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 Personnel
Grant Program

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SFY2 Commonwealth Nonprofit Security Personnel Grant Program
Notice of Availability of Grant Funds
Office of Grants and Research

September 6, 2024

Introduction

The Office of Grants and Research (OGR), a state agency that is part of the Executive Office of Public Safety and Security (EOPSS), will make available **$500,000** for **nonprofit 501 (c) (3) organizations** to competitively solicit one-time grant funding to assist with the cost of security personnel**. Eligible nonprofit organizations** include religious, educational, medical/health and human service providers (and the like) that have demonstrated to be at high risk for terrorist attacks or hate crimes. Participating nonprofits shall contribute matching funds equal to $1 for every $1 contributed by the Commonwealth. This Availability of Grant Funds (AGF) will provide all the information needed to submit an application for consideration under the **SFY25 Commonwealth Nonprofit Security Personnel Grant Program (CNSPGP)**. Priority will be given to applicants demonstrating the greatest need **AND** proposing cost-effective solutions to hiring security personnel. Preference will also be given to nonprofit applicants who have **NOT** received a previous federal or state nonprofit security grant award from OGR and have experienced threats and/or incidents of terrorism or hate crimes known or believed to be related to their nonprofit organization's purpose, mission, or service.

Applicant Eligibility

Applicants may solicit up to **$40,000** in funding under this competitive grant. All applicants must submit a letter signed by their local Police Chief stating the department was consulted and approves of the plan for security personnel submitted for consideration of funding.

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.

Applicants must contribute an actual dollar for dollar match ($1 matched by the nonprofit for every $1 funded by the grant). In kind services are not allowed in place of $1 for $1 match.

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 security personnel to nonprofit organizations that have demonstrated a high risk for terrorist attacks or hate crimes as defined in https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter22c/Section32 (see below) of the General Laws. Provided further that the participating nonprofits shall contribute matching funds to such pilot program equal to $1 for every $1 contributed by the Commonwealth.

Hate Crime as defined in Section 32 of chapter 22C:

"Hate crime", any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation. Hate crime shall also include, but not be limited to, acts that constitute violations of sections thirty-seven and thirty-nine of chapter two hundred and sixty-five, section one hundred and twenty-seven A of chapter two hundred and sixty-six and chapter two hundred and seventy-two.

Important Highlights

AGF POSTED	September 6, 2024
Application Assistance Webinar (Optional)	September 18, 2024, 2:00 p.m. **https://attendee.gotowebinar.com/register/7366305035843578207** After registering, you will receive a confirmation email containing information about joining the webinar.
Application Due Date	**4:00 p.m. October 10, 2024**
Award Notification *(anticipated)*	December 2024
Performance Period (*anticipated*)	January 2025 – September 30, 2025

Purpose

This grant opportunity is designed for nonprofit organizations to address building security and the safety of attendees and staff by providing financial support for qualified and properly trained security personnel.

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 with 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 our 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 with the goal of enhancing the safety of all. Applicants should thoroughly provide supporting information showing their high risk for a terrorist attack or hate crime, including any previous instances where an attack or crime took place.

Funding Allocation and Maximum Award Amounts

Due to high demand and in order to fund as many recipients as possible throughout the Commonwealth, **maximum award amounts** will be capped at **$40,000**. OGR reserves the right to partially fund requests if an ask appears excessive or in an effort to support additional requests.

Funding decisions will be based on the factors including the number of applications received and 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 Costs

Security Personnel - Funding can be used for qualified and trained security personnel specifically for prevention of and/or protection against the risk of a terrorist attack or hate crime.

Applicants must provide OGR with the hourly/daily rate, the number of personnel, and anticipated number of hours/days the personnel will work over the course of the period of performance. CNSPGP funds may not be used to purchase equipment, uniforms, or other items for security personnel.

Costs for security provided by on-duty law enforcement personnel are not allowable.

Fund Disbursement

Funds will be disbursed at the time of contracting. 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.

Grantee 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 the match.
- 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.
- Grant Recipients must contribute an actual dollar for dollar match ($1 matched by the non-profit for every $1 funded by the grant). In kind services are not allowed in place of $1 for $1 match.

2. Procurement
- Subrecipients choosing to further subgrant all or any part of the amount 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. <u>This written contract or MOU shall include the provisions of the OGR standard subgrant conditions.</u> At a minimum, the contract or MOU 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 nonprofit entities and Operational Services Division (OSD) Purchasing Guide for state agencies.

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

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

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 include supporting information proving they are at high risk for a terrorist attack or hate crime, such as listing and describing previous instances of vandalism or documented threats.

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 **online application** is composed of four sections: Needs Assessment (includes background, history, and risk), 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 to benefit from this application. Include size, location, number of members, etc.
- Is the building or site an historical site or significant institution within the community that 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 acts of hate or terrorist organizations (threats, incidents, graffiti and other vandalism, surrounding community issues, etc.).
  - Include incidents that involved a law enforcement response, property destruction and associated insurance claims, and the like.
  - Also include and describe any incidents that happened to another organization within 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 the identified 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 security personnel 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 services to be purchased and benefit of such. The following should be addressed when completing this section:

- Clearly describe the proposed security personnel project to be implemented if funded. Include the purpose, how the services will be used, the hourly/daily rate, the number of personnel, and anticipated number of hours/days the personnel will work over the course of the period of performance.
  - Do not assume that the reviewer knows or understands the benefit to enhancing building security and improving climate.
- Discuss how such personnel 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 in order to contract services. If there are none, please state this. If known, include information on the vendor that will be utilized and/or describe the process to select vendor/contractor. All services must be completed by September 30, 2025.
- If awarded, describe how you will assess if this award has improved overall security.
- Describe any emergency response plan (if not done so already) that your organization has in place or has been developing and how these funds assist.
- 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 to identify potential threats and create or enhance a safe and supportive climate, in order 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, 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 Application Template Grid provided in **the online application** by identifying the necessary steps to be implemented over the project period for proposed services. 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;
- Anticipated date for receipt of 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 purchase of services as 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* nine (9) months of funding. All services requested must be procured and received within a nine-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 CNSPGP Applicants
- Contract/Consultant (Security Personnel)

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 security personnel services. For example, a consultant might be hired by the department to install the technology 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.

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-personnel-grant-program

Under no circumstances will late submittals or facsimiles be accepted.

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 consisting of two internal and one external reviewer being assigned to each submission. Applications will be reviewed and scored based on the following criteria:

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

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.

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 CNSPGP Nonprofit awards will be announced in **December, 2024**.

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.

Proposal Check List

Application Elements and Required Attachments:

- ☐ Submitted **Online Application** *(Please notify OGR immediately if applicant is unable to utilize the online application)*
- ☐ Budget Excel Worksheet (**Attachment B**) (both the **Summary and Detail Sheets** must be uploaded to the online application)
- ☐ Letter of support from local Police Chief

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