

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Notice of Availability of Grant Funds**



**Federal Fiscal Year 2022
Homeland Security Planning Regions**

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**Federal Fiscal Year 2022
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 Office of Grants and Research
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April 27, 2022

FUNDING AVAILABILITY:

The Office of Grants and Research (OGR) is pleased to announce that it will now be accepting **Plans** from the **Homeland Security Planning Regions** for the Federal Fiscal Year 2022 (FFY 2022) State Homeland Security Program (SHSP) Local Share of funding.

OGR is awaiting a Notice of Funding Opportunity (NOFO) for the FFY 2022 HSGP from US Department of Homeland Security, Federal Emergency Management Agency (DHS/FEMA). All proposed funding allocations are contingent upon the anticipated receipt of federal funds. For planning purposes, OGR advises that the regions use last fiscal year’s funding amounts for FFY 2022 SHSP planning:

FFY21 Award Allocations	
Northeast	\$1,469,035.23
Southeast	\$1,230,139.91
Central	\$995,641.44
West	\$1,190,568.30

Funding for this NOFO will come from the FFY2022 HSGP award to the Executive Office of Public Safety and Security’s OGR (Federal Award ID# and Total federal award amount will be provided once received by DHS/FEMA). The anticipated Federal performance period will be October 1, 2022 through August 31, 2025. Catalog of Federal Domestic Assistance (CFDA) Number 97.067, CFDA Title Homeland Security Grant Program (HSGP) which includes State Homeland Security Grant Program (SHSP) and Urban Area Security Initiative (UASI).

Homeland Security Planning Regions will only be eligible to receive the SHSP funds set aside for Local Share.

Overview and Purpose:

Within the broader construct, the objective of the HSGP is to provide funds to eligible entities to support state, local, tribal and territorial efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States.

SHSP supports states, tribal, territorial, and local preparedness activities that address high priority preparedness gaps across all core capabilities that support terrorism preparedness.

Key Dates	
Approved Initial Project List and Budget Signed by Council Chair Due	May 13, 2022
Approved Final Project Plan Due	May 20, 2022
Performance Period	November 1, 2022 - July 30, 2024

FY 2022 HSGP Key Changes and Priorities:

For FFY2022, a sixth National Priority area has been added and applicants are no longer required to include election security as part of Cybersecurity or Soft Targets/Crowded Places projects.

National Priorities:

Given the evolving threat landscape, DHS/FEMA continuously evaluates the national risk profile and sets priorities to help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FFY2022, six priority areas attract the most concern. Due to the unique threats that the nation faces in 2022, DHS/FEMA has determined that there are six national priorities which must be addressed by allocating specific percentages of SHSP funds for a total of 30% per award. **The Homeland Security Planning Regions will be required to propose projects that align with the six priority areas and minimum spending requirements:**

- 1) **NEW:** Enhancing **community preparedness and resilience** (3%)
- 2) Enhancing the protection of **soft targets/crowded places** (3%);
- 3) Enhancing **information and intelligence sharing** and cooperation with federal agencies, including DHS (3%);
- 4) Combatting **domestic violence extremism** (3%); and
- 5) Enhancing **cybersecurity** (*no minimum spend*);
- 6) Enhancing **election security** (*no minimum spend*)

The National Priority related to addressing emerging threats has been removed, but activities under this category remain allowable expenses. Further, applicants must spend a minimum of 30% of their SHSP funds across the six priority areas but have new flexibility on how that funding is allocated. Although twelve (12%) is required in minimum spending across 4 priority areas, the remaining eighteen (18%) can be allocated across any of the six priority areas.

Final award amounts will be based on DHS/FEMA's evaluation of the effectiveness of proposed investments and projects.

DEADLINE and SUBMISSION PROCESS:

An initial Project List and Budget signed by the Council Chair must be approved by a council and submitted to OGR by **Friday, May 13, 2022**. A full plan must be approved by a council and submitted to OGR no later than **Friday, May 20, 2022**. Please remember funding for a region's plan is contingent upon receipt of HSGP funds by OGR.

Updated initial project lists/budgets and plans must be signed by the Council Chair with the original mailed and a copy electronically submitted to your assigned OGR Homeland Security Program Coordinator.

Once you have submitted your information to the regional program coordinator you should receive confirmation receipt within two business days. If you do not receive confirmation within two business days, please contact your regional program coordinator to confirm receipt.

