



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

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Federal Fiscal Year 2019

U.S. DHS/FEMA State Homeland Security Grant Program-Citizen Corps Program
Massachusetts Emergency Management Agency
Notice of Funding Opportunity – 2nd Round

Funding Availability

Funding for this Notice of Funding opportunity (NOFO) comes from the FFY 2019 State Homeland Security Grant Program (SHSGP) award to MEMA; Federal Award ID# EMW-2019-SS-00018; Total Federal Award Amount \$23,900,000; Federal Period of Performance; September 1, 2019 through August 30, 2022; Catalog of Federal Domestic Assistance (CFDA) Number: 97.067.

MEMA received a grant in the amount of \$150,000 to continue providing direct support to the Statewide Massachusetts Citizens Corp Program (CCP) through a competitive reimbursement-based sub-grant application program for local Community Emergency Response Teams (CERTs) and Volunteer in Police Service (VIPS) groups. Award amounts have been broken out using a population formula and can be found at the end of this this NOFO, pages 6-7.

A total of \$92,500 were awarded during the 1st Round leaving the balance of \$57,500 available for this 2nd round.

Competitive Grant Process

This is a competitive grant process, therefore it will be imperative for applicants to clearly outline the need for their proposed project and identify the capability gap(s) that will be filled, and the existing capability that will be sustained or enhanced. Additionally, the applicant must clearly explain how the project will reduce gaps and enhance the specific Mission Areas and Core Capabilities of the National Preparedness Goal. Proposed projects should be based on an identified gap, and not at the prompting of a vendor that may potentially benefit from the awarding of a grant.

Massachusetts Emergency Management Agency (MEMA) will be accepting applications for grant funds from Massachusetts Community Emergency Response Teams (CERT) and Volunteers in Police Service (VIPS) organizations who have a primary responsibility of providing direct services at the community (municipal or regional) level. Each CERT and VIPS may submit only one (1) application per CERT/VIPS organizations.

Associations that are not direct service providers, and CERT and VIPS organizations who have a primary responsibility for serving institutions, non-profit organizations, or corporations are not eligible under this NOFO.

The grant funding will be used by successful applicants to build and enhance their capabilities. All applicants will be required to align their proposals to one (or more) of the FEMA Mission Areas and one (or more) of the State Homeland Security Strategy (SHSS) Goals.

Overview and Purpose of the Funds

This grant program will provide SHSGP funds to assist local and regional CERT and VIPS organizations in preparing for threats and hazards and obtaining the resources and capabilities required to support the [National Preparedness Goal's](#) Mission Areas and Core Capabilities.

Funds may only be used to support local and /or regional activities in the following statewide priority areas:

- Local and/or Regional Mass Care Capabilities
- CERT/VIPS Member Safety
- Training and Exercises for CERT/VIPS Members
- Deployment/Coordination of CERT/VIPS Members
- Community Preparedness, Resilience and Public Education

Funds will not be awarded under this grant program if their primary purpose is to sustain existing capabilities or to support or build law enforcement missions or capabilities (such as investigative, intelligence, or criminal detection and apprehension) that do not also support or build emergency management and disaster preparedness services and capabilities.

In order to be eligible to received CCP funding, applicants must register on FEMA's CCP website and manage their program information: <https://community.fema.gov/Register>

Submission Process and Application Deadline

Completed applications, using MEMA's CCP Application must be submitted, via email, no later than **December 11, 2020**. Applications submitted after this date will not be reviewed or scored. Completed applications must be emailed to your MEMA's Emergency Management Grants team at EM.Grants@mass.gov. Once you have submitted your application to the email address above, you will receive an acknowledgement confirming receipt.

Subrecipients that have already been approved for 19CCP 1st Round funds are not eligible to apply for funding under this 2nd Round. Those that have already submitted an application, after the 1st Round due date of April 10, 2020, will not have to resubmit applications however you are welcome to submit a revised application if you would like.

