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| **Charles D. Baker**  Governor  **Karyn E. Polito**  Lieutenant Governor | **The Commonwealth of Massachusetts**  **Executive Office of Public Safety and Security**  **Homeland Security Division**  12 Mercer Road  Natick, MA 01760 | **Daniel Bennett**  Secretary  **Patrick McMurray**  Undersecretary |

**Notice of funding Opportunity**

**State FISCAL YEAR 2019**

**Commonwealth Nonprofit Security Grant Program**

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14. **INTRODUCTION**

This Notice of Funding Opportunity (NOFO) provides the information and forms necessary to prepare and submit an application for State Fiscal Year (SFY19) Massachusetts Executive Office of Public Safety and Security (EOPSS) grant funds for the Commonwealth Nonprofit Security Grant Program (CNSGP).

1. **PROGRAM BACKGROUND / FUNDING AMOUNT**

On May 21, 2018, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) released the Federal Fiscal Year 2018 (FFY18) Nonprofit Security Grant Program (NSGP) Notice of Funding Opportunity announcement. The FFY18 NSGP is a federal program designed to support security enhancements for nonprofit organizations that are at high risk of a terrorist attack.

Due to the increasing threat Massachusetts considers terrorism preparedness a priority and has set aside state funding to assist. In accordance with Massachusetts Budget Summary SFY 2019, [80000313 - Local Public Safety Projects and Grants Earmarks](http://budget.digital.mass.gov/bb/gaa/fy2019/app_19/act_19/h80000313.htm)…not less than $150,000 shall be expended for a non-profit security grant pilot program for non-profit organization that are at high risk of terrorist attack and are ineligible for the United States Department of Homeland Security’s Non-profit Security Grant Program based on their location; provided further, that:

1. Not less than one such grant shall be awarded to a non-profit organization in the eastern region of the state;
2. Not less than one such grant shall be awarded to ta non-profit organization in the central region of the state and;
3. Not less than one such grant shall be awarded to the western region of the state.

Applicants are encouraged to apply only for the amount of funding necessary to safeguard their facility and enhance preparedness at their facility. The funding requests are capped at $50,000 per project.

1. **PERIOD OF PERFORMANCE**

The SFY19 CNSGP period of performance for this grant is anticipated to begin February 1, 2019, and will end no later than June 30, 2019. Awarded funds not spent by June 30, 2019 will be reverted back to the Commonwealth.

1. **ELIGIBILITY**

Eligible applicants are only those nonprofit organizations that are located within the Commonwealth of Massachusetts and outside of the Metro-Boston Homeland Security Region. Applicants must have been determined to be at high risk of a terrorist attack and must meet requirements as described under section 501 (c) (3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501 (a) of such code. Further information can be found at the following links:

* <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501-c-3-organizations>
* <https://www.irs.gov/publications/p557/ch03.html>
* <https://www.irs.gov/charities-non-profits>

Applicants located within Boston, Brookline, Cambridge, Chelsea, Everett, Quincy, Revere**,** Somerville, Winthrop considered those communities within the Metro-Boston Homeland Security Region and are not eligible to apply for this funds.

Nonprofit organizations within the Metro-Boston Homeland Security Region are eligible for Federal funding further detailed at <https://www.fema.gov/nonprofit-security-grant-program>)

Note: *The Internal Revenue Service (IRS) does not require certain organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c)(3) of the IRC. Such organizations are automatically exempt if they meet the requirements of section 501(c)(3). These organizations are not required to provide evidence that they are nonprofit organizations (as described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such code). These organizations are not required to provide recognition of exemption. For organizations that the IRS requires to apply for and receive a recognition of exemption under 501(c)(3), the state may or may not require recognition of exemption, as long as the method chosen is applied consistently*.

1. **NOFO CONTACT INFORMATION**

Questions concerning this NOFO, the proposal process, or programmatic issues should be submitted via e-mail to: [CNSGP.PC@Mass.gov](mailto:CNSGP.PC@Mass.gov)

Please note that due to the competitive nature of this NOFO, EOPSS staff will not be able to assist applicants with the actual preparation of their proposal. During the period of time between the publication date of the NOFO and the date the competitive proposal is due, EOPSS can only respond to technical questions about the NOFO.

