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

Massachusetts Nonprofit Security Grant Program

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Office of Grants and Research

January 31, 2024

Introduction

The Office of Grants and Research (OGR) will make available **$4,750,000** 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 **Massachusetts Nonprofit Security Grant Program**. 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), and propose cost-effective solutions to address high-priority security gaps or weaknesses. Previous awardees are eligible and encouraged to apply. Funding for this opportunity is supported by the Federal American Rescue Plan Act of 2021.

Applicant Eligibility

Applicants 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. Submitting more than one application will disqualify an applicant from this competitive process.

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 MA Legislature (see below) of the General Laws.

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

Key Dates

AGF POSTED	January 31, 2024
Applicant Assistance Webinar (Optional)	February 8, 2024, at 11:00 a.m. https://attendee.gotowebinar.com/register/4616242831491388767 After registering, you will receive a confirmation email containing information about joining the webinar.
Application Due Date	**4:00 p.m. Friday, March 1, 2024**
Award Notification *(anticipated)*	April 2024
Performance Period	April 2024-April, 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. Applicants should provide thorough supporting information showing their high risk for a terrorist attack or hate crime, including details of any previous 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 primarily be based upon an applicant's ability to prove need, types of goods requested that correlate to addressing the need, and budget detail. To the extent possible, OGR endeavors to disburse funds among nonprofits of varied size and type. OGR will assemble a peer review panel and assign three peer reviewers to vet and score each proposal submitted to assist with making award recommendations to the Executive Director and Secretary of Public Safety and Security. *Although scoring is an important factor, the OGR may take into effect other considerations that impact final award decisions such as geographical diversity, amount requested (offer partial awards to fund more applicants, previous awards received for the same purpose and an applicant's past performance with managing grant funds.*

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,
- Protective Fencing (secure a perimeter),
- 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.

Please note, minor construction projects as well as installation of equipment may require Massachusetts Historical Commission and/or environmental reviews depending on the nature of the project.

Fund Disbursement

This grant program is reimbursement-based. Details about the reimbursement process will be addressed in greater detail after award notifications are made.

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. *Obtain a Unique Entity Identifier (UEI) and Register in the System for Award Management (SAM)*
Each applicant, unless they have a valid exception under 2 CFR 25.110, must:
    a. Be registered in SAM.gov before application submission;
    b. Provide a valid Unique Entity Identifier (UEI) if you have received it from SAM.gov; and
    c. Continue to always maintain an active System for Award Management (SAM) registration with current information during the Federal Award process.

Note that subrecipients do not need to have a valid UEI at the time of application; however, *they must have a valid UEI in order to receive a subaward*.

Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM)

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required deadlines.

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the SAM system. Requesting a UEI using SAM.gov is straightforward; the link can be found at https://sam.gov/content/entity-registration. Note that subrecipients do not need to have a valid UEI at the time of application but must have a valid UEI in order to receive a subaward.

2. *Grants Management*
    a. Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
    b. Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
    c. 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.
    d. All costs paid with grant funds must be direct and specific to the execution of the funded program.

3. *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 and, 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 nonprofit 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.

4. *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.

5. *Equipment and Technology*

Equipment acquired with grant funds shall be used and managed to ensure use 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.

6. *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 respective Federal Office of Inspector General (OIG).

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 (**Attachment A**) must be completed as outlined in this section. Applications submitted without a signature from the Chief Executive Officer/Board of Directors or Executive Director of the nonprofit organization seeking funding will not be reviewed for funding.

Applicant Information

The first page of the Online Application (Attachment A) is the cover page of your application. This contains the contact information required to develop a contract, if approved for funding. The second page requires a brief project summary and an explanation of any prior experience with grant funding to enhance security and/or address security gaps. The third page is a signature page wherein an organization representative attests to the accuracy of the application being submitted.

Narrative

The application narrative located within the Online Application (**Attachment A)** is composed of four sections: Needs Assessment, Project Description, Implementation Plan/Timeline, and Budget.

Needs Assessment (2-page limit)

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

- Provide a description of the nonprofit organization applying for and 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 a target of a terrorist attack or hate crime? If so, explain why.
- 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 crimes 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 factors that make your organization susceptible to destruction, incapacitation, or exploitation by a hate crime or terrorist attack.
- The sources or methods used for assessing the problem should also be described. For example, recommendations provided from a previously conducted comprehensive emergency threat/risk assessment and response plan.
- Further 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.
- Describe any 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: 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 actually exists on behalf of the entity requesting the award.

Project Description (2-page limit)

Applicants must thoroughly describe within the Online Application (**Attachment A)** 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.

- Describe any emergency response plan that your organization has in place or has been developing (if not previously mentioned). Discuss how these funds will assist.
- Discuss how such purchase(s) directly correlate to and address the needs raised in the Needs Assessment.
- Cite any procurement rules/regulations required in order to purchase the items. 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 April 30, 2025.
- Describe the expected outcome for the nonprofit 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 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.
- If awarded, describe how you will assess whether this award has improved overall security.

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

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 (if not previously mentioned) 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.

Complete the Application Grid provided in the Online Application (**Attachment A)** by identifying the necessary steps to be implemented over the project period for proposed equipment purchases. Include the following:

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

Budget Narrative Summary and Budget Excel Worksheet

The **Budget Narrative Summary** (located within online application **Attachment A**) should outline the budget requested and itemize the purchases described in this application. Applicants may submit a budget for *up to twelve* (12) months of funding. All goods requested must be procured, received, and, if necessary, installed within a 12-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 – of the template provided and upload with your application. Attachment B must be submitted as an Excel document. Please do not convert attachment to a PDF or other format.

Allowable Budget Cost Categories

- Contract/Consultant
- 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
Contract and Consultant Costs	Costs for installation of goods purchased. OGR will also allow training costs associated with utilizing technology and equipment purchased if needed.
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 related to the equipment purchased. For example, batteries for a communication device.

Unallowable Costs

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

- Automated License Plate Readers (ALPR) and other law enforcement type equipment;
- Employee salary (including security personnel), benefits and the like;
- Trainings and exercises (unless directly related to operation of equipment purchase);
- Grant writers;
- Standard firearms, tasers or ammunition;
- Major construction, office furniture, or other similar purchases;
- Vehicles; and
- Warranties beyond the grant period of performance (one-year)

Submission Process and Deadline

Please review the following instructions carefully as there are two separate steps involved in submitting the Application, Budget, and other documents: (Online Submission and Hard Copy Submission)

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:

Step 1: Electronic Submission

Online Application Form

Submit your online application form no later than **Friday, March 1, 2024, at 4:00 p.m.**

The online application must be completed and **Attachment B: Budget Excel Workbook** must be uploaded to the online application as an Excel document.

Submission of the online form alone will not be accepted as an application submission. All applicants are also required to submit a signed hard copy of the complete application.

Step 2: Hard Copy Submission

Upon submission of your online application, the grant contact will receive an email confirmation with a PDF attachment of the online submission and supporting documents. Please print these attachments and obtain the signature of the Senior Organization Official on the hard copy application.

Applicants must submit by mail:

- The complete, printed, signed application, Attachment A
- Attachment B: Budget Worksheet (Summary and Detail Sheets)

Online Applications must be submitted no later than **4:00 p.m. on Friday, March 1, 2024**, and hard copy of application and supporting documents must be postmarked on or before this date and mailed to:

<div align="center">
Office of Grants and Research
