

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



State Fiscal Year 2021

**Commonwealth Security Trust Fund
Grant Program**

**Charles D. Baker
Governor**

**Karyn E. Polito
Lieutenant Governor**

**Thomas A. Turco, III
Secretary**

**Kevin J. Stanton
Executive Director**

**SFY21 Commonwealth Security Trust Fund Grant Program
Notice of Availability of Grant Funds
Executive Office of Public Safety and Security
Office of Grants and Research**

Application Due Date: 4:00 PM, Friday, April 23, 2021

I. Introduction

Governor Charles D. Baker, the Massachusetts State Legislature, the Commonwealth Security Trust Fund Board of Trustees, and Secretary of Public Safety and Security Thomas A. Turco are pleased to announce the availability of **\$346,125** in funding under the state fiscal year 2021 Commonwealth Security Trust Fund (CSTF) Grant Program for local police and fire departments. The Executive Office of Public Safety and Security’s (EOPSS) Office of Grants & Research (OGR) is responsible for administering this competitive grant program. This Availability of Grant Funds (AGF) will provide all the information needed to submit an application for consideration under the CSTF Grant Program.

II. Purpose

The CSTF Grant Program is based on Massachusetts General Law, Chapter 10, Section 67. The program’s main purpose is to enhance local police and fire departments’ abilities to respond to emergencies, including responses to acts of terrorism. Funding for the CSTF comes from revenue received from the sale of “United We Stand” distinctive registration plates and interest earnings.

III. Eligibility

Eligible applicants are defined as municipal police and fire departments within the Commonwealth of Massachusetts. **The Chief Executive Officer (Mayor, Town Manager or Town Administrator) must approve and sign off on their police and/or fire CSTF application(s) being submitted for consideration of funding.**

Separate applications must be submitted if both the police and fire departments from the same municipality are applying for funding.

IV. Key Dates

Posting of Availability of Grant Funds (AGF)	Friday, March 12, 2021
Application Due Date	Friday, April 23, 2021
Award Notification	On or about May 28, 2021
Project Performance Period (anticipated)	July 1, 2021 – December 31, 2021

V. Availability of Funds

A municipal's Chief Executive Officer (Mayor, Town Manager, Town Administrator) on behalf of their local police and/or a fire department may apply for **up to \$20,000** for each individual department (\$40,000 maximum per community).

VI. Use of Funding

Grant funds may be used for any of the purposes indicated below. **Priority will be given to proposals that enhance regional emergency response capabilities through training, planning and needed equipment.**

- A. **Equipment** - to defray the costs of purchasing or leasing equipment that will be used to support emergency response initiatives (e.g., interoperable communication devices*, personal protective equipment, motor vehicles and other conveyances, etc.).
- B. **Technology** - to defray the costs associated with purchasing technology that will be used to support emergency response initiatives (e.g., laptops, records management systems, fingerprint technology, mapping systems, surveillance upgrades, etc.).
- C. **Training** - to defray the costs of training law enforcement, fire, and civilian personnel in enhancing responses to emergencies (e.g., active shooter, school emergency response training, hazmat response training, etc.).
- D. **Planning** - costs associated with the coordination and development of emergency response plans (e.g., community or public awareness planning, etc.).

Please note that personnel costs (including overtime, backfill, and tour of duty costs) are NOT eligible expenses under this grant program.

***Interoperable Communications**

Applicants proposing a project with an interoperable communications or electronic information sharing component must complete the Interoperable Communications Investment Proposal (ICIP) template beginning on page 3 of **Attachment C**. ICIPs submitted for these projects are reviewed by the Statewide Interoperability Coordinator (SWIC) and/or the Statewide Interoperability Executive Committee (SIEC) Executive Management Committee, per Massachusetts Executive Order 493, and recommended back to EOPSS as compliant or amended/denied if not compliant. Compliance requirements are listed here:

- Interoperable Communications projects must align with the goals identified in the Commonwealth's current [Statewide Communications Interoperability Plan](#) (SCIP).
- Interoperable Communications projects must meet applicable SAFECOM P25 guidance as published on the Cybersecurity and Infrastructure Security Agency (CISA) [grant guidance document webpage](#), including P25 standards for radio equipment encryption. Additional encryption guidance is available from the SIEC as a Guidance Bulletin ([20-1: Public Safety Agency Encryption Guidance](#)).
- Radio equipment subscriber units purchased with SIEC-approved funding must be programmed with the Massachusetts Tactical Channel Plan (MTCP) in the radio, in addition to the purchaser's chosen channel programming lineup.