1. **SUBMISSION INSTRUCTIONS / APPLICATION DUE DATE**
2. *Letter of Intent.*Applicants intending to apply for the SFY2019 CNSGP must email a non-binding letter of intent by December 24, 2018 to [CNSGP.PC@Mass.gov](mailto:CNSGP.PC@Mass.gov)
3. *Application Instructions.* Acceptable applications include:
4. 501(c)(3) letter which designates an organization as being not for profit or self-declared letter from the organization stating that they qualify for 501(c)(3) status.
5. CNSGP Investment Justification (IJ). It is recommended that applicants contact their local police department for verifiable threat information to be used in completing the IJ.
6. Contractor Authorized Signatory Listing. Complete this form as instructed.
7. Additional Material. Attach any additional material, including but not limited to community assessments, cooperative agreements or letters of support to demonstrate collaboration and press clippings or survey results that illustrate the community crime problems, etc. Applicants should be aware that award determinations will be based primarily on the information provided in the application.

All application documents are to be submitted via emailed to [CNSGP.PC@Mass.gov](mailto:CNSGP.PC@Mass.gov)

**Application Deadline: 5:00 P.M. January 14, 2019. No late submissions will be considered.**

1. **PROGRAM DETAILS**
2. *Allowable Equipment and Systems*. Allowable costs are focused on target hardening activities. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist attack. This equipment is **limited to select items from two categories** on the DHS Authorized Equipment List (AEL), at <https://www.fema.gov/media-library/assets/documents/101566>.

The categories are:

 Physical Security Enhancement Equipment (Category 14)

 Inspection and Screening Systems (Category 15)

Recipients must provide EOPSS with all necessary required documents that must include: Make, Model, Quantity of equipment to be purchased as well as location of where the equipment will be installed. Pictures of the facility may be required to verify that equipment is not already in place.

Construction type project as well as installation of equipment may require historical and/or environmental reviews depending on the nature of the project.

1. *Allowable Training Costs*. Allowable training-related costs under FY19 CNSGP are limited to services and attendance fees for the training, and related expenses such as materials, supplies, and/or equipment. No personnel costs, such as overtime and backfill costs, associated with attending the training courses are allowable. Travel costs are also not eligible. Training topics must be security preparedness related including cyber security and must address a specific threat and/or vulnerability as identified in the IJ.
2. **EVALUATION CRITERIA**

The following are SFY 2019 CNSGP evaluation criteria:

* 1. Identification and substantiation of current or persistent threats or attacks (from within or outside the U.S.) by a terrorist organization, network, or cell against the applicant based on their ideology, beliefs, or mission.
  2. Symbolic value of the site(s) as a highly recognized regional and/or national or historical institution(s) that renders the site a possible target of terrorism
  3. Role of the applicant nonprofit organization in responding to or recovering from terrorist attacks or other types of disasters and emergencies.
  4. Findings from previously conducted threat and/or vulnerability assessments
  5. Integration of nonprofit preparedness with broader state and local preparedness efforts
  6. Complete and feasible IJ that addresses an identified risk, including the assessed threat, vulnerability, and consequence of the risk, and proposes building or sustaining a core capability identified in the National Preparedness Goals.

1. **PROPOSAL RATING**

This grant is competitive. Therefore, scoring criteria have been established and grants will be awarded for the top-scoring applications until all allocated funding is awarded. Applications will be recommended for funding based on the threat, vulnerability, and consequence faced by a specific facility/location.

Eligible applications received by the deadline will have a high-level, cursory review by internal EOPSS program staff to first determine eligibility based on the established criteria. Once eligibility has been verified, EOPSS program staff will convene a review team to officially review and score all eligible applications submitted. The reviewer’s scores are totaled, averaged and then ranked numerically. All applications will be scored as listed below:

|  |  |
| --- | --- |
| TOTAL | 40 Possible Points |
| Section I | Not scored |
| Section II | 2 possible points |
| Section III | 12 possible points |
| Section IV | 14 possible points |
| Section V | 4 possible points |
| Section VI | 3 possible points |
| Section VII | 5 possible points |

In the event of a tie during the scoring process, priority may be given to organizations that demonstrate the relative need for the nonprofit organization compared to the other applicants as well and the potential impact of the nonprofit organization in achieving the maximum prevention and/protection results at minimal cost. EOPSS-HLS retains the discretion to consider other factors and information in addition to those stated in this NOFO.

