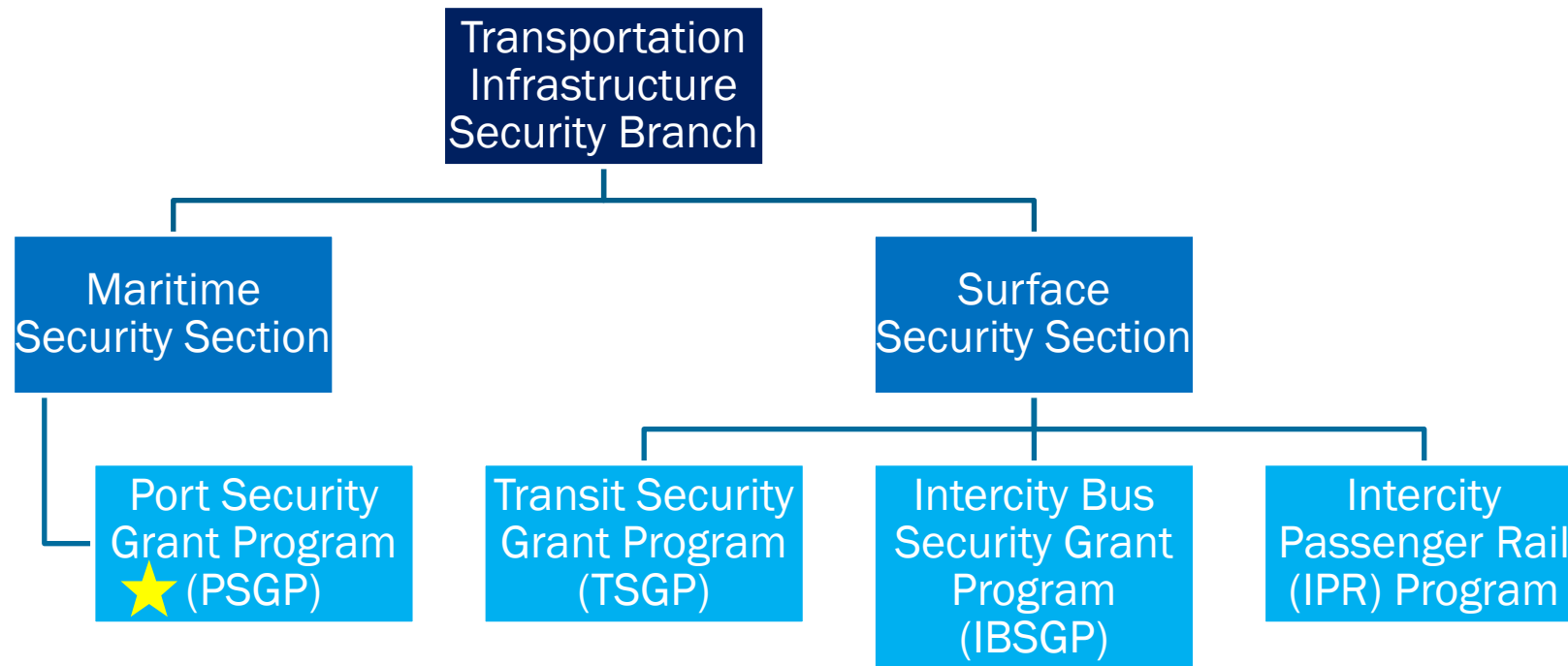
March 2021



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# Transportation Infrastructure Security Branch (TISB)

- The Port Security Grant Program (PSGP) is one of four funded infrastructure security grant programs within the Transportation Infrastructure Security Branch (TISB):



