

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



**State Fiscal Year 2025
Commonwealth Nonprofit Security Grant Program**

**Maura T. Healy
Governor**

**Kimberley L. Driscoll
Lieutenant Governor**

**Terrence M. Reidy
Secretary**

**Kevin J. Stanton
Executive Director**

SFY25 Commonwealth Nonprofit Security Grant Program
Notice of Availability of Grant Funds
Office of Grants and Research

September 6, 2024

Introduction

The Office of Grants and Research (OGR) will make available **\$4,465,000** for **nonprofit 501(c) (3) organizations** (such as faith-based institutions, medical and health care facilities, and other human service entities) to competitively solicit one-time grant funding to enhance building safety and security for its members/visitors and staff. This Availability of Grant Funds (AGF) will provide all the information needed to submit an application for consideration under the **SFY25 Commonwealth Nonprofit Security Grant Program (CNSGP)**.

Priority will be given to applicants demonstrating the **greatest need** (experienced threats and or incidents of terrorism or hate crimes known or believed to be related to their nonprofit organization's purpose, mission, or services), propose cost-effective solutions to addressing high-priority security gaps or weaknesses, and have **NOT** received a previous CNSGP or other related federal nonprofit award from OGR. Previous awardees are eligible and encouraged to apply, however preference will be given first to those who have yet to secure previous funding for this initiative.

Applicant Eligibility

Applicants must be a nonprofit 501(c)(3) organization and may solicit up to **\$75,000** in funding under this competitive grant.

Only one **(1)** application per nonprofit can be submitted for consideration of funding. A nonprofit organization may request funding for multiple locations in separate communities, however, the nonprofit must submit a separate application for each location for which it is requesting funding.

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.

Massachusetts State Legislation

Per legislative language, funding shall be expended for a nonprofit security grant program to provide support for target hardening and other physical security enhancements to nonprofit organizations that are at high risk of terrorist attacks or hate crimes as defined in [MALegislature](#) of the General Laws.

Important Highlights

AGF POSTED	September 6, 2024
Application Assistance Webinar (Optional)	September 18, 2024, at 11:00 AM https://attendee.gotowebinar.com/register/7013137502955222869 After registering, you will receive a confirmation email containing information about joining the webinar.
Application Due Date	October 10, 2024 at 4:00 p.m.
Award Notification (<i>anticipated</i>)	December 2024
Performance Period	January 2025 – August 31, 2025

Purpose

This grant opportunity is designed for nonprofit organizations to address critical infrastructure equipment and technology needs as it relates to building security and the safety of attendees and staff.

Our nonprofit organizations face extraordinary new challenges working to develop safe and secure environments. This Administration understands it is imperative that the Commonwealth continue to help these organizations acquire and install technology, equipment, and other resources to further safeguard and protect them from acts of violence. Although it is impossible to prevent or stop every potential incident, we can do more to minimize acts of violence by providing the financial resources needed to better secure a nonprofit's premise(s) and building(s) and improve the response if such incidents occur.

For the purpose of this competitive grant opportunity, funding will be prioritized for proposals demonstrating greatest need and cost-effective solutions to address their building safety and security shortfalls to enhance the safety of all in the event of an incident. Priority will be given to applicants who have **NOT** received a previous CNSGP or other similar nonprofit state or federal award (such as Nonprofit Security Grant Program and Massachusetts Nonprofit Security Grant Program) from OGR. Applicants should prove through supporting information showing their high risk for a terrorist attack or hate crime, including details of any previous documented threats, vandalism and/or instances where an attack or crime took place.

Funding Allocation and Maximum Award Amounts

Due to demand and to disburse funding to as many recipients as possible throughout the Commonwealth, **maximum award amounts** will be capped at **\$75,000**.

Funding decisions will be based on factors including the number of applications received and the applicant's ability to prove need. To the extent possible, OGR endeavors to disburse funds among nonprofits of varied size and type. OGR will assemble a peer review panel to assist with disseminating funds in a fair and consistent manner.

Allowable Equipment and Technology Related Costs

Equipment and Systems - Allowable costs are focused on security enhancements. Funding can be used for the acquisition and installation of security equipment on real property (including buildings) owned or leased by the nonprofit organization, specifically to prevent or protect against the risk of a terrorist attack or hate crime.

This equipment is **limited to the following categories**:

- Physical Security Enhancement Equipment
- Inspection and Screening System

Types of purchases eligible for funding include but are not limited to:

- Exterior Door and Door Locks (with single secure entry points),
- Surveillance Video Cameras,
- Site Alarms,
- Internal Public Address System,
- Tourniquets or other emergency first aid equipment,
- Security fencing,
- Lighting, and
- Access Control Systems.

Applicants must provide OGR with all required documents that include make, model, and quantity of equipment to be purchased, as well as location where the equipment will be installed.