1. **FUNDING RECOMMENDATION / NOTIFICATION PROCESS**

Final funding recommendation are presented to the Secretary of Public Safety and Security. Funding approvals, form the Secretary, are based on the following:

* The ranked score of the application;
* Consideration of funding priorities or geographical distribution specific to the CNSGP;
* Previous CNSGP grant funding; and

Applicants will be notified of either award or denial via email.

1. **POST AWARD REQUIREMENTS**

Successful applicants must abide by the grant requirements below as well as all of the EOPSS Sub-recipient Grant Conditions which will be provided at the time of contracting. Further, if awarded, EOPSS requires the following items from CNSGP sub-recipients:

* 1. EOPSS Sub-recipient Grant Conditions to be signed and dated.
  2. The submission of satisfactory and timely progress reports.
  3. The identification of a project manager and fiscal manager to include contact information and their roles and responsibilities as they relate to the project.
  4. Due to the competitive process, changes to the scope of work may not be allowed. Please ensure the projects being proposed are well-planned, as any funds that remain at the end of the performance period will be disencumbered and returned to EOPSS.
  5. Cooperation during EOPSS monitoring endeavors, including site visits, and desk reviews. The monitoring will encompass the subrecipient’s administrative, programmatic and fiscal management of the grants. These reviews may include, but are not limited to:

1. Eligibility of expenditures
2. Consistency between subrecipient’s CNSGP activities and those approved in the CNSGP application.

EOPSS may suspend or terminate subrecipient funding, in whole or in part, or other measures may be imposed for any of the following reasons:

1. Failing to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
2. Failing to comply with the requirements or statutory objectives of federal or state law.
3. Failing to make satisfactory progress toward the goals or objectives set forth in the recipient application.
4. Failing to follow grant agreement requirements or special conditions.
5. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
6. Failing to submit required reports.
7. Filing a false certification in the application or other report or document.
8. **PROCUREMENT** 
   1. *Applicable Regulation.* Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures. Each awardee must abide by their local city and county environmental and historic preservation ordinances.
   2. *Sub-granting*. Sub-recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the grant award, shall include the provisions of the EOPSS standard sub-grant conditions and enter into a written contract or Memorandum of Understanding (MOU) with the implementing agency or independent contractor. A copy of the contract or MOU must be submitted to EOPSS for the sub-recipient grant folder, once an award is made. For the grant application, submit a letter of collaboration signed by the parties that explains the relationship of the agencies that will enter into a formal MOU if awarded.

* 1. *Reporting Waste, Fraud, or Abuse.* It is the responsibility of the subrecipient to report alleged waste, fraud or abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations, appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General John W. McCormack State Office Building

One Ashburton Place, Room 1311

Boston, MA 02108

617-727-9140

[MA-IGO-General-Mail@massmail.state.ma.us](mailto:MA-IGO-General-Mail@massmail.state.ma.us)

Office of the State Auditor

Massachusetts State House, Room 230

Boston, MA 02133 617-727-2075

[www.mass.gov/auditor/report-fraud-and-waste.html](http://www.mass.gov/auditor/report-fraud-and-waste.html)

1. **APPLICATION CHECKLIST**

\_\_\_ 501(c)(3) letter which designates an organization as being not for profit or self-declared letter from the organization stating that they qualify for 501(c)(3) status.

\_\_\_ CNSGP Investment Justification

\_\_\_ Contractor Authorized Signatory Listing

\_\_\_ Additional Materials. Additional materials include, but are not limited to community assessments, cooperative agreements or letters of support to demonstrate collaboration and press clippings or survey results that illustrate the community crime problems, etc. Applicants should be aware that award determinations will be based primarily on the information provided in the application.