VII. Fund Disbursement

Funds will be disbursed at the time of contracting. More information about the disbursement process will be addressed in greater detail after award notifications are made. OGR reserves the right to amend this process if necessary.

VIII. Subgrantee Requirements

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. Grants Management

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation, including a one-page final report describing programmatic activity, outcomes and total expenditures,
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources. The operating budgets of local police and/or fire departments may not be reduced as a result of this funding.
- All costs paid with grant funds must be direct and specific to the execution of the funded program.

2. Procurement

- 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.

3. Other Requirements

- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.

4. Equipment and Technology

- Equipment acquired with grant funds shall be used and managed to ensure that the equipment is used for safety and security type purposes.
- A subrecipient shall use and manage equipment in accordance with their own procedures as long as the equipment is used for safety and security type purposes.
- Subrecipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to OGR.

5. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient to report alleged Fraud, Waste, 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 statutes, related laws and regulations, appropriate guidelines or purposes of the grant. Reports may be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General
John W. McCormack State Office Bldg.
One Ashburton Pl, Room 1311
Boston, MA 02108
1 800-322-1323
IGO-FightFraud@state.ma.us

Office of the State Auditor
Massachusetts State House
Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

IX. Application Process

The 2021 CSTF solicitation will be a competitive process. The maximum amount awarded will be **\$20,000** per application (\$40,000 maximum per community). Applications will be evaluated based on the overall quality of the proposal. Please do not provide any additional pages or supporting materials (i.e., letters of support) not specifically requested. Applications submitted without original signatures from an authorized signatory official/Chief Executive Officer will be considered invalid and may not be reviewed for funding. Incomplete submissions will not be considered.

Those interested in applying must complete and submit the following:

1. Application Template (Attachment A)

Section I. Applicant Information

Applicant's Contact and Fiscal Information - Indicate Applicant Agency's name, address, Chief/Commissioner, grant point of contact and finance officer contact information. Indicate the exact amount of grant funds being requested (must match proposed budget total).

Program Summary - Provide brief summary of the goods and/or services to be purchased that enhance emergency response. (250 characters).

Non-Supplant - Attest to non-supplanting of grant dollars for stated project.

Statewide Interoperability: Interoperable Communications Investment Proposal (ICIP) - Indicate if the application submitted includes the purchase of interoperable communications type items. If "yes", please complete an ICIP form (**Attachment C**). Such equipment requests will be subject to an additional review and approval by the Statewide Interoperability Executive Committee (SIEC) or a representative thereof.

Authorized Signatory - Applications submitted must be signed by the Chief Executive Officer representing the municipality seeking funds.

Section II. Narrative Template

The **Application Narrative Template** is comprised of four sections: **Needs Assessment**, **Project Description**, **Implementation Plan/Timeline** and **Budget Narrative Summary**.

Needs Assessment (1 page limit)

At a minimum, the needs assessment should address the following:

- Provide a description of the police and/or fire department(s) to benefit from this application.
- Describe in detail the current unmet equipment, technology, training and/or planning needs. Include relevant statistical and/or anecdotal evidence whenever possible to justify the items being requested, such as providing data that shows an increase in safety and security risks.
- The sources or methods used for assessing the problem should also be described.
- Describe potential negative effects, consequences or impacts against the community and/or department(s) as a result of not having the items being requested.

Project Description (1 page limit)

Applicants must thoroughly describe the goods/services to be purchased. The following should be addressed when completing this section:

- Clearly describe all equipment and/or technology to be purchased or upgraded; training to be planned and implemented; and/or planning activities to be conducted. Include the purpose of each activity, where the goods and/or activities will be used/stored/implemented, who will receive/benefit from the goods/activities, and who will be responsible for implementing the activity. Do not assume that the reviewer knows the equipment or technology item being requested or understands the real benefit of the activities.
- Discuss how such purchase(s) directly correlate to the needs assessment provided.
- Cite any state or local procurement rules/regulations required in order to purchase the items as described. If known, include information as to the vendor that will be utilized for stated project and/or describe the process utilized to select vendor/contractor.
- Describe the expected benefit (outcome) for the department(s) and community as a result of receiving a grant award.
- Include any other information that is important and may be relevant for reviewers when evaluating request for funding.

