

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Notice of Funding Opportunity**



**FFY 2023 Homeland Security
State Share**

**Maura T. Healey
Governor**

**Kimberley Driscoll
Lieutenant Governor**

**Terrence M. Reidy
Secretary**

**Kevin J. Stanton
Executive Director**

**Executive Office of Public Safety and Security
Office of Grants and Research
Federal Fiscal Year 2023
US DHS/FEMA Homeland Security Grant Program
Notice of Funding Opportunity - State-Share**

April 4, 2023

Funding Availability

Through this Notice of Funding Opportunity (NOFO), the Massachusetts Office of Grants and Research (OGR) will be accepting State-Share Applications from eligible applicants for Federal Fiscal Year 2023 (FFY2023) Homeland Security Grant Program (HSGP) from the U.S. Department of Homeland Security, Federal Emergency Management Agency (DHS/FEMA). Proposed funding allocations are an approximation and contingent upon the anticipated receipt of federal funds.

OGR anticipates that approximately \$1.9 million (representing 20% of the State-Share) will be made available for competitive projects. The remaining eighty percent (80%) of the HSGP funding allocated to Massachusetts is distributed to municipalities through the Regional Homeland Security Advisory Councils.

This federal award performance period will be October 1, 2023, through August 30, 2026 - Catalog of Federal Domestic Assistance (CFDA) Number: 97.067, CDFA Title: Homeland Security Grant Program (HSGP), which includes the State Homeland Security Grant Program (SHSP) and Urban Area Security Initiative (UASI).

The following is a brief overview of the FFY2023 HSGP and specific guidance needed for entities applying for funds. The information included here does not provide complete details of the HSGP, such as allowable and unallowable activities, equipment or other costs. The applicant is responsible for ensuring that its proposed project fully complies with both federal and OGR guidance for the HSGP. Links to the federal guidelines for this program and other pertinent documents are provided within this document.

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 support implementation of the State Homeland Security Strategy goals; reduce gaps and address priorities identified in the THIRA and SPR; 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.

During the application period, OGR Program Coordinator, Kayla Toner will be available to provide specific guidance to individual applicants as needed and may be reached by phone at: (781) 535-0098 or by email: kayla.toner@mass.gov

Please note, the following programs are considered state funded priorities and will not be subject to this competitive process, but will be required to submit an application and all required documentation:

Agency	Project	Funding
MSP	Commonwealth Fusion Center	\$750,000
MSP	Commonwealth Critical Infrastructure Program	\$200,000

The agencies managing the non-competitive state funded priorities are also eligible to submit additional projects through the competitive grant process.

Overview and Purpose of the HSGP

The HSGP plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient nation <https://www.fema.gov/emergency-managers/national-preparedness/goal>

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.

State Homeland Security Program (SHSP)

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

Urban Area Security Initiative (UASI)

The UASI program assists high-threat, high-density Urban Areas in efforts to build, sustain and deliver the capabilities necessary to prevent, protect against, mitigate, respond to and recover from acts of terrorism.

Eligible Applicants

For the purpose of this NOFO, only Massachusetts state government agencies and authorities, state institutions of higher education and non-profit organizations that support state homeland security needs are eligible to apply. **Municipalities are not eligible to apply under this NOFO.**

Key Dates

NOFO Posted	4/4/2023
Information Session Webinar Registration Link: https://attendee.gotowebinar.com/register/5919502753218533973	4/11/2023 at 11:00am
Application Due Date	4/28/2023 by 4:00pm
FEMA Award Notification to EOPSS/OGR	September 2023
EOPSS/OGR Award Announcements	October 2023

Note: All funding and awards are contingent upon OGR's receipt of FFY2023 HSGP funds from DHS/FEMA.