Unallowable Costs

These grant funds may not be used for any of the following:

- Employee salary or benefits;
- Trainings and exercises (unless directly related to operation of equipment purchase);
- Grant writers;
- Law Enforcement Equipment such as standard firearms or ammunition, license plate readers, drones and the like;
- Major construction, office furniture, or other similar purchases;
- Vehicles

Fund Disbursement

Funds will be disbursed after contracting is complete. Details 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

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.
- 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.
- All costs paid with grant funds must be direct and specific to the execution of the funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour workday or \$81.25/hour without the prior written approval from OGR. **Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.**

2. Procurement

- Subrecipients choosing to further subgrant all or any part of the award to an implementing agency or an independent contractor shall enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. This written contract or MOU shall include the provisions of the OGR standard subgrant conditions. at a minimum, must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR once an award is made.

- 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 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 purposes.
- Subrecipients are responsible for replacing or repairing the property that is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated, fully documented, and made part of the official project records. A copy of the police 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
MA_OIG@maoig.net

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

Application Instructions

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are strongly encouraged to be clear and concise in their proposals. Applicants should thoroughly provide supporting information proving they are at high risk for a terrorist attack or hate crime, such as previous instances where an attack or crime took place.

The [online application](#) must be completed as outlined in this section.

- Submission of all attachments will be completed through this online application.

Required Sections

Applicant Information

- **Contact Information:** Provide applicant identification and legal/tax information, and contact information for authorizing official, program, and contract manager.
- **Program Summary:** Provide a brief summary of the proposal outlined in this application (250-word limit)
- **Previous Funding Information:** Provide information about previous state or federal nonprofit funding.
- **Previous Experience with Hate Crime and/or Terrorist Incidents:** Identification and elaboration of organization's experience as a target of a hate crime or terrorist incident, if applicable.

Narrative

The application narrative located within the [online application](#) is comprised of four sections: Needs Assessment, Project Description, Implementation Plan/Timeline and Budget.

Needs Assessment (2-page limit/approximately 4,000 characters)

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

- Provide a description of the nonprofit organization applying benefiting from this application. Include size, location, number of members, etc.
- Is the building historical or a significant institution within the community, which may render the site as a target of a terrorist attack or hate crime? If so, explain why.
- Describe the factors that make your organization susceptible to destruction, incapacitation, or exploitation by a hate crime or terrorist attack.
- Describe in detail the nonprofit organization's current unmet safety and security needs.
 - Include relevant statistical and/or anecdotal evidence whenever possible, such as related incidents associated with hate crime acts or terrorist organizations (threats, graffiti, and other vandalism, surrounding community issues, etc.).
 - Include incidents that involved law enforcement, property destruction and associated insurance claims, and the like.
 - Also include and describe any incidents that happened to another organization in close proximity to your location.
- Describe the sources or methods used for assessing the safety/security problem. For example, recommendations provided from a previously conducted comprehensive emergency threat/risk assessment and response plan.
- Explain why such safety and security needs have not been previously met to justify that grant funds are needed. For example, financial hardship, lack of institutional approval, etc.
- Please describe the organization's previous or existing roles in responding to or recovering from a hate crime or terrorist incident or state/federally declared emergency. If not applicable, please state this.
- Describe the negative effect, potential consequences, or impact against the applicant organization as a result of not having the items needed. Include any other relevant information that you can provide to prove need for these funds.

Helpful Hint: If your nonprofit has previously encountered incidents related to hate crimes or terrorism, it

is essential to document these occurrences with precise language, including significant dates and important details. Additionally, if your organization is at risk of being targeted, please provide an explanation that outlines the key factors contributing to this vulnerability.

Project Description (2-page limit/approximately 4,000 characters)

Applicants must thoroughly describe within the [online application](#) the goods to be purchased and benefit of such. The following should be addressed when completing this section:

- Clearly describe the proposed physical security enhancement activity/project to be implemented if funded. Describe all equipment and technology to be purchased or upgraded. Include the purpose; how the goods will be used; individual or entity responsible for the upkeep, monitoring and maintaining such goods, etc.
 - Do not assume that the reviewer is familiar with the equipment or technology item being requested or understands the benefit to enhancing building security and improving climate.
- Discuss how such purchase(s) directly correlate to and address the needs raised in the needs assessment.
- Describe the expected outcome for the nonprofit and community as a result of receiving a grant award.
- Cite any procurement rules/regulations required to purchase the items. If there are none, please state this. If known, include information on the vendor that will be utilized for the project and/or describe the process that will be used to select vendor/contractor. All goods secured under this award must be purchased, received, and installed on or before August 31, 2025.
- If awarded, describe how you will assess whether this award has improved overall security.
- Describe any emergency response plan that your organization has in place or has been developing. Discuss how these funds assist. If not applicable, please state this.
- Include any other information that is important and may be relevant for reviewers when evaluating the request for funding. This should include a description of policies and practices that the applicant has in place or is implementing in order to identify potential threats and create or enhance a safe and supportive climate intended to reduce instances of violence.