Applicant Briefings

MEMA will conduct grant application briefings to address any questions applicants may have. Attendance at these sessions is optional, but strongly encouraged. It is recommended that program and fiscal points of contact attend these meetings. These briefing sessions will be used to review this NOFO; highlight what is needed to submit a complete application; answer questions on allowable costs and activities; and provide technical assistance.

DATE	TIME	Webinar
11/4/2020	8:30 am	https://ma-cda.webex.com/meet/lorri.d.gifford
11/12/2020	2:00 pm	https://ma-cda.webex.com/meet/lorri.d.gifford
11/20/2020	3:00 pm	https://ma-cda.webex.com/meet/lorri.d.gifford
11/24/2020	10:00 am	https://ma-cda.webex.com/meet/lorri.d.gifford

Anticipated Timeline

To assist applicants with overall planning, the following timeline identifies the key steps and dates:

DATE	TASK
October 30, 2020	The 2019 SHSP-CCP NOFO Round 2 released and posted on MEMA's website
December 11, 2020	Completed Application Templates must be e-mailed to EM.Grants@mass.gov
December-January 2021	Eligible applications will be reviewed and scored by Review Team
February - May 2021	Anticipated contract period of performance (<i>the actual start date is the date MEMA finalized your contract and you have received a Notice to proceed email from the EM Grants Unit</i>) Contract extensions will be allowed, as needed and requested.
May 31, 2021	2019 SHSP-CCP Round 2 contract end date

Project Guidance

For planning purposes, applicants may use an *anticipated* contract start date of December 1, 2020. The actual start date may be after this date. All projects must be completed by May 31, 2021.

Applicants who receive SHSGP funds are referred to as sub-recipients. A sub-recipient is a non-Federal entity (typically a municipality that the CERT or VIPS is affiliated with) that receives a sub-award from a pass-through entity (in this instance, MEMA) to carry out part of a Federal program.

This Notice of Funding Opportunity does not provide complete details on the State Homeland Security Grant Program and the activities, equipment and costs that are allowable and unallowable under the Program. Rather, this NOFO provides an overview for sub-recipient planning and administrative purposes. The applicant should become familiar with the Federal guidance for the SHSGP which may be found on FEMA's website: <https://www.fema.gov/grants/preparedness/homeland-security>.

All costs must be allowable under the Federal Fiscal Year 2019 State Homeland Security Grant Program and this NOFO. The following 'cost categories' are allowable:

- Planning
- Organizational
- Equipment
- Trainings
- Exercises

Unallowable Costs/Activities:

- Weapons and ammunition (purchase or training)
- Hiring of first responders (except as allowed under Organizational Costs)
- Supplanting
- Dual Compensation
- Activities that do not support emergency management mission areas or emergency management activities

Unmanned Aircraft Systems (Drones)

Applicants who request to purchase an unmanned aircraft system (UAS) will be required to submit additional information if project is selected for funding.

Procurement

All subrecipient spending under this grant must comply with federal procurement standards described in 2 CFR 200.317 through 200.326. Sub-recipients must expend funds under their official, documented procurement procedures which reflect applicable federal, state, local, and tribal laws and regulations.

Federal System for Award Management

Pursuant to 2 CFR 200 Appendix I Subpart D(3), all applicants of federal funds must have an active System for Award Management (SAM) registration. MEMA will require all applicants to provide proof of their active SAM registration, and MEMA will follow-up with successful applicants as needed. Additional detail about registering in SAM may be found on the SAM website here: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

Interoperable Communications Investment Proposal (ICIP)

All application that includes an interoperable communications component (such as the purchase or modification of radios) must include a completed ICIP Form with Conditions signed. Radio Price Quotes, for radio proposals must be submitted with the ICIP. This quote must include:

- Whether the model(s) has an Advanced Encryption Standard (AES) or non-standard encryption. Radios with non-standard encryption must either have this removed or add standard encryption;
- Identify the radio make and model, which must be P25 compliant.

FEMA EHP Requirements and MEMA EHP Guidance

All federal homeland security grant funding must comply with federal Environmental Planning and Historic Preservation (EHP) laws, executive orders, and regulations. If your proposal requires completion of an EHP Form, you will not be required to submit it with your application. If your project is selected for funding, you will be notified, and at the point you will need to complete and submit FEMA EHP Screening Form.