Federal Priorities

Funding will be prioritized to support projects that address the following:

- At least one capability target in the latest Massachusetts THIRA
- A capability gap in the latest Massachusetts Stakeholder Preparedness Review (SPR)
- Align with the **National Homeland Security Priorities** as listed below:
 - 1) Enhancing **cybersecurity**;
 - 2) Enhancing the protection of **soft targets/crowded places**;
 - 3) Enhancing **information and intelligence sharing and cooperation** with federal agencies, including DHS;
 - 4) Combating **domestic violent extremism**;
 - 5) Enhancing **election security**; and
 - 6) Enhancing **community preparedness and resilience**

State Priorities

1. Active Shooter/Hostile Event Response (ASHER)
 2. Large Scale Homeland Security Exercise and Evaluation Program (HSEEP) Exercises
- Align with the **Massachusetts Homeland Security Strategic Plan Goals** as listed below:
 - 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(MCIs), 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

Effectiveness Criteria

Applicants should review these documents during the preparation of their applications. Priority consideration will be given to proposed projects that reduce vulnerabilities or address high priority threats as identified in the Commonwealth's latest THIRA, and the latest SPR. The THIRA and SPR are considered by OGR to be **For Official Use Only** and must be requested via email from kayla.toner@mass.gov

While these state priorities and projects in these areas will receive preference, OGR recognizes that applicants will have additional priorities unique to their jurisdiction, and OGR will do its best to accommodate those needs as well.

Additionally, applicants should also review and consider the priorities identified in the 2023 HSGP NOFO, https://www.fema.gov/sites/default/files/documents/fema_gpd-fy-23-hsgp-nofo.pdf

which emphasizes activities that align to the National Preparedness System. The National Preparedness System is utilized to build, sustain and deliver core capabilities in order to achieve the National Preparedness Goal (the Goal) <https://www.fema.gov/emergency-managers/national-preparedness/goal>

The Goal is to sustain "a secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to and recover from the threats and hazards that pose the greatest risk." Please note that FEMA released the Second Edition for the Goal in September 2015, which includes one additional core capability as well as expanded details and revised titles for the original core capabilities.

Application Submission to OGR

Proposals must be prepared and submitted using the OGR Application form. Only this form may be used by applicants; proposals submitted in other formats will not be reviewed or considered for funding. Do not submit unnecessary pages. If applicable to the proposed project, the applicant must submit the Interoperable Communications Investment Proposal (ICIP) <https://www.mass.gov/how-to/request-interoperable-communications-investment-proposal-icip-review> and Information Technology (IT) Consolidation forms.

Additional documentation that helps support the need for the project may be submitted along with the proposal. Examples of supporting documentation include, but are not limited to, an After Action Report and Improvement Plan that identifies operational gaps and describes specific actions that can be used to address them; a Threat and Vulnerability Assessment; and a letter(s) of partnership support from a partnering agency or agencies.

One Electronic Application must be submitted no later than 4:00 p.m. on April 28, 2023.

Electronic submissions must be emailed to kayla.toner@mass.gov

Completing the Application

- All applicants must use the OGR Application form. Applications must not be:
 - Altered other than to increase available space for text, or to remove extra spaces that are not needed.
 - Written with any font smaller than 11 pt.
- Agencies may submit more than one project but, each project must be submitted as a separate application and projects must be ranked in priority order.
- All applicants must complete and submit with their application the following items:
 - Screen shot / print out from System for Award Management (SAM) that includes agency name, Unique Entity Identifier (*formerly DUNS number*) and registration expiration date.
<https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>
 - OGR Sub-Grantee Risk Assessment form.
 - Letter(s) of Partnership Support, if applicable.
 - For applicable projects, ICIP and Information Technology (IT) Consolidation forms must be submitted as part of the template.

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must be registered in SAM before submitting its application; provide a valid Unique Entity Identifier (UEI) (*formerly DUNS number*) 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 or plan under consideration.

OGR will not make a federal award to an applicant until the applicant has complied with all applicable Unique Entity Identifier and SAM requirements and/or if an applicant has not fully complied with the requirements by the application submission due date. OGR will determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant. Applications received without SAM verification will not be reviewed or scored.