Regions must not commence work on a project until all necessary approval steps are completed including but not limited to a signed contract is in place, Statewide Interoperability Executive Committee, Fire Chief's Association of Massachusetts and Environmental and Historical Preservation.

PLAN DEVELOPMENT:

Each regional plan must include the elements below, following the overall format of last year's plan:

- Executive summary;
- Council membership list;
- Council sub-committee membership lists;
- Table of completed projects from the previous three (3) federal fiscal years (FFY 2019 - 2021);
- Table of anticipated and pending projects utilizing FFY 2020 - 2021 funding, including for each project a summary of progress, total budget encumbered, remaining unspent balance, identification of possible shortfalls or surplus, and timeline for completion;
- Budget table for "A" projects (show minimum of 30% Law Enforcement Terrorism Prevention Activities project spending in separate table);
- Budget table for "B" projects;
- Prioritized "A" project descriptions; briefly explain **(with some detail)** project scope and need, providing enough detail and timeframe information to indicate it is not a 'placeholder' project;
- Prioritized "B" project descriptions; and
- OGR will release further guidance on minor plan content and formatting requirements, such as any additional project details for "A" List projects.

Executive Summary:

This section should be a 2 - 3 page overview of the region's history and recent major accomplishments as well as the council's proposed homeland security priorities for the FFY 2022 grant period. This section must describe how its gaps and needs were identified, with robust and varied input from stakeholders using the DHS/FEMA-defined Whole Community approach. It must explain how the region's proposed projects will address these gaps and needs. This section must confirm that these proposed projects align with applicable frameworks, such as the Massachusetts SHSS, THIRA/SPR, and FFY 2022 HSGP priorities. Summarize major stakeholder outreach efforts and cite dates of the council's plan development meetings.

Prioritized Projects:

The projects should be grouped into two sections, **"A" projects**, which are the region's top priorities, and **"B" projects**, which are described below. The "A" project list must represent 100% of the region's anticipated award amount. Projects on the "A" and "B" lists should be prioritized using a 1 to 10 scale, or another simple ranking method.

The projects on the "A" list must:

- Support OGR Homeland Security Strategy Goals (page 6), address a THIRA/SPR capability target and a capability gap.
- **Have a clear homeland security nexus; and support terrorism prevention.**
- Support the overcoming of existing logical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional, and nonprofit partners in an efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism.

- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

The projects on the “B” list should represent:

- Projects not deemed a high enough priority to include on the “A” list.
- Projects that could be accomplished quickly, in the event that there are funds left over from a completed or changed “A” list project.
- Projects that might be included in the region’s FFY 2022 plan.
- Projects associated with an existing regional capability built with prior year grant funding that will not be sustained with FFY 2022 funding but might require support in the future.

If, during the FFY 2022 grant cycle, funds become available from cancelled “A” List projects or are unspent on completed projects, absent exigent or significant unforeseen circumstances or other compelling justification, the council will be required to go to projects from the “B” list before new ideas for projects are considered. “B” List projects will require additional OGR as well as DHS/FEMA approval.

If an unanticipated regional need arises during the FFY 2022 grant cycle that a council wants to fund instead of a project on either the “A” list or “B” list, OGR will consider a request to do so, providing the project aligns with applicable OGR and DHS/FEMA guidance. Such projects will require OGR as well as DHS/FEMA approval.

Planning Process:

In developing a strategic regional plan, a region’s planning process needs to involve the council and subcommittee members, including stakeholders from across the Whole Community.

The process should include a pre-planning step that involves robust and varied outreach to a region’s municipal, discipline, and regional response team points of contact and sub-committees, prior to holding full council planning meetings. As necessary, engage federal and state stakeholders. This pre-planning step is critical to ensuring a council comes to its full planning meetings prepared with diverse input from stakeholders. The planning process must not be approached as a sub-granting effort.

A council must develop an initial list of projects in the same format used during the FFY 2021 plan development process. The list needs to be approved and signed by the Council Chair, then provided to OGR by **May 13, 2022**.

A council may decide to vote on projects and budgets for a plan and allow the fiduciary agent to refine minor project wording and budget amounts if necessary, with approval of the chair after the meeting, and without convening the full council for a second vote.

