

## CNSGP Frequently Asked Questions

### 1. Application Submission

- **Mail (postmarked by) and email completed documents by 4:00pm on Friday, November 19, 2021:**
  - One (1) signed original Application (Attachment A)
  - One (1) Budget Excel Worksheet (Attachment B)
  - Any attachment if needed
- **Mail:**
  - Executive Office of Public Safety and Security
  - Office of Grants and Research
  - Ten Park Plaza, Suite 3720A
  - Boston, MA 02116
  - Attn: Sonya Schey
- **Email: [sonya.schey@mass.gov](mailto:sonya.schey@mass.gov) by 4:00pm on Friday, November 19, 2021**

### 2. Are there any geographical restrictions this year?

No, the SFY22 CNSGP is open to nonprofit applicants within the entire Commonwealth of Massachusetts.

### 3. We may not have all the information required for make, model, and quantity of equipment to be purchased as well as location of where equipment will be by the application deadline:

OGR understands the challenge of the timeframe for this application process; as a result, we recommend that applicants provide as much equipment information they can and a detailed description of how the investment will improve security at your location.

### 4. Can you provide clarification of Exterior Door and Door Locks (with single secure entry points)? I'm not sure what single secure entry points mean. Would we be eligible to apply for 4 doors with locks?

Yes, you can purchase four doors with locks as long as they provide security. The description of the doors in the notice is just an example.

### 5. We undertook increased security measures over the summer and have all of our receipts and invoices from this work. Can we still apply for the grant to cover these expenses?

The SFY 2022 CNSGP grant award cannot be used to pay for any prior expenses. Your grant period of performance begins the day you have a signed contract with the Office of Grants and Research (OGR)/EOPSS and must be completed by the contract end date.

### 6. Would the grant cover the cost of a security guard?

No, the cost of a security guard is not an allowable cost under the CNSGP.

### 7. Can you tell us how much the average grant award is so that we can plan on how we would make up the difference if we were fortunate enough to receive a grant?

The maximum award amount under the Commonwealth Nonprofit Security Grant Program is \$50,000.

### 8. In the "Availability of Grant Funds" it noted that "major construction" is not allowed to be covered by the grant. We would want to build our emergency exit which would involve making a door at the back of the building. Would what I have described above be outside the scope of what the grant covers?

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The project described would be considered major renovation and beyond the scope of this grant so it would not be allowed.

9. The application states that "Applicants should use a competitive process for procurements compliant with the organization's own procurement policy. Sole Source Contracts are not allowed." As a smaller organization, we do not have an official competitive procurement process, although for larger projects we do look at various options for getting the best pricing and insuring quality services. My question is how do we meet this requirement, and how do we substantiate that we have followed this requirement? The Commonwealth of Mass. Office of Inspector General provides the guidance below for recommended procurement practices:

<https://www.mass.gov/doc/the-chapter-30b-manual-procuring-supplies-services-and-real-property-legal-requirements/download>

10. Are attachments allowed for the application, for example, a map of our building to help clarify our plans and justifications for grant funding?

Yes, attachments are allowed.

11. Is there a required font, size, and line spacing for the narratives?

There are no requirements for font, size and line spacing for the narratives.

15. On the Excel summary and detail pages, what are consultants and contracts?

A consultant is an individual/company that will evaluate needs and provide expert advice on what needs to be done. The contractor, on the other hand, delivers the service (e.g. installation of equipment, equipment purchases, etc.).

16. Are costs for conducting security/active shooter training allowable?

No, training costs are not eligible under SFY2021 CNSGP. Funds for training are only permissible if the training is directly related to the operation of equipment being purchased.

17. Are 3M safety and security window film allowable?

Yes, security window film would be an allowable item. Please include the make, model, estimated cost, etc. to the best of your ability. There should also be sufficient documentation explaining how the equipment will address security gaps and weaknesses.

18. I am considering applying for the grant for two separate locations that are owned by a single parent organization. They are in different towns, with distinct facilities, constituents, and identities. Is this allowed?

Yes, both locations can apply for the grant under separate applications with distinct needs assessments for each location. Please ensure that you provide clear responses to the security risks at each location separately based on each location's distinct application.