The following activities are some examples of activities that DO REQUIRE EHPs and others that DO NOT require EHP:

EHP Required - YES

Modifications to or Renovations/Altering of Facilities
Physical Security Enhancements
Sonar devices
Field Training and Field Exercises
Installation of generators
Any project that directly or indirectly involves ground-disturbing activity
Construction

EHP Required-NO

Planning
Management and Administration
Personnel
Classroom-based Training
Workshops / Seminars
Mobile or portable equipment with no installation or installation in a vehicle/portable vessel (*except for sonar devices*)
Table-top and Functional Exercises

Application Review and Score Process

Because this is a competitive application process, MEMA will not be able to ask follow-up questions or request further details from those communities that submitted proposals. MEMA's Emergency Management Grants Unit will conduct the initial review of the applications to determine and confirm that items/activities contained with the application/proposals are eligible, allowable, and reasonable. Applications that do not meet these requirements will not be submitted to the Review Team for scoring.

All applications that were deemed eligible, allowable, and reasonable will be submitted to a Review Team. Review Team members will review and score as outlined below. The Review Team will consist of MEMA staff and members from communities with no ties to any of the communities that submitted applications/proposals. The Review Team will submit their application score sheets to MEMA, Emergency Management Grants Unit for compiling and applicant notification.

Application Evaluation Criteria

Below is a chart that reflects how applications will be reviewed and the maximum scores allowed per section. Please remember that reviewers only score what has been presented in the application. *In addition to the applicant's evaluation score, MEMA reserves the right to take an applicant's grants management history into account when determining the award of funds.*

Application Section	Max points	What Reviewers are looking for
Proposal Summary	max 12 points	Points will be awarded on the extent to which the applicant provides a clear and detailed summary of the required elements.
Proposal Benefit	max 6 points	Points will be awarded on the extent to which the applicant provides a clear and detailed summary of the required elements. All costs must be allowable under the SHSGP.
Planned Activities	max 12 points	Points will be awarded on the level of planned activities and the extent to which the grant proposal supports the planned activities.
Investment Priorities	max 18 points	Points will be awarded on the extent to which the grant proposal develops or enhances one or more of the required capabilities.
Activity Report	max 9 points	Points will be awarded on the level of activity conducted and documented by your organization.
Budget Details	max 6 points	Points will be awarded on the extent to which the budget aligns with the Proposal Summary and represents allowable and reasonable costs.

Please note:

Applications submitted after the due date will not be submitted to the Review Team for the scoring process. Incomplete applications will not be submitted to the Review Team for the scoring process. Applications that contain unallowable items will not be submitted to the Review Team for the scoring process.

Funding Population Tiers and Eligible Award Amounts

Single-city/town organizations and regional organizations can identify their population numbers based upon estimated 2019 U.S. Census data found on Massachusetts Secretary of State's website here:

<http://www.sec.state.ma.us/census2020/index.htm>

Tier 1 – Population 0 – 14,999**Award \$2,500.00**

Acushnet	Devens	Ipswich	Northfield	Stow
Adams	Dighton	Kingston	Norwell	Sturbridge
Alford	Douglas	Lakeville	Oak Bluffs	Sunderland
Aquinnah	Dover	Lancaster	Oakham	Sutton
Ashburnham	Dudley	Lanesborough	Orange	Swampscott
Ashby	Dunstable	Lee	Orleans	Templeton
Ashfield	East Bridgewater	Leicester	Otis	Tisbury
Athol	East Brookfield	Lenox	Oxford	Tolland
Avon	Eastham	Leverett	Palmer	Topsfield
Ayer	Edgartown	Leyden	Paxton	Townsend
Barre	Egremont	Lincoln	Pelham	Truro
Becket	Erving	Littleton	Pepperell	Tyngsbough
Bedford	Essex	Lunenburg	Peru	Tyringham
Belchertown	Florida	Lynnfield	Petersham	Upton
Berkley	Freetown	Manchester-by-the-Sea	Phillipston	Uxbridge
Berlin	Georgetown	Marion	Plainfield	Wales
Bernardston	Gill	Mashpee	Plainville	Wampanoag Tribe of Aquinnah
Blackstone	Goshen	Mattapoisett	Plympton	Wampanoag Tribe of Mashpee
Blandford	Gosnold	Maynard	Princeton	Ware
Bolton	Granby	Medfield	Provincetown	Warren
Boxborough	Granville	Medway	Raynham	Warwick
Boxford	Great Barrington	Mendon	Rehoboth	Washington
Boylston	Groton	Merrimac	Richmond	Wayland
Brewster	Groveland	Middlefield	Rochester	Wellfleet
Brimfield	Hadley	Middleton	Rockport	Wendell
Brookfield	Halifax	Millbury	Rowe	Wenham
Buckland	Hamilton	Millis	Rowley	West Boylston
Carlisle	Hampden	Millville	Royalston	West Bridgewater
Carver	Hancock	Monroe	Russell	West Brookfield
Charlemont	Hanover	Monson	Rutland	West Newbury
Charlton	Hanson	Montague	Salisbury	West Stockbridge
Chatham	Hardwick	Monterey	Sandisfield	West Tisbury
Cheshire	Harvard	Montgomery	Seekonk	Westhampton
Chester	Harwich	Mt Washington	Sheffield	Westminster
Chesterfield	Hatfield	Nahant	Shelburne	Weston
Chilmark	Hawley	Nantucket	Sherborn	Whately
Clarksburg	Heath	New Ashford	Shirley	Whitman
Clinton	Hinsdale	New Braintree	Shutesbury	Wilbraham
Cohasset	Holbrook	New Marlborough	Southampton	Williamsburg
Colrain	Holland	New Salem	Southborough	Williamstown
Conway	Holliston	Newbury	Savoy	Winchendon
Cummington	Hopedale	Norfolk	Spencer	Windsor
Dalton	Hubbardston	North Adams	Sterling	Worthington
Dennis	Hull	North Brookfield	Stockbridge	Wrentham
Deerfield	Huntington			

Tier 2 – Population 15,000 – 39,999**Award \$3,500.00**

Abington	East Longmeadow	Middleborough	Somerset
Acton	Easthampton	Milford	South Hadley
Agawam	Easton	Milton	Southbridge
Amesbury	Fairhaven	Natick	Stoneham
Amherst	Falmouth	Needham	Stoughton
Andover	Foxborough	Newburyport	Sudbury
Ashland	Franklin	North Andover	Swansea
Auburn	Gardner	North Attleboro	Tewksbury
Bellingham	Gloucester	North Reading	Wakefield
Belmont	Grafton	Northampton	Walpole
Bourne	Greenfield	Northborough	Wareham
Braintree	Hingham	Northbridge	Watertown
Bridgewater	Holden	Norton	Webster
Burlington	Hopkinton	Norwood	Wellesley
Canton	Hudson	Pembroke	West Springfield
Chelmsford	Lexington	Randolph	Westborough
Chelsea	Longmeadow	Reading	Westport
Concord	Ludlow	Rockland	Westwood
Danvers	Mansfield	Sandwich	Wilmington
Dartmouth	Marblehead	Saugus	Winchester
Dedham	Marlborough	Scituate	Winthrop
Dracut	Marshfield	Sharon	Woburn
Duxbury	Melrose	Shrewsbury	Yarmouth

Tier 3 – Population 40,000 and above**Award \$5,000.00**

Arlington	Everett	Malden	Salem
Attleborough	Fall River	Medford	Somerville
Barnstable	Fitchburg	Methuen	Springfield
Beverly	Framingham	New Bedford	Taunton
Billerica	Haverhill	Newton	Waltham
Boston	Holyoke	Peabody	Westfield
Brockton	Lawrence	Pittsfield	Weymouth
Brookline	Leominster	Plymouth	Worcester
Cambridge	Lowell	Quincy	
Chicopee	Lynn	Revere	

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