Councils need to take steps to ensure communities and other relevant entities in their regions that benefit from the FFY 2022 SHSP funding they manage continue to implement the National Incident Management System (NIMS). More information on NIMS can be found on: <https://www.fema.gov/emergency-managers/nims>

Each project undertaken by a region with FFY 2022 SHSP funding must have an evaluation component, the result of which at a minimum must be provided to OGR through its quarterly progress reports. Significant evaluation findings must be provided to OGR at the time these are

provided to the council.

All training and exercises supported by a region must align with an **Integrated Preparedness Plan (IPP)** that is part of the **Integrated Preparedness Cycle**. The Integrated Preparedness Cycle is a continuous process of planning, organizing/equipping, training, exercising, and evaluating/improving that ensures the regular examination of ever-changing threats, hazards, and risks. Preparedness priorities are developed to ensure that the needed elements are incorporated through this continual and reliable approach to achieve whole community preparedness. The IPP is a plan for combining efforts across the elements of the Integrated Preparedness Cycle to make sure jurisdictions/organizations have the capabilities to handle threats and hazards. An IPP must be annually updated through a Regional **Integrated Preparedness Planning Workshop (IPPW)** held during the FFY 2022 grant period. An updated IPP is due to OGR within 60 days of a region's IPPW.

More information can be found on:

<https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>

Projects are subject to other grant requirements as included in OGR Subgrant Conditions which include all applicable state and federal laws and regulations. The principal source for federal requirements is the NOFO for the FFY 2022 HSGP. Please contact your OGR Homeland Security Program Coordinator for additional requirements.

PROGRAM GUIDANCE:

This guidance seeks to facilitate a strategic planning process that enables each homeland security planning region, through its advisory council, to develop a FFY 2022 homeland security plan. Each plan must include a prioritized list of proposed SHSP-funded projects that promote regional or statewide solutions.

Projects must demonstrate how proposed investments:

- Support terrorism preparedness
- Support closing capability gaps or sustaining capabilities identified in the latest THIRA/SPR process and national priorities as outlined in the national Preparedness Report
- Engage and/or impact the whole community, including children, older adults, pregnant women, and individuals with limited English proficiency, individuals with disabilities and others with access and functional needs, and ensure the protection of civil rights in the building, sustainment, and delivery of core capabilities.

Projects must explain how the proposed investments will support efforts to:

- Prevent a threatened or an actual act of terrorism
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness
- Protecting citizens, residents, visitors, and assets against the greatest threats and hazards relating to acts of terrorism; and/or
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

Projects must also:

- **Align with the latest OGR Homeland Security Strategy Goals;**
 - G1: Strengthen the Commonwealth’s ability to receive, analyze, and share actionable intelligence and information on threats and hazards.
 - G2: Enhance the Commonwealth’s capabilities to combat terrorism and violent extremism
 - G3: Protect the Commonwealth’s most critical infrastructure and key resources
 - G4: Improve the Commonwealth’s ability to prevent and respond to cyber attacks
 - G5: Protect the Commonwealth’s schools, institutions of higher learning, large venues, and houses of worship from hostile threats and active shooters
 - G6: Enhance the Commonwealth’s emergency management capabilities to respond to and recover from the increasing severity of weather events
 - G7: Improve the public health emergency preparedness for pandemics, biological weapons, and mass casualty incidents (MCI’s), including Active Shooter and Hostile Event Response (ASHER)
 - G8: Expand the Commonwealth’s chemical, biological, radiological, nuclear and explosives (CBRNE) preparedness and response capabilities
 - G9: Expand individual, community, and private sector disaster preparedness
 - G10: Improve interoperable communications and information sharing capabilities

In addition to:

- All emergency communication investments must describe how such activities align with MA Statewide Communication Interoperable Plan (SCIP).
- Support implementation steps in the current Massachusetts State Homeland Security Strategy (SHSS);
- Prioritize sustaining existing capabilities over building new ones;
- Have as a main purpose addressing homeland security needs, as opposed to primarily addressing single agency/single jurisdiction and day-to-day operational needs.

This document serves as an overview for applicants planning and administrative purposes.

