

Federal Fiscal Year 2022
Department of Homeland Security / Homeland Security Grant Program
Massachusetts Emergency Management Agency
Citizen Corps Program - Notice of Funding Opportunity

Overview and Purpose

This grant program will provide HSGP funds to assist local and regional CERT 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.

Funding Availability

Funding for this Notice of Funding opportunity (NOFO) comes from the FFY 2022 State Homeland Security Grant Program (HSGP) award to MEMA, thru a grant from the Massachusetts Office of Grants and Research (OGR), Department of Homeland Security Division. Catalog of Federal Domestic Assistance (CFDA) Number: 97.067. Total award, \$200,000.

MEMA is passing through a total of \$200,000 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) to fulfill the following preidentified gap: ***Enhancing Community Preparedness and Resilience***

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.

MEMA will be accepting applications for grant funds from Massachusetts Community Emergency Response Team (CERT) organizations who have a primary responsibility of providing direct services at the community (municipal or regional) level. MEMA will only accept one (1) application per CERT organizations. Associations that are not direct service providers, and CERT organizations who have a primary responsibility for serving institutions, non-profit organizations, or corporations are not eligible to apply under this NOFO.

Funding is capped at \$5,000 for a single CERT (only one community), \$10,000 for Joint CERTs (two communities) and \$15,000 for Regional (three communities or more) CERTs.

Funds may only be used to support CERT activities in the following statewide priority areas:

- Local / Regional Mass Care Capabilities/Sheltering
- Local / Regional CPOD, S &R, Rehab Capabilities
- CERT Member Safety gear
- Training and Exercises for CERT Members
- Community Outreach/Public Education
- Protection of soft targets/crowded places
- Election security

Funds will not be awarded under this grant program if their primary purpose is to sustain existing capabilities that do not also support or build emergency management and disaster preparedness services and capabilities.

Cost Sharing and Match

The HSGP program does not have a cost sharing or match requirement.

Unique Entity Identifier and System for Award Management (SAM)

Unique entity identifier and System for Award Management (SAM) - Required. This paragraph must state clearly that each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

- Be registered in SAM before submitting its application;
- Provide a valid unique entity identifier (formally known as DUNS #) in its application; and
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application

MEMA will not make a federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time MEMA is ready to finalize/sign a contract, MEMA will close project with no activity.

FEMA CCP Website Registration

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>. A list of currently registered CERTs can be found here: <https://community.fema.gov/PreparednessCommunity/s/cert-find-a-program>

Reimbursement-Based Grant

This is a reimbursement-based grant which means the community/tribe must spend their money then submit a request for reimbursement from MEMA. To be eligible for reimbursement, proper documentation must be submitted with the EM Grants Unit’s Reimbursement Request Form. All purchases must comply with [2 CFR 200.318](#) procurement laws and equipment must be tagged, maintained and inventoried.

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	Phone In	Code
12/12/2022	2:00 pm	Click here to join the meeting	857.327.9245	717002761
12/13/2022	1:00 pm	Click here to join the meeting	857.327.9245	469433909
12/14/2022	10:00 am	Click here to join the meeting	857.327.9245	940039767
12/15/2022	6:00 pm	In person, MEMA Bunker, 400 Worcester Road, Framingham, MA 01702		
12/16/2022	3:00 pm	Click here to join the meeting	857.327.9245	507510962
12/21/2022	1:00 pm	Click here to join the meeting	857.327.9245	182364695
12/22/2022	2:00 pm	Click here to join the meeting	857.327.9245	252502527

Submission Process and Application Deadline

Completed applications, using MEMA’s CCP Application must be submitted, via email, no later than February 28, 2023. Applications submitted after this date will not be reviewed or scored. Completed applications must be emailed to your MEMA’s Emergency Management Grants Unit at EM.Grants@mass.gov. Once you have submitted your application to the email address above, you will receive an acknowledgement confirming receipt.

Application Evaluation Criteria

Below is a chart that reflects how applications will be reviewed and the maximum scores allowed per activity. Please remember that reviewers only score what has been presented in the application. Applicants are encouraged to include as many activities as possible. Remember to provide clear narrative statements in your application that defines who, what, when, where, why and how.

Activities	Max points
Training and Exercises for CERT Members	10
Mass Care Capabilities/Sheltering	8
CPOD, S & R, Rehab	8
CERT Member Safety gear	8
Community Outreach/Public Education	6
Enhancing the protection of soft target/crowded places	6
Enhancing election security	4

Additional Points	Max points
SVI Community*	4
Regional CERT with three or more communities	4
Attended MEMA CERT workshops, training, Rodeo and/or meetings within the last 12 months	2
Collaboration with other CERTs on training, exercises, or event	2
Youth program integration	2

* SVI communities will be required to describe how their proposed project will benefit their vulnerable populations and define how their project will lessen the effects on them during emergencies and disasters. Those applications that do not address this may result in zero (0) points even though they are listed below.

*Communities with an SVI of .75 or greater					
Attleboro	Everett	Holyoke	Methuen	Quincy	Webster
Barnstable	Fall River	Lawrence	Milford	Revere	Westfield
Boston	Fitchburg	Leominster	New Bedford	Salem	Worcester
Brockton	Framingham	Lowell	North Adams	Southbridge	
Chelsea	Greenfield	Lynn	Peabody	Springfield	
Chicopee	Haverhill	Malden	Pittsfield	Taunton	

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.

Project Guidance

This Notice of Funding Opportunity does not provide complete details on the Homeland Security Grant Program (HSPG) 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 HSGP which may be found on FEMA's website:

<https://www.fema.gov/grants/preparedness/homeland-security>

FEMA's Authorized Equipment List: <https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>

Procurement

All subrecipient spending under this grant must comply with federal procurement standards described in 2 CFR 200. Sub-recipients must expend funds under their official, documented procurement procedures which reflect applicable federal, state, local, and tribal laws and regulations.

Interoperable Communications Investment Proposal (ICIP)

All projects that include an interoperable communications component (such as the purchase or modification of radios). If your project is selected for funding, you will be notified, and at that point you will be required to submit 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 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.

Anticipated Timeline

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

Activity / Task	Date
The 2022 CCP NOFO released and posted on MEMA's website	12/7/2022
Completed Application Templates must be e-mailed to EM.Grants@mass.gov	2/28/2023
Eligible applications will be reviewed and scored by Review Team	3/2023
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>)	4/2023
22CCP contract end date	6/30/2023

Questions and assistance with applying for this grant should be directed to the EM Grants Unit at EM.grants@mass.gov or calling 508.820.2004.