OGR Sub-Grantee Risk Assessment

Federal regulations contained in Title 2 CFR §200.331 requires that OGR evaluate each applicant's/subrecipient's risk of non-compliance with Federal statutes, regulations and the terms and conditions of the sub-award for purposes of determining the appropriate subrecipient monitoring. ***In order to comply, the OGR Sub-Grantee Risk Assessment Form is included within this NOFO. All applicants are required to complete and submit the OGR Risk Assessment Form along with their application.*** OGR will utilize the Risk Assessment Form through its review process to help us determine appropriate monitoring plans for sub-recipients. ***Please note that the OGR Sub-Grantee Risk Assessment Form is used to evaluate compliance risk, not risks associated with threats or hazards.***

Interoperable Communications Projects

Any proposal that includes an Interoperable Communications component must complete the Interoperable Communications Investment Proposal (ICIP). Examples of such projects include, but are not limited to, the purchase of radios or communication system components and electronic information sharing system

components that distribute information such as, but not limited to the following: criminal justice data; ten print arrest fingerprint cards; mug shots; police incident data police and custodial records management systems data or; gang intelligence data.

Increased Emergency Communications Guidance

It is required that emergency communication projects align to the Statewide Communication Interoperability Plan (SCIP) and coordination and consultation with the Statewide Interoperability Governing Body (SIGB) or Statewide Interoperability Executive Committee (SIEC).

Sub-recipients will be required to test their emergency communications capabilities and procedures in conjunction with regularly planned exercises (separate/additional emergency communications exercises are not required) and submit an After Action Report (AAR) within 90 days of exercise completion.

Letter(s) of Partnership Support

Projects that require the support of another state agency or entity must include a letter of partnership support and/or commitment from the partnering agency. A letter of partnership support is specifically required if the proposed project is to conduct a full-scale exercise to evaluate an agency's current standard operating procedures (SOP), as well as a response agency partner's SOPs. In order to revise both SOPs, please include a letter of partnership support regarding the partnering agency's commitment to the proposed project. If there are multiple partnering agencies, please include letters of support from all partners. Please do not solicit or include unnecessary letters of support.

Review Process

Eligible applications will be reviewed and scored by three peer reviewers. Additionally, all interoperable communications or electronic information sharing projects will be reviewed, per Executive Order 493, by the State Interoperability Executive Committee (SIEC) or a representative thereof.

Award recommendations will be forwarded to the Executive Director of OGR, Undersecretary of Homeland Security and Secretary of Public Safety for review and final approval.

Evaluation Criteria

Proposals will be evaluated based on the Evaluation Criteria listed below. It is important that proposals clearly and completely address these requirements.

- a. Agency Information (5 points maximum)**
- b. Project Description (25 points maximum):** Not to exceed three pages, the applicant must include the following items in this section:
 - The applicant must present a clearly written description of the project(s) with a detailed project scope that meets the criteria of the FFY 2023 Homeland Security Grant Program (HSGP). The description must clearly describe the need for the project within the context of addressing identified goals or capability gaps.
 - Expected outcomes must be clearly described and measurable within the performance period.
 - Related initiatives within your organization (if applicable).
 - A brief narrative identifying how the project(s) will be sustained by the organization in the future.
 - A brief description of how this project(s) will be managed, including key roles and responsibilities, and identification of key personnel.
 - A usage plan for equipment and owners of the proposed assets to be procured (if applicable).
 - It is important for applicants to address *all* questions completely within this section. The narratives should be clearly written without typographical and grammatical errors.
- c. HSGP State & National Priorities (10 points maximum):** A detailed description of how the proposed project(s) supports the FFY22 HSGP State and National Priorities.
- d. Mission Areas & Core Capabilities (10 points maximum):** Identification of Mission Areas and Core Capabilities that the proposed project(s) addresses as described in the National Preparedness Goal.

- e. **State THIRA/SPR (10 points maximum):** A detailed description of how the proposed project(s) will address capabilities and gaps identified in the latest Massachusetts THIRA/SPR.
- f. **Milestones (10 points maximum):** A detailed timeline that illustrates how the project(s) will be completed within the performance period, to ensure adequate goals and resources are in place for completion of the proposed project(s).
- g. **Budget Narrative & Budget Details (30 points maximum):** A brief narrative of what the proposed budget entails (including how the budget was determined and cost-effectiveness), as well as an accurate budget breakdown by cost category, cost, and description of expenditure.

