Port Security Grant Program (PSGP) Presentation
Agenda

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Who Can Apply?

- Eligibility is outlined in the Notice of Funding Opportunity (NOFO) as all entities subject to an AMSP.
- Eligible applicants include, but are not limited to:
  - Port authorities, facility operators, and state and local government agencies.
  - Facility operators include, but are not limited to terminal operators, ferry systems, bar/harbor pilots and merchant’s exchanges.
- Applications are selected for funding through a competitive application process.
Application Requirements

- Eligible applicants who plan to apply must have a Data Universal Numbering System (DUNS) number
  - You can register for a DUNS number at https://www.dnb.com/duns-number/get-a-duns.html
  - DUNS are location specific so it is important to make sure the DUNS number matches the location listed on the application.

- Once you have a DUNS number, you must register in the System for Award Management (SAM).
  - You may register for SAM at www.sam.gov

- Registration in SAM may take up to 4 weeks and then an additional 24 hours for Grants.gov to recognize the information.

- Initial application forms are located on the Grants.gov website.
  - Once on Grants.gov, select “applications” then “apply for grants.”
  - Enter the CFDA number (97.056) located on the NOFO and select “Download Package.”

- Final documents will be uploaded through NDGrants.
Get DUNS # → Register in SAM

Download Application from Grants.gov → Complete SF-424 in Grants.gov

Submit IJ & Budget Worksheet in NDGrants
Application Process

- SF-424 is a fillable PDF which is submitted through the Grants.gov portal.
- SF-424 is not to be confused with the final application submitted through ND Grants.
- The information submitted through Grants.gov will be retrieved by ND Grants, which allows FEMA to determine an applicant’s eligibility.
- Applicants should submit their application in Grants.gov at least 10 days prior to the ND Grants application deadline.
- Eligible applicants will be notified by FEMA and directed to submit their completed grant application in ND Grants (https://portal.fema.gov).
**Investment Justification (IJ)**

- **READ** the “Notice of Funding Opportunity” (NOFO)
- Make sure your project is allowable and feasible.
- IJ is a **detailed** description of the project and has a connection to the port.
- Complete a separate IJ for each project submitted.
- Use FEMA’s IJ form, don’t substitute your own.
- Be specific – describe your project clearly and include sufficient detail (e.g. acquire CCTV cameras or acquire ten (10) CCTV digital cameras w/ PTZ capability and analytics capable).
- **READ** what you wrote to ensure 1) it makes sense, 2) is consistent with your request, and 3) the reviewer will completely understand what the project will accomplish.
Investment Justification (IJ)

• Make a good argument as to how the project will address gaps and/or deficiencies within the port.
  • This includes both the Captain of the Port (COTP) priorities and National Goals (located on USCG Homeport)
• Review the Sector Delaware Bay Strategic Risk Management Plan (SRMP) to determine that your project addresses the identified risks.
  • Must be specific (detail) as to how the IJ addresses the risks and/or deficiencies
• Note how the project will benefit the port, and list all benefits if more than one.
• Provide information (and a copy) of any “Memorandum of Understanding (MOU)” implied or referenced in the IJ.
• Be certain the timeframe for completion is realistic.
  • Milestones should be such that the reviewer can evaluate the feasibility, e.g. bid, acquisition, Environmental/Historic Preservation review, etc.
Investment Justification (IJ)

• Complete all sections of the IJ.
• Have someone in your office who is not familiar with security read your application to determine if the rationale for your project is clear.
• FEMA requires applicants to be AMSC members for funding consideration.
• All projects funded with federal grant dollars (including cost share) must comply with EHP laws, regulations and executive orders.
• An EHP review is an analysis of pertinent project information to determine whether a project may impact environmental or historical/cultural resources.
• Time for EHP review should be factored into your application timeline on the IJ.
The budget must:

- Be complete, reasonable, and cost effective.
- Provide the basis for all project related costs including Management and Administration (M&A).
- Include a budget narrative that provides a detailed justification for each cost included in the budget. Provide FEMA Authorized Equipment List # (AEL #) for the Port Security Grant, if appropriate.
- Include all project related costs under the appropriate approved costs categories.
- Include cost share on the IJ as well.
- Use the required form for the budget worksheet, reference NOFO.
Budget Worksheet

- Budget Categories:
  - Personnel
  - Fringe Benefits
  - Equipment
  - Supplies
  - Travel
  - Consultants/Contracts
  - Other Costs
  - Indirect Costs
• **Personnel**
  - Cost of a hired employee (FTE)
  - Job Title, Job Responsibilities