Implementation Plan, Timeline and Person Responsible (1 page limit)

Please discuss your management and implementation plan for this award. This should include methods of procurement (if not previously mentioned) of any equipment, technology, and/or services, a timeline with key activities and milestones, and identification of key partnerships or stakeholders who will play a role in the implementation of this award. Complete the template grid provided by identifying the necessary steps to be implemented over the approximate six-month project period. Include the following:

- List of major tasks/activities to be conducted including a bidding process for contracts and/or equipment purchases;
- Anticipated beginning/end date for major activities;
- Anticipated outcome of each major activity; and
- Person/Individual responsible for conducting/overseeing the stated task/activity.

The Budget Narrative Summary (1 page limit)

Please outline the budget requested and itemize the purchases as described in this application. Applicants may submit a budget for up to approximately 6 months of funding for no more than \$20,000.

2. Budget Worksheet (Attachment B)

Applicants must also complete a Budget Excel Worksheet (refer to **Attachment B**). Please be sure to complete both (Excel tabs) the Summary tab and Details tab, and submit with your application response.

Allowable Budget Cost Categories

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Consultants/ Contractor Vendor Costs	Consultant or Contractor fees associated with the equipment/technology/services purchased (e.g., training; installation). Provide a description of the product/services to be procured by contract and an estimate of the cost. Applicants should use a competitive process for procurements compliant with the organization's own procurement policy.
Equipment/Technology Costs	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Other Costs	Supplies directly correlated to the equipment purchased. For example, batteries for communication device, accessories, etc.

3. Interoperable Communications Investment Proposal and Special Conditions for Interoperability and Information (Attachment C), if applicable

If applying for grant funding to purchase interoperable communications equipment, please complete and sign the Interoperable Communications Investment Proposal (ICIP) form (Attachment C).

X. Submission Process and Deadline

Please review the following instructions carefully as there are two ways in which an application must be submitted:

****This AGF and all required application documents can be found on our website: [Justice and Prevention Grants | Mass.gov](http://JusticeandPreventionGrants.Mass.gov)***

Hard Copy Submission

Applicants must submit **one original** and **one copy** of the following:

- Attachment A: Application - Completed and Signed
- Attachment B: Budget Excel Worksheet Form (Summary Roll-Up and Detail tabs)
- Attachment C: Interoperable Communications Investment Proposal (ICIP) and required supporting documentation

The signed and completed Application and required documents must be postmarked by Friday, **April 23, 2021 by 4:00 pm**. Please use binder clips or paper clips (no staples). Under no circumstances will late submittals or facsimiles be accepted. Please DO NOT HAND DELIVER applications.

Electronic Submission

Please email the following documents, in the listed format, to Katlin.A.McInnis@mass.gov no later than 4:00pm on Friday, April 23, 2021.

- Attachment A: Application Template
 - Entire Attachment A in PDF (not as a scan) and
 - Scanned copy of p. 3 of Attachment A (Signature Page)
- Attachment B: Budget Excel Workbook (in Excel format, not PDF)
- Attachment C: Interoperable Communications Investment Proposal (ICIP) and required supporting documentation – Signed and scanned

Proposals must be mailed and emailed to:

Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720A
Boston, MA 02116-3933
Attention: Katlin McInnis
Katlin.A.McInnis@mass.gov

XI. Grant Selection Process

A review team comprised of CSTF Board Members and EOPSS staff will evaluate all applications and will make the final award decisions on or about May 28, 2021.

This is a competitive grant and applications will be reviewed and scored based on the following criteria:

- Clear and adequate responses in Section I: Application Template Information; compliance with application instructions (10 points);
- Use of data to demonstrate need and describe how requested equipment/programming address the stated need (20 points);
- A narrative that clearly describes the items to be purchased and/or programming to be implemented, and the benefits to the department and/or community (25 points);
- Implementation plan and timeline that is feasible and ensures all goods and services will be received and paid for within the anticipated grant period (20 points); and
- A detailed, reasonable, relevant and complete budget (25 points).

XII. Technical Assistance

For any questions, and technical assistance contact Katlin.A.McInnis@mass.gov.