# Fiscal Year (FY) 2021 PSGP

## Program Overview

- Funding for the FY 2021 PSGP is consistent with FY 2020 at \$100 million
- Scoring bonus:
  - Applicants will receive a 20% increase to their scores for addressing the Cybersecurity priority in their Investment Justifications (IJs)
  - Applicants will receive an 10% increase to their scores for projects providing a port-wide benefit
- Cost share requirements:
  - Public sector entity applicants require a 25% cost share
  - Private for-profit entity applicants require a 50% cost share; however, projects that provide a **port-wide benefit** will only require a 25% cost share
  - See the Notice of Funding Opportunity for limited exceptions
- The period of performance (POP) is 36 months

Funding Summary		
	FY 2020	FY 2021
PSGP	\$100M	\$100M



# Key Changes

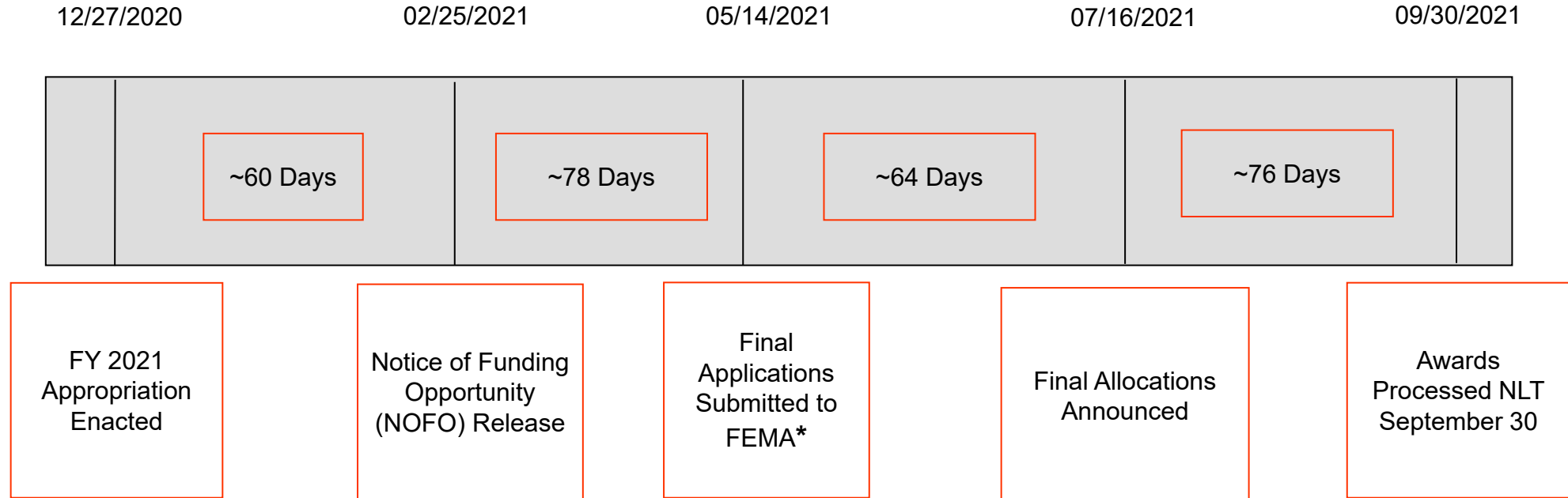
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- Updated “Cybersecurity” language to include “Hub and Spoke” cybersecurity projects
- Updated “Training” to specify Security Zone Enforcement training is exempt from cost share requirements
- Updated IJ and Performance Report templates
- An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not:
  1. A current employee, personnel, official, staff, or leadership of the non-federal entity; and
  2. Duly authorized to apply for an award on behalf of the non-federal entity at the time of application
- The Authorized Organizational Representative (AOR) must be a duly authorized current employee, personnel, official, staff or leadership of the recipient and provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance; consultants or contractors of the recipient **are not** permitted to be the AOR of the recipient



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# FY 2021 Grant Timeline



**\*Strongly recommended that *Initial Applications* are submitted into Grants.gov no later than May 3, 2021**



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# FY PSGP 2021 Program Priorities