• **Fringe Benefits**
  - Amount needs to be specified as a separate line item
  - Ensure each type of benefit is indicated separately and based on actual known or estimated costs.
  - Include the organization’s approved fringe benefit rate if known, and ensure consideration of any fringe increases contemplated during the grant period.
**Equipment**
- Non-expendable, typically tangible property with a useful life of more than one year.
- Specify equipment items by unit cost and quantity.
- Explain in the narrative how the equipment is necessary for the success of the project.
- Rented or leased equipment is listed under Contracts section. Analyze the benefit of purchase versus lease of equipment especially if it is a high dollar item or rapid technology changing equipment.
- Include the Authorized Equipment List (AEL) Number in the Budget Worksheet.
  - [https://www.fema.gov/authorized-equipment-list](https://www.fema.gov/authorized-equipment-list)
  - If equipment is not captured on the AEL list, then it cannot be listed on your application. Unallowable equipment will result in a lower score for the project.

**Supplies**
- Expendable equipment is listed under Supplies. Generally items that are expendable and consumed during the grant project.
- List supplies separately by type (office, research, etc.).
- Ensure the basis for the cost is reasonable and indicate whether it’s estimated or actual.
• **Travel**
  - Describe how the travel is necessary for the purpose of the grant project and provide justification.
  - Separate travel costs (transportation, hotel, meals, and mileage).
  - Indicate whether the applicant will follow its own written travel policy or, if no written policy, it will follow federal guidelines.

• **Consultants/Contracts Part 2 CFR 200**
  - Describe the procurement method. Indicate whether the organization is using its own written procurement policy or the Federal Acquisitions Regulations.
  - Describe the type of each service to be rendered.
  - List consultant fees for individuals as hourly, daily or weekly base rate. Ensure rates are comparable to market.
    - Provide names (if known), service to be provided, and estimated time on the project.
  - Consultant expenses to be paid by the grant and in addition to the consultant fees (i.e. travel, food, and lodging) are a separate line item and must be justified as an expense of the grant.
  - Contracts must identify the product or services to be procured by the contract.
  - Contracts must promote free and open competition in the award of the contract (see 2 CFR 200 for additional requirements or preferences).
**Budget Worksheet (Cont’d)**

- **Other Costs**
  - List items by major type (space rental, printing, phone, maintenance, etc.).
  - Try to avoid “other.” Be sure items cannot be listed in any other category.
  - Space rental is not allowed if the grantee organization owns the space. Provide the square footage and cost per foot. What is the expected duration of the rental needs?
  - If construction costs are necessary for the project, costs should be included as a separate line item(s) in this section. Be aware of construction project limits in PSGP.

- **Indirect Costs**
  - Defined as costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular award/project, but contribute to the ability of the recipient to support projects and programs and sustain the daily operations of the organization.
  - Allowable only if applicant has a federally approved indirect cost rate. Attach a copy of the agreement to the application.
Detailed Budget Worksheets are required. The detailed budget should include:

- Component cost breakdowns (i.e., don’t just say “Camera System” $100,000, say (5) PTZ cameras at $10,000 each, (1) 100 hour DVR at $5,000, etc.)
- Cost categories should include total costs (i.e. total equipment cost, personnel costs, etc.)
- Cost share, even if in-kind, must be demonstrated as part of the detailed budget.
  - Budgets must be approved by FEMA before work can begin.

Budget Summary:

- After the worksheet is complete, transfer all total to the Budget Summary. If a category is not applicable, leave the value as zero.
- Add the total direct costs and total projected costs and indicate the total federal funds requested.
- Indicate the total non-federal funds that will be expended to support the project; the match. Review the grant guidance for the match requirements.
- The budget amounts MUST agree with numbers listed in the application.
Cost-Share or Match Requirement

- Last year’s match requirements were as follows:
  - Public-sector/non-profit recipients must contribute a 25% match
  - Private-sector applicants must provide a 50% match
- Cash and in-kind matches must consist of eligible costs (i.e. purchase price of allowable contracts, equipment).
  - Cash match includes cash spent for project-related costs.
  - In-kind match includes the validation of in-kind services or equipment.
  - In-kind matches used to meet the match requirement for PSGP may not be used to meet the match for other Federal grant programs.
  - Cannot use existing salaries as an in-kind match.
  - Construction projects require a cash match.
- Matching cost share is subject to the same requirements as the federal share (budget and EHP review are also required of your cost share).
Cost-Share or Match Requirement (Cont’d)

• Exceptions to the Cost-Match that may apply:

  • There is no match requirement for grant awards where the total project cost is $25,000 or less. If multiple small projects are submitted totaling more than $25,000, a cost match is required.