OGR will utilize the *Sub-Grantee Risk Assessment Form* through its review process to help identify if additional monitoring plan(s) and/or special conditions are required. OGR is required to evaluate each applicant's risk of non-compliance with Federal statutes, regulations and the terms and conditions of a sub-award for the purpose of determining the appropriate applicant's monitoring described in 2 CFR 200.331(b).

Additional Consideration – Past Performance: 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.

Additional Application Guidance

Specificity

To the extent applicable, follow the "Who, What, When, Where, Why, and How" approach.

- **Who** (specifically) will benefit from this proposal, and who will implement the project?
- **What** (specifically) is being proposed, and what will be the outcome? (Define the project and its scope.)
- **When** will the project begin and end?
- **Where** will any equipment be located and/or where will project activities be focused?
- **Why** is this project important? How was this determined?
- **How** will the project be implemented?

Please note that these questions above are provided as a general guide to assist applicants so that sufficient detail and specificity is included. For example, a proposal merely stating, *"Two generators will be procured,"* does not provide enough detail.

Budget Section

This section should include costs that are reasonable and allowable under the HSGP. Budgets should include both itemized and total costs. The information provided here must align with the Project Summary Section. It is incumbent on the applicant to verify allowable costs and the information prior to submitting the application. Allowable cost information may be found in FEMA's [Authorized Equipment List \(AEL\)](https://www.fema.gov/authorized-equipment-list) available at: <https://www.fema.gov/authorized-equipment-list>.

Allowable Costs

As stated above, in general, HSGP funds may be invested in the following cost categories:

Planning

HSGP funds may be used for a range of emergency preparedness and management planning activities and such as those associated with the development, review and revisions of the THIRA, SPR, continuity of operations plans and other planning activities that support the National Preparedness Goal <https://www.fema.gov/national-preparedness-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

Planning efforts can also include conducting risk and resilience assessments on increasingly connected cyber and physical systems, on which security depends, using the Infrastructure Resilience Planning Framework <https://www.cisa.gov/sites/default/files/publications/Infrastructure-Resilience%20Planning-Framework-%28IRPF%29%29.pdf> and related Cybersecurity and Infrastructure Security Agency (CISA) resources. Additionally, funds may be used for planning efforts related to state court cybersecurity, 911 call capabilities, alert and warning capabilities, and implementation of the REAL ID Act (Pub. L. No. 109-13).

Organizational

Organizational activities include: 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 paying salaries and benefits for personnel to serve as qualified intelligence analysts.

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

Equipment

The twenty-one (21) allowable prevention, protection, mitigation, response and recovery equipment categories for HSGP are listed on the Authorized Equipment List (AEL). The AEL is available at <http://www.fema.gov/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 item to ensure prior approval is not required.

Unless otherwise stated, equipment must meet all mandatory regulatory 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 certifications and licenses for the requested equipment.

Controlled Equipment

Not all equipment that is considered controlled equipment is allowable under the HSGP. As noted in Section B of FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards, https://www.fema.gov/sites/default/files/documents/fema_policy-prohibited-controlled-equipment-fema-awards.pdf certain equipment is prohibited and is not allowable under HSGP. Grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. For example, the purchase of tracked armored vehicles, camouflage uniforms, weapons, and weapons accessories, including ammunition, is generally not allowed with HSGP funds. For some controlled equipment that is allowable under the HSGP, additional documentation, justifications, reviews, and approvals are required, including but not limited to proof of policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties. Contact your Program Coordinator if you have questions concerning SHSP requirements for controlled equipment requests.

Requirements for Small Unmanned Aircraft System

All requests to purchase Small Unmanned Aircraft Systems (sUAS) with FEMA grant funding must comply with FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards,

and also include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the sUAS equipment. sUAS policies are not required at the time of application but must be received and approved by FEMA prior to obligating HSGP funds. All grant-funded procurements must be executed in a manner compliant with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327. For recipients that use HSGP funds for sUAS, FEMA advises that there is a general privacy concern related to the use of this equipment if the data the devices collect is transmitted to servers not under the control of the operator. It has been reported that some manufacturers of sUAS encrypt data and send that data to servers outside the United States. The U.S. Department of Homeland Security's Privacy Office suggests the recipient fully explore data transmission and storage issues with vendors to reduce the possibility of data breaches.