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- As mentioned previously, applicants that align their projects to the **cybersecurity** National Priority Area will receive a **20% increase** to their total score
- Additionally, there are several “enduring needs”:
  - Enhancing the protection of soft targets/crowded places (e.g., cruise terminals)
  - Addressing emerging threats (e.g., transnational criminal organizations, weapons of mass destruction [WMD], unmanned aircraft systems [UASs], etc.)
  - Effective planning
  - Training and awareness campaigns
  - Equipment and capital projects
  - Exercises



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# Project Planning

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- Per 46 U.S.C. § 70107, PSGP projects should “... [fund] the correction of Coast Guard identified vulnerabilities in port security and [ensure] compliance with Area Maritime Transportation Security Plans and facility security plans...”
- Participate in your Area Maritime Security Committee (AMSC) meetings and understand your port area priorities
- Socialize your projects with the AMSC and Captain of the Port (COTP) prior to applying – if your project does not address port area priorities, your COTP or Port Security Specialist (PSS) should let you know
- Read the NOFO and Preparedness Grants Manual (PGM) to verify that your organization and your proposed project(s) are eligible
- Review the [Authorized Equipment List \(AEL\)](#) to ensure any proposed equipment costs are allowable under the PSGP
- Develop a business plan: Identify the grant team: Project manager, grant manager, budget analyst, etc.



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# Cybersecurity

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- Cybersecurity projects funded under PSGP must be primarily dedicated to **maritime security** enhancements and follow the National Institute of Standards and Technology (NIST) framework
  - Networks, switches, software, training, penetration testing/vulnerability assessments
  - Does not include non-system-wide equipment (e.g., a secured radio or laptop), fencing, cameras, physical access control, or other items not included as part of the NIST framework
- “Hub and spoke” cybersecurity projects may affect a parent organization’s multiple eligible entities in multiple port areas
  - Such projects may be submitted within a primary Port Area for the project implementation
  - Proportionally, costs associated with **entities or subcomponents that are not covered under an AMSP and are not instrumental to enhancing maritime security must not be included** in the detailed budget worksheet or IJ; costs must be prorated **only to those facilities that are covered by the AMSP**
- The Cybersecurity and Infrastructure Security Agency (CISA) offers free resources to assist with initial assessments; please see <https://www.cisa.gov/cyber-resource-hub> for additional information
- Applicants are encouraged to utilize free resources prior to requesting funds under this program





# Training

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- Training specific to maritime security is allowable under PSGP; see the PGM for a list of approved training courses
- Allowable courses not specified in the PGM as confirmed by the U.S. Coast Guard (USCG):
  - FLETC Marine Law Enforcement Training Program
  - FLETC Inland Boat Operator’s Training Program
  - FLETC Electronic Navigation Training Program
- Certified training courses not specified may be allowable if verified by the COTP as necessary for maritime security enhancement (consult your COTP prior to applying)
  - Only certified training courses are allowable as outlined in the PGM
  - Routine “in-house refreshers” that are not specified as allowable are not considered allowable training under PSGP
  - Drills, seminars, and workshops are not considered to be training; these fall under the “exercise” category



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# Training (cont.)

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- Training for law enforcement to conduct security zone enforcement (SZE)
  - Approved SZE training courses are specified in the PGM
  - Additional courses may be considered SZE if verified by the COTP as addressing USCG requirements for SZE (46 U.S.C. § 70132)
  - Consult your COTP prior to requesting cost share exemption. Cost share exemption is only provided for training verified as necessary for SZE by law enforcement



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# Exercises

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- All exercises are required to follow the Homeland Security Exercise Evaluation Program (HSEEP) model
- All exercises require participant attendance tracking
- All exercises must be specific to maritime security
- All exercises require an after-action report (AAR) and improvement plan (IP)
  - AARs and IPs funded by PSGP grants must be submitted to [hseep@fema.dhs.gov](mailto:hseep@fema.dhs.gov) and the appropriate local COTP no later than 90 days after the completion of the exercise
- Typical types of exercises:
  - Workshops/seminars
  - Tabletop
  - Drills
  - Functional
  - Full scale