Allowable Cost Categories

The following “cost categories” are allowable under SHSP; Planning, Organizational, Equipment, Training and Exercises:

Planning – SHSP funds may be used for a range of emergency preparedness and management planning activities and such as those associate with the development, and review and revisions of the THIRA, SPR, continuity of operations plans and other planning activities that support the Goal and placing an emphasis on updating and maintaining a current EOP that confirms to the guidelines outline in https://www.fema.gov/sites/default/files/2020-05/CPG_101_V2_30NOV2010_FINAL_508.pdf

Organization – SHSP funds may be used for organization activities such as program management, development of whole community partnerships, through groups such as Citizen Corp councils; structures and mechanisms for information sharing between the public and private sector; implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland; tools, resources, and activities that facilitate shared situational awareness between the public and private sectors; operational support; utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during and after an incident; responding to an increase in the threat level under the national terrorism advisory System (NTAS), or needs in resulting from a National Special Security Event; and playing salaries and benefits for personnel to serve as qualified intelligence analysts.

Equipment – The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories for HSGP are listed on the Authorized Equipment List (AEL). The AEL is available on FEMA’s website: <https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>

Some equipment items require prior approval before the obligation or purchase of the items. Please reference the grant notes for each equipment items to ensure prior approval is not required.

Unless otherwise stated, equipment must meet all mandatory regulator and/or DHS/FEMA adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certification and licenses for the required equipment.

Emergency communications systems and equipment must meet applicable SAFECOM Guidance and be coordinated with the Statewide Interoperable Coordinator (SWIC) to ensure interoperability and long-term compatibility. SAFECOM Guidance and additional information is available on DHS website: <https://www.dhs.gov/safecom>

Training – Allowable training-related costs under HSGP include the establishment, support conduct, and attendance of training specifically identified under the SHSP program and/or in conjunction with emergency preparedness training by other federal agencies. Training conducted using SHSP funds should address a performance gap identified through a IPP or other assessments and contribute to building a capability that will be evaluated through a formal exercise.

Any training or training gaps, including training related to under-represented diverse populations that may be more impacted by disasters, including children, seniors, individuals with disabilities or access and functional needs, individuals with diverse culture and language use, individuals with lower economic capacity and other underserved populations, should be identified in a IPP and addressed in the Integrated Preparedness Cycle. You are encouraged to use existing training rather than develop new course.

Exercise – Should be managed and conducted consistent with HSEEP. HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning can be found

on FEMA's website: <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>

Personnel

Personnel hiring, overtime, backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. All recipients and subrecipients of HSGP funds, including SHSP, may not use more than 50% of their awards to pay for personnel activities unless a waiver is approved by FEMA.

Evaluation Criteria

FEMA will evaluate the FY2022 HSGP/SHSP applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. FEMA's review will include verification that each IJ or project:

- **NEW:** Law Enforcement Terrorism Prevention Activities (LETPA); at least 30% of grant funding appropriated for grants awarded under HSGP must be used for law enforcement terrorism prevention activities.
- Aligns with a least one core capability identified in the Goal;
- Demonstrates how investments support closing capability gaps or sustaining capabilities identified in the THIRA/SPR Process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

Effectiveness will be evaluated based on the following five factors:

1. **Investment Strategy (30%)**: Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.
2. **Budget (10%)**: Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.
3. **Impact/Outcomes (30%)**: Proposals will be evaluated on how this investment helps the jurisdiction close capability gaps identified in its Stakeholder Preparedness Review and address national priorities outlined in the FY 2021 NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.
4. **Collaboration (30%)**: Proposals will be evaluated based on the degree to which the proposal adequately details how the recipient will use investments and other means to overcome existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional and nonprofit partners in efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, support the national security

mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.

5. **Past Performance** (additional consideration): Proposals will be evaluated based on the applicant's demonstrated capability to execute the proposed investments. In evaluating applicants under this factor, FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

Operational Overtime

HSGP funded project that include operational overtime require additional criteria including specifying which types of overtime are eligible. Also, aside from National Terrorism Advisory System alerts (which do not require pre-approval), operational overtime must be preapproved before an event.

Federal Procurement Standards

Spending under HSGP must comply with all applicable federal and state procurement standards described in [2 CFR 200.317 through 200.326](#) and provided by OGR via a Subgrant Condition's Form at the time of contracting. Subrecipients must also follow their own documented procurement procedures which reflect applicable federal, state, and local rules and regulations.

Following federal requirements does not exempt subrecipients from state or local requirements. In some instances, state and/or local procurement requirements may be more stringent than the federal procurement regulations. Subrecipients must ensure any actions taken satisfy federal, state and local requirements. Please contact OGR staff for guidance when necessary.

OGR reserves the right to suspend or terminate a contract for non-compliance with the applicable procurement regulations.