Additionally, the Joint Explanatory Statement (JES) accompanying the FY 2023 DHS Appropriations Act further requires recipients to certify they have reviewed the Industry Alert on Chinese Manufactured Unmanned Aircraft Systems,

https://content.govdelivery.com/attachments/USDHS/2020/06/03/file_attachments/1465486/Industry%20Alert%20-%20Chinese%20Manufactured%20UAS%20%2820%20May%202019%29.pdf

and completed a risk assessment that considers the proposed use of foreign-made sUAS to ascertain potential risks (e.g., privacy, data breaches, cybersecurity, etc.) related to foreign-made versus domestic sUAS.

Acquisition and Use of Technology to Mitigate UAS (Counter-UAS)

In August 2020, FEMA was alerted of an advisory guidance document issued by DHS, the Department of Justice, the Federal Aviation Administration, and the Federal Communications Commission: Interagency Legal Advisory on UAS Detection and Mitigation Technologies | Homeland Security (dhs.gov). <https://www.dhs.gov/publication/interagency-legal-advisory-uas-detection-and-mitigation-technologies>

The purpose of the advisory guidance document is to help non-federal public and private entities better understand the federal laws and regulations that may apply to the use of capabilities to detect and mitigate threats posed by UAS operations (i.e., Counter-UAS or C-UAS).

The Departments and Agencies issuing the advisory guidance document, and FEMA, do not have the authority to approve non-federal public or private use of UAS detection or mitigation capabilities, nor do they conduct legal reviews of commercially available product compliance with those laws. The advisory does not address state and local laws nor potential civil liability, which UAS detection and mitigation capabilities may also implicate.

It is strongly recommended that, prior to the testing, acquisition, installation, or use of UAS detection and/or mitigation systems, entities seek the advice of counsel experienced with both federal and state criminal, surveillance, and communications laws. Entities should conduct their own legal and technical analysis of each UAS detection and/or mitigation system and should not rely solely on vendors' representations of the systems' legality or functionality. Please also see the DHS press release on this topic for further information: Interagency Issues Advisory on Use of Technology to Detect and Mitigate Unmanned Aircraft Systems | Homeland Security (dhs.gov).

Training

Allowable training-related costs under HSGP include the establishment, support, conduct and attendance of training specifically identified under the SHSP and UASI programs and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS and DOT). Training conducted using HSGP funds should address a performance gap identified through a Integrated Preparedness Plan (IPP) that is part of the Integrated Preparedness Cycle or other assessments (e.g., National Emergency Communications Plan NECP Goal 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 an IPP and addressed in the state or Urban Area Integrated Preparedness Cycle. Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, recipients are encouraged to apply the Analyze, Design, Develop, Implement and Evaluate (ADDIE) model of instructional design.

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

Applicants are also encouraged to utilize the National Training and Education Division's National Preparedness Course Catalog. Trainings include programs or courses developed for and delivered by institutions and organizations funded by DHS/FEMA/NTED. This includes the Center for Domestic Preparedness (CDP), the Emergency Management Institute (EMI) and NTED's Training Partner Programs, including the Continuing Training Grants (CTG), the National Domestic Preparedness Consortium (NDPC), the Rural Domestic Preparedness Consortium (RDPC) and other partners.

The catalog features a wide range of course topics in multiple delivery modes to meet FEMA's mission scope as well as the increasing training needs of Federal, state, local, territorial, and tribal audiences. All courses have been approved through NTED's course review and approval process. The catalog can be accessed at <http://www.firstrespondertraining.gov>.

Exercises

Exercises conducted with grant funding should be managed and conducted consistent with Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment that is purchased for permanent installation and/or use beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

Please be aware, the above list is not comprehensive, but rather provides examples of costs that will not be covered. For further detail on unallowable costs, please refer to the FFY 2023 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO)

Maintenance

The use of DHS/FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades and user fees are allowable, as described in [FEMA Policy FP 205- 402-125-1](#) under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty.

Management and Administration

Management and administration (M&A) activities are those directly relating to the management and administration of HSGP funds, such as financial management and monitoring.