Helpful Hint: *This will likely be a very competitive process. The peer reviewers will prioritize funding for applicants that clearly explain, justify and prove real need for all items being requested. Nonprofits may have great need but often fail to provide specific data and sufficient detail proving to the reviewers that need exists on behalf of the entity requesting the award.*

Implementation Plan, Timeline and Person Responsible (1-page limit/approximately 2,000 characters)

Please discuss your execution plan for this award. This should include how you will ensure the effective implementation and oversight of the project, methods of procurement of any equipment and/or technology, 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. **Please make sure that your request can be reasonably fulfilled within the award period of this grant which will end on August 31, 2025. No extensions will be permitted.**

Complete the Application Grid provided in [the online application](#) by identifying the necessary steps to be implemented over the project period for proposed equipment purchases. Include the following:

- A brief summary of the execution plan, including how you will ensure effective implementation and oversight of the project and identification of key partnerships or stakeholders and their role in the implementation of the award.

- List of major tasks/activities to be conducted including a bidding process for contracts and/or equipment purchases,
- Anticipated date for receipt of goods and installation services, and individual responsible for conducting/overseeing the stated task/activity.

Budget Narrative and Budget Excel Worksheet

The **Budget Narrative** should outline the budget requested and itemize the purchases described in this application. This narrative should give an overall description and justification of all cost categories requested on the Budget Excel Worksheet (refer to **Attachment B**). Applicants should use this section to further describe why there is a need for each category included in the budget. Reviewers need to see how budget items correlate to the proposed project as described in the Narrative section.

Applicants may submit a **budget** for *up to* eight (8) months of funding. All goods requested must be procured, received and, if necessary, installed within an eighth-month project period in order to be considered for funding.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both Excel tabs – the Summary sheet and Detail worksheet – and upload with your application. Attachment B must be submitted as an Excel document.

Allowable Budget Cost Categories for CNSGP Applicants

- Contract/Consultant (to install or train on how to use items purchased)
- Equipment and Technology (goods purchased)
- Other (identify any additional costs that directly correlate to goods purchased)

Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Consultants/ Contract Costs	Consultant or Contractor fees associated with the equipment/technology purchased. For example, a consultant might be hired by the organization to install the technology purchased through this grant or train the staff on how to use it. The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by OGR. This rate is the exception not the rule. <i>Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.</i>
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, ink or paper for a printer, batteries for communication device, etc.

Submission Process and Deadline

Please review the following instructions carefully. We are only requiring an electronic submission of the Application, Budget and other documents.

Please Note: The application and attachments are to be submitted electronically via the online application form. Emailed submissions will NOT be accepted.

This AGF and all other required documents can also be found on our website:

<https://www.mass.gov/info-details/commonwealth-nonprofit-security-grant-program>

Electronic Submission

Submit your [online application form](#) no later than **Thursday, October 10, 2024 at 4:00 p.m.**

The online application must be completed and submitted with the following required attachments uploaded:

- Attachment B: Budget Excel Workbook (in Excel format, not PDF) uploaded to online application form.

Review Process and Scoring

This is a competitive grant and will be subject to a peer review process. All applications will be reviewed and scored by three peer reviewers consisting of two internal and one external reviewer, based on the following criteria:

- Clear and adequate responses in the **Application Information** section (**15 points**);
- A thorough explanation of **need**, including relevant local data to demonstrate need and correlation to the requested equipment/items to be purchased that will address the stated need (**25 points**);
- A **project description** that clearly describes the items to be purchased, types of items requested, and benefits to the nonprofit and community seeking funding (**20 points**);
- An **implementation plan and timeline** that is feasible and ensures all goods will be received and paid for within the anticipated grant period (**15 points**);
- A detailed, reasonable, and complete **budget** (**20 points**); and
- An overall assessment of applicant risk of hate crimes and terrorist incidents (**5 points**).

Notification of Awards

All funding decisions are at the discretion of the Governor, Secretary of Public Safety and Security and Executive Director of OGR. It is anticipated that the CNSGP Nonprofit awards will be announced in December 2024.

In addition to reviewer feedback and scoring, other factors such as achieving geographic diversity, strategic priorities, past performance, previous awards and available funding will be taken into consideration by OGR when making funding decisions.

OGR reserves the right to award additional proposals recommended for funding by the peer reviewers if additional funds become available after the initial awards are made.

Section V. Proposal Check List

Application Elements and Required Attachments:

- ☐ Submitted [online application form](#)- *Please notify OGR immediately if applicant is unable to utilize the online application.*
- ☐ Budget Excel Worksheet (**Attachment B**) (both **Summary and Detail Sheets** must be uploaded to the online application and a printed hard copy mailed).

If you have any questions regarding this application, please email: Joshua.Gaucher-Torres2@mass.gov