  • There is no match requirement for grants to train law enforcement agency personnel in the enforcement of security zones as defined by 46 U.S.C. 70132 and/or in assisting in the enforcement of such security zones.

  • Projects identified by the COTP as having a port-wide benefit only need to be funded at the public-sector match of 25% of the total project.
National Priorities

- FY20 Priorities:
  - First Tier -
    - Enhancing Cybersecurity
  - Second Tier –
    - Enhancing the protection of soft targets/crowded places
    - Addressing emerging threats, such as unmanned aerial systems (UAS)
    - Effective Planning
    - Training and Awareness Campaigns
    - Equipment and Capital Projects
    - Exercises
COTP Priorities

COTP Priorities are the Transportation Security Incidents (TSI) referenced in the Area Maritime Security Plan (AMSP), section 5500.

TSI are marked as Sensitive Security Information (SSI). If you are unable to access the AMSP, please contact Bob Ward

Bob Ward
Office 215-271-4908
Cell 302-463-9160
Robert.Ward@uscg.mil
Port Security Grant Program – Field Input, Review and Scoring Tool
Port Security Grant – Field Input, Review and Scoring Tool (PSG-FIRST)

FEMA Project No: ___________________________  IJ#: __________

Applicant Name: ___________________________________________________________

Project Title: _____________________________________________________________

**Step 1: Feasibility and Eligibility**

Check on appropriate box to check the box.

The Feasibility determination allows the user to identify those projects that would add another issue of concern (e.g. safety or fiscal stewardship) to the COTP. Examples of projects that would qualify as not feasible would include armed remote control boat or drones, trained dolphins, or any other project that a reasonable, prudent person would deem egregious or “Out-of-bounds”. Not meeting the 36 month period of performance may also be a reason to deem a project not feasible.

- Is this project feasible? YES [ ]  NO [ ]

The Eligibility determination is based on a Marine Information for Safety and Law Enforcement (MISLE) search to ensure the applicant isn’t in arrears with the U.S. Government for unpaid penalties as described in the FY16 Notice of Funding Opportunity (NOFO). This determination addresses other eligibility criteria as identified in the NOFO.

- Is this project eligible? YES [ ]  NO [ ]

Remarks for any NOs indicated. If you mark NO on feasible or eligible, you do not need to completed the rest of the scoring. **Check below to write any comments.**
<table>
<thead>
<tr>
<th>Step 2: Determine IJ alignment with National Priorities, which are listed in descending order of importance.</th>
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<tbody>
<tr>
<td>1. Effective Planning</td>
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<tr>
<td>2. Addressing Emerging Threats</td>
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<td>3. Exercises</td>
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<td>4. Training and Awareness Campaign</td>
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<td>5. Enhancing the Protection of Soft Targets / Crowded Places</td>
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<td>6. Enhancing Cybersecurity</td>
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<td>7. Enhancing WMD &amp; IED Prevention, Detection, Response &amp; Recovery Capabilities</td>
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<tr>
<td>8. Equipment &amp; Capitol Projects</td>
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</table>
### Step 3: Determine alignment with AMSP priorities (TSIs), which are listed in descending order of importance.
Check on appropriate box to check the box.

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<th>TSI 1</th>
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<th>Moderate</th>
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<tr>
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<td>TSI 3</td>
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### Step 4: AMSC Port Security Grant Working Group Comments.
Check below to write any comments.
Common Mistakes

- Many applicants fail to provide a completed/clear detailed budget and/or cost share.
- Many applicants fail to demonstrate justification for the project.
- Some applicants attempt to apply on another agency’s behalf, which is prohibited in PSGP.
- Many projects appear to primarily support regions/inland projects rather than focus on Maritime security. Non-maritime focused projects are generally not recommended for funding.
- Avoid cutting and pasting from other applications or previous applications.
- Make sure the IJ and Budget Worksheet numbers match.
- Reference the correct COTP area.
Helpful Hints

• Read the NOFO!!!
  • Consortia are not eligible, sub-recipients are not eligible, you must submit your own application for your entity.
  • Eligible entities may submit one application per port area from which they operate, with up to 5 investments per application.

• Ensure your SAM and DUNS are up to date right away.

• Ensure that you have access to both ND Grants and Grants.Gov as both are needed to make the application.

• Be sure to attach your IJ, Budget Worksheet, and other documents when you submit into ND Grants.

• The application process is multi-tiered and will take hours/days for new grantees to access the systems – be sure to submit ahead of the application deadline.
PSGP Recap

- READ the Notice of Funding Opportunity (NOFO)
- Must have a cash match
- Project must have a connection to the port
- Complete all the necessary documents and uploads
- Must satisfy at least one of the National Priorities