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# Vehicles and Equipment

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- Only two types of vehicles are allowable under PSGP:
  - **Chemical/Biological/Radiological/Nuclear/Explosive (CBRNE) Detection** equipped patrol vehicles dedicated to monitoring/patrolling port/facilities (i.e., vehicle is exclusively used for CBRNE detection, has detection equipment permanently mounted)
  - **Mobile Command Centers ONLY** when validated by the COTP as essential. Typically equipped as a deployable vehicle dedicated to ensuring interoperable communications and on-site command, usually built on a tractor trailer chassis
- Rapid Response Boats
  - High speed, 24/7 patrol boats critical for quick response to waterways or other maritime infrastructure
- Installation, expansion and hardening of Transportation Worker Identification Credential (TWIC) compliant access control



## Vehicles and Equipment (cont.)

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- All life safety operations including fire suppression, evacuations, rescue of victims, dewatering, mass decontamination, swift transport of first responders to a waterborne or waterfront incident, and removal of victims from a vessel in distress
- Trailers, such as boat trailers or maritime security equipment trailers, are allowable under PSGP
- Tow trucks, SUVs, dive trucks, fire trucks, ATV/UTVs, patrol cars and armored personnel carriers of any type **are not allowable** under PSGP



# Examples of Projects that are NOT Allowable

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- Equipment or services not listed on the [AEL](#) as eligible under PSGP
- Equipment or services listed as unallowable costs identified in the NOFO and PGM
  - Includes tow vehicles, weapons-related equipment, proof of concept projects, hospitality projects (chairs, couches), etc.
- Equipment or services that do not support COTP priorities or PSGP priorities
- Equipment or services with no clear nexus to maritime security
- City-wide projects (i.e., broad communications/surveillance projects)
- Projects that do not include an eligible cost share (see [2 CFR 200.306](#))
  - Cost share must be necessary and reasonable for accomplishment of project or program objectives
- Projects lacking a corresponding budget
- Applications submitted on behalf of other entities (consortiums)



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# Additional Allowable Project Costs

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## Project planning

- **Management and Administration (M&A):**
  - M&A costs may not exceed 5% of the total grant award
  - M&A activities are those costs directly relating to the management and administration of the PSGP award, to include grant writer fees up to \$1,500
- **Indirect Costs:**
  - Indirect costs are allowable as described in the NOFO
  - If the applicant wants to charge indirect costs and is required to have a negotiated indirect cost rate agreement, it must submit that negotiated agreement as an attachment with the application
  - If the applicant is not sure whether it is required to have a negotiated agreement or falls under a different category, contact the relevant Preparedness Officer or Grants Management Specialist
- **Full or Part-Time Staff or Contractors/Consultants costs are allowable**
- **Other Authorized Expenditures are allowable**, as outlined in the NOFO and Preparedness Grants Manual



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# Cost-Share Requirements

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- A non-federal cost-share (cash or in-kind) match is required for each proposed project
  - Cost-share is either 25% or 50% depending on the type of applicant and type of project submitted as detailed on slide 3
- Cash and in-kind matches must consist of eligible costs (i.e., purchase price of allowable contracts, equipment)
- A cash-match includes cash spent for project-related costs while an in-kind match includes the valuation of third-party contributions of services or equipment
- Matches used to meet the match requirement for the PSGP award may not be used to meet match requirements for any other federal grant program
- An applicant's proposed cost-share is subject to the same requirements as the federal share (i.e., budget review and Environmental Planning and Historic Preservation review are required, and the cost-share must be outlined in the IJ and detailed budget worksheet)





# IJ and Budget

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- Office of Management and Budget (OMB) Approved FEMA Form 089-5
  - The OMB approved IJ template is required to be completed and submitted at the time of application
  - PSGP updated the IJ template as an Excel document, which incorporates all IJs and budgets into a single document
  - All sections of the IJ template are required to allow for a comprehensive and fair review of the application
- Completion of the detailed budget worksheet for each project is required for the project to be considered eligible for funding



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# Environmental Planning and Historic Preservation (EHP) Compliance

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- An EHP review is an analysis of pertinent project information to determine whether a project may have the potential to impact environmental, historical, or cultural resources:
  - If awarded, costs associated with the preparation of EHP documentation may be reimbursable under M&A
  - Certain projects usually require Screening Forms to include but not limited to physical security enhancements and other ground disturbing activities
  - Grantees are responsible for completing the EHP Screening Form and providing all relevant EHP materials to FEMA via the Grant Programs Directorate (GPD) EHP Mailbox at [GPDEHPinfo@fema.dhs.gov](mailto:GPDEHPinfo@fema.dhs.gov)
  - The EHP Screening Form is located at: <https://www.fema.gov/media-library/assets/documents/90195>
- Revised FEMA Grant Programs Directorate (GPD) EHP Policy found at: <https://www.fema.gov/media-library/assets/documents/85376>



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## EHP Compliance (cont.)

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- 3-year rule exemption for previously reviewed buildings:
  - The building must have had an EHP review within the past 3 years
  - The building must be less than 43 years old at the time of the last review
  - The new scope of work must be completely interior work only
  - Applicant must submit a verifying statement; i.e., “This project location received an EHP review within the last 3 years and the building is less than 43 years old. See attached EHP approval for award EMW-2018-PU-12345 EHP ref. 32112.”
- **NOTE:** The EHP review process must be completed and approved by FEMA before funds are released to begin an awarded project. All projects funded with federal funds and non-federal resources (to include match/cost share) must comply with all EHP laws, regulations, and Executive Orders



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# FY 2021 Application Process

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- Read the NOFO – it includes all application requirements!
- Register in Grants.gov immediately – takes up to 4 weeks, especially near application deadlines
- Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants
  - Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form
  - In addition to having a DUNS number, all organizations applying online through Grants.gov must register with SAM
  - Failure to register with SAM will prevent your organization from applying through Grants.gov
  - SAM registration must be renewed annually **and now includes a requirement to list all predecessors, subsidiaries, and immediate and highest-level owners**
- **SAM.gov registration must be active at all times** throughout the application and award period; if an applicant's SAM.gov registration lapses between the time of application and award, FEMA reserves the right to **NOT make an award to that applicant**
- Go to <http://www.grants.gov>:
  - Select "Applicants" then "Apply for Grants"
  - Select "Download a Grant Application Package"
  - Enter Assistance Listing (formerly CFDA) # 97.056 and select "Download Package" and follow prompts



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# FY 2021 Application Process (cont.)

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- Establish an AOR in Grants.gov
- Submit your initial application in Grants.gov (**do not attach IJ and budget**)
  - This generates the corresponding application in FEMA's Non-Disaster Grants (ND Grants) system
  - Recommend completing this step at least 7 days prior to the application deadline to minimize delay
- Make sure your ND Grants account is active
- Associate your application to your organization: if you are a new applicant, you may have to create the organization in ND Grants
- FEMA verifies your eligibility, and releases your ND Grants application back to you
- Attach your required **IJ, detailed budget worksheet**, applicable Memorandum of Understanding/Memorandum of Agreement and supporting documentation (e.g., assurances and certifications) in ND Grants
  - NOTE: Letters of support from **members of Congress** are not considered nor passed to USCG for review
- Submit your final application in ND Grants (Help Desk: [NDgrants@fema.dhs.gov](mailto:NDgrants@fema.dhs.gov) or 800-865-4076)
- **The FY 2021 PSGP Application Period closes May 14, 2021 at 5 pm ET**
- **DO NOT BE LATE** – applications submitted after the deadline will not be considered



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# Quick Reference Guide – How to Submit an Application in Grants.gov

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- The first step in applying for the PSGP is to register and submit an application in Grants.gov
  - Grants.gov is a central storehouse for information on federal grants and is the starting point for obtaining and initially submitting an application for FEMA grants
  - Grants.gov provides resources and training materials to assist people with submitting their grant applications; all applicant resources can be found at [http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp)
- On Grants.gov, you can find available grant opportunities, download the application package, and submit your application
- Once the initial application is completed and submitted in Grants.gov, it will become available to FEMA personnel to review and then release back to the applicant to finish and formally submit in ND Grants



# Grants.gov Resources

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- **For Applicants Homepage:** Provides links for finding grant opportunities, registering for Grants.gov, and submitting a Grants.gov application
- **Applicant Resources site:** Provides all tools and documents available to assist applicants with Grants.gov processes, including application submission FAQs, user guides, tutorials, etc.
- **All About Grants:** Provides training webinars and application tips for applicants from grant-making organizations: <https://www.grants.gov/web/grants/home.html>
- **Grants.gov Support:** For questions involving completion of a Grants.gov application, the Grants.gov help desk is available [support@grants.gov](mailto:support@grants.gov) or 1-800-518-4726



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# Application Review

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- All eligible applications undergo an initial review by FEMA to ensure that they are completed in accordance with the application requirements:
  - Include detailed budget worksheet and IJ
  - Submitted on time
  - FEMA **will not** notify applicants of incomplete applications during the application period
- All completed/eligible applications are securely transmitted to USCG
- USCG conducts a field review to score and recommend projects:
  - Verify the applicant is an eligible service provider or facility within the port area
  - Determine effectiveness of project in reducing COTP-identified vulnerabilities and PSGP priorities (note that city-wide projects may be denied in part or in full)
  - Identify projects that provide a port-wide benefit (affects for-profit applicant cost share, as noted on slide 3)
- Projects may have their funding reduced or denied due to ineligible and/or unjustified costs



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# Application Review (cont.)

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- Field Review scores are provided to FEMA, which then incorporates risk scores
  - Projects that are not recommended by the Field Review are not considered for funding
  - Prior discussions with your AMSC may give you a feel for how well your project addresses port area and PSGP priorities
  - Engage with your COTP to discuss your proposed projects
    - Unfamiliar projects may not be funded due to the short field review time and the extensive nature of determining maritime security needs
    - Engage early with your COTP if you are submitting a complex project to ensure they understand how it addresses the port's maritime security needs
- FEMA hosts a National Review Panel (NRP) to assess projects
  - Validate COTP recommendations
  - Determine if project addresses the Cybersecurity priority to receive 20% score boost
  - Determine if project addresses other priority/enduring needs, including enhancing protection of soft targets/crowded places, enhancing emerging threats, security training, exercises, etc.



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## Application Review (cont.)

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- FEMA conducts an administrative review of all projects recommended for funding by the Field Review
  - Ensure cost share is included
  - Ensure project costs are allowable under PSGP
  - FEMA may reduce recommended funding if unallowable costs are submitted
- FEMA applies the DHS risk methodology based on port area
  - Scores generated by the risk methodology are combined with the Field Review scores to determine port area project rankings
  - Funds are applied to the highest-ranked projects within each port area until expended
  - Port area funding (typically 150% of risk score) may be limited to ensure broadest distribution of funds
- Based on the Field Review, NRP review, administrative review, and final project rankings, a final funding slate is recommended to the Secretary of Homeland Security, who makes the final funding determination



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# Quick Points

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- Follow the instructions in the NOFO – ensure that all registrations and submissions are completed on time!
- Ensure that
  - Your agency is eligible for this program
  - Your project addresses COPT priorities and PSGP priorities as outlined in the NOFO and PGM
  - Your project is not an unallowable cost (see the NOFO and PGM)

*(TIP: keep the FY 2021 PSGP NOFO and PGM as a reference throughout the entire application process and life of the award)*

- Reimbursements
  - Are allowable for all eligible costs associated with the project, are identified on the [AEL](#), and not prohibited by the program or federal legislation
  - Partially funded awards will clearly identify allowable costs within the award documentation (budget revision required)



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## Quick Points (cont.)

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- Project funding relates to the approved scope of work in the IJ
  - If your project is part of a larger project, identify the larger project and what portion will be accomplished with the requested funds; that portion will be treated as an individual project for funding and progress tracking purposes
  - Be sure to only request funding for that portion of the larger project that can be completed within the period of performance
- Final funding amounts, including partially funded projects, will be identified in the final award documents
  - A revised detailed budget must be submitted to FEMA for approval prior to project implementation
  - Consultation with your Preparedness Officer is recommended prior to resubmitting the budget
- Generally, projects may not be modified from the approved scope of work. If a scope of work change is needed post award, contact your Preparedness Officer
- Make sure you have complied with all EHP requirements prior to initiating your project. If you are unsure if your project will require an EHP review, contact your Preparedness Officer
- Please reach out to your Preparedness Officer with any questions (see state assignment map on slide 29)



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# Best Practices & Common Mistakes

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## Best Practices

- Address the following questions in your IJ:
  - **Who** will benefit from the project?
  - **What** is the project?
  - **Where/When** will the project be implemented, including milestones demonstrating the timeline?
  - **Why** is it necessary to the security of the port area?
  - **How** does it support PSGP and COTP priorities?
- Use an electronic copy of the NOFO and PGM throughout the application process to conduct word searches for elements pertinent to your project to ensure compliance with program requirements
  - i.e., personnel costs have limited allowability, and general operational costs are not funded

## Common Mistakes

- Applicants fail to:
  - Provide the required completed/clear detailed budget worksheet identifying a cost-share match
  - Demonstrate a clear and concise IJ
- Projects appear to primarily support regions/inland projects and do not focus on maritime security



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# Highlighted Key Areas to Know

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## ■ IJs

- Be concise, but descriptive
- Address specific PSGP funding priorities
- Identify existing similar capabilities (if any) to show how the proposed project complements, maintains, and/or enhances current capability as well as the vulnerabilities being addressed
- Do not try to combine all projects into a single IJ; i.e., a fencing project should be separate from a vessel project
- Do not separate a single project into multiple IJs; i.e., a fence project, a gate project, and lighting project would all be considered one “Facility Security” project
- Explain where/how the project will be used to enhance security in your port area
- Projects that fail to demonstrate the required cost-share ***will not*** be considered for funding; cost-shares, even if in-kind, ***must be*** demonstrated as part of the detailed budget worksheet
- Detailed Budget Worksheets are ***required***, include specific component breakdown of costs – do not list a high-level “Camera System - \$100,000”; instead list “five PTZ Cameras at \$10,000 each, one 100-hour DVR at \$5,000,” etc.
- Cost categories should demonstrate total costs (i.e., total equipment cost, personnel costs such as M&A, overtime, backfill, etc.)
- Budgets must be approved by FEMA before project work can begin; some budgets may be approved pre-award while others may require revisions to reflect final funding amounts and approved costs



# Key Dates for Applicants

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**February 25<sup>th</sup>** : NOFO release and start of the PSGP application period

**March 4<sup>th</sup>** : FEMA-hosted outreach call; 2 PM ET

**March 11<sup>th</sup>** : American Association of Port Authorities-hosted outreach call; 2 PM ET

**March 18<sup>th</sup>** : FEMA-hosted outreach call; 10 AM ET

**May 3<sup>rd</sup>** : Recommended deadline for initial PSGP application submission into Grants.gov

**May 14<sup>th</sup>** : 5PM ET final deadline for PSGP application submission into ND Grants



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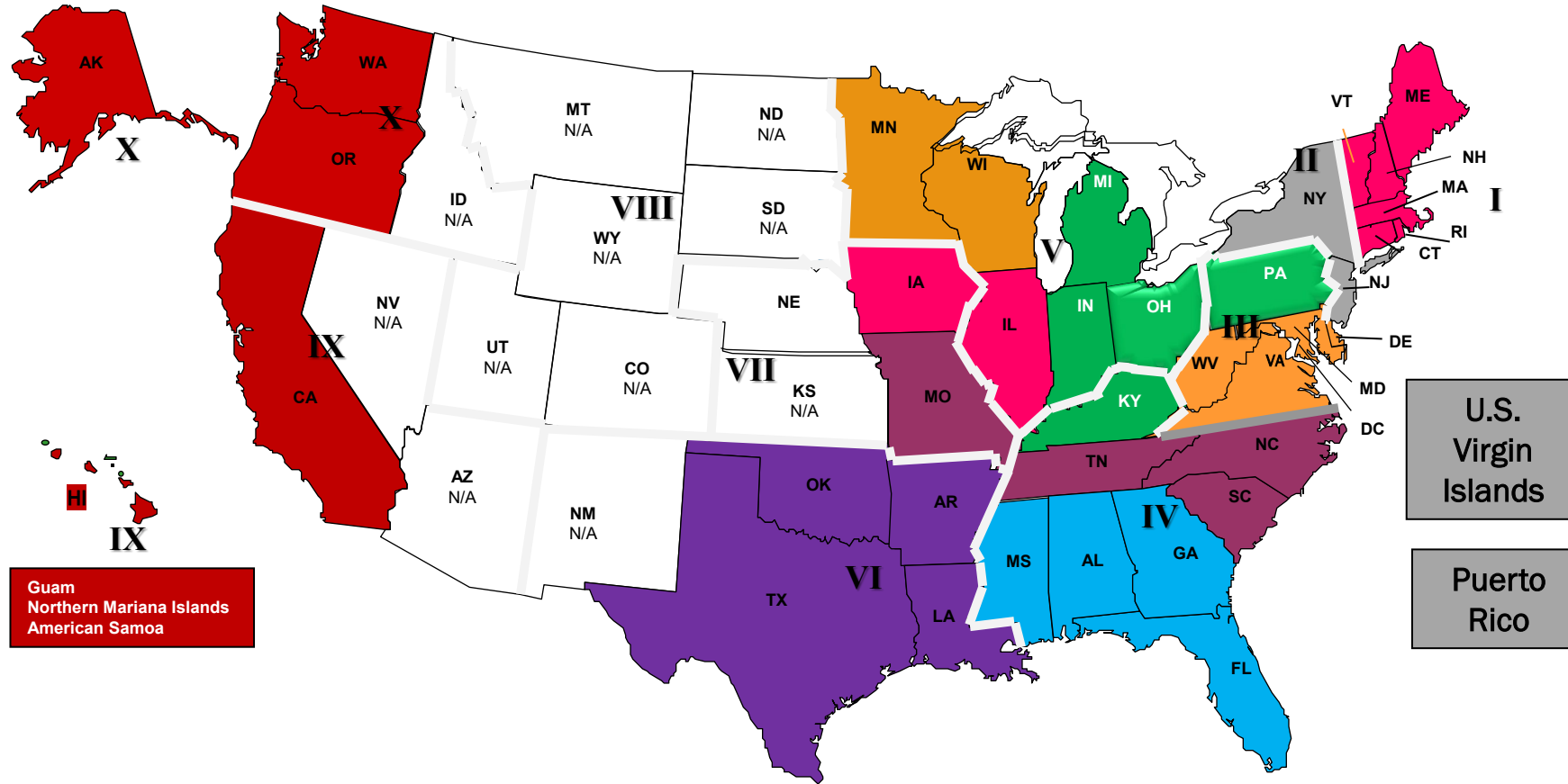
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Questions?



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