Construction and Renovation

Project construction using SHSP and UASI funds may not exceed 15 percent (15%) of the grant award. For the purposes of the limitations on funding levels, communications towers are not considered construction.

Written approval must be provided by OGR and DHS/FEMA prior to the use of any HSGP funds for construction or renovation. When applying for construction funds, recipients must submit evidence of approved zoning ordinances, architectural plans, and any other locally required planning permits. Additionally, recipients are required to submit a SF-424C Budget and Budget detail citing the project costs.

Funds for construction projects must comply with the Davis-Bacon Act (40 U.S.C. § 3141 et seq.) and must ensure that contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available online at <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Environmental Planning and Historic Preservation (EHP) Compliance

Compliance with EHP requirements is a condition of the use of DHS/FEMA funds. Failure to comply with EHP requirements prior to the expenditure of DHS/FEMA funds will result in denial of reimbursement of these funds. OGR will assist sub-recipients with EHP compliance procedures. OGR has also developed an EHP guidance document to assist sub-recipients with adhering to EHP requirements, which will be made available to all successful applicants. Federal EHP review and approval is required for:

- Projects that entail installation of equipment such as of smart boards, cameras, antennas, and other equipment;
- Projects involving digging into or otherwise disturbing the ground, construction or renovation of any building or site; and
- Many training and exercise activities.

If the proposed project will require EHP review and approval, please provide a description of the scope of work for which an EHP is required. If you do not believe that your project requires EHP review and approval please state why (for example: equipment is portable).

The EHP review entails completing an EHP Screening Form and providing details of the project involved. Depending on the complexity of the project, additional documentation and/or approvals from other agencies may be required.

FEMA EHP reviews may take anywhere between one week to several months depending on the level of complexity of the project and the initial completeness and thoroughness of the EHP Screening Form. Applicants must factor this review process into the project timelines.

Note that the guidance document is not a substitute for Federal EHP guidance. Federal EHP guidance must be reviewed by all sub-recipients. Sub-recipients are ultimately responsible for compliance with EHP requirements. Refer to FEMA Policy (FP) documents 108-023-1 and 108-024-4 for more information. These documents, along with the current EHP Screening Form, are available at <https://www.mass.gov/how-to/request-environmental-planning-and-historic-preservation-ehp-review>.

Massachusetts Historical Commission (MHC) and/or Local Historic Commission Review

Some projects, such as renovations and/or additions to a historic or potentially historic building, or to structures within a historic district, may require an additional review by the Massachusetts Historical Commission (MHC) and/or a local historic commission.

Examples of these types of projects include, but are not limited to:

- Mounting security cameras inside or outside of a building;
- Installing a physical access control system;
- Mounting and hard-wiring video displays; and
- Installing fencing or other barriers surrounding a building.

The review may be initiated through the submission of a Project Notification Form (PNF) to MHC. The PNF is available at www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf. Additional information about the MHC review, including FAQs, is at www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm. MHC will respond with an approval or denial of a PNF, or a request for additional information, within 30 days. Otherwise the PNF is considered approved.

Mission Areas and Core Capabilities

Prevention		Protection		Mitigation		Response		Recovery	
Planning									
Public Information and Warning									
Operational Coordination									
Intelligence and Information Sharing				Community Resilience		Infrastructure Systems			
Interdiction and Disruption				Long-term Vulnerability Reduction		Critical Transportation		Economic Recovery	
Screening, Search, and Detection				Risk and Disaster Resilience Assessment		Environmental Response/Health and Safety		Health and Social Services	
Forensics and Attribution		Access Control and Identity Verification		Threats and Hazards Identification		Fatality Management Services		Housing	
		Cybersecurity				Fire Management and Suppression		Natural and Cultural Resources	
		Physical Protective Measures				Logistics and Supply Chain Management			
		Risk Management for Protection Programs and Activities				Mass Care Services			
		Supply Chain Integrity and Security				Mass Search and Rescue Operations			
						On-scene Security, Protection, and Law Enforcement			
						Operational Communications			
						Public Health, Healthcare, and Emergency Medical Services			
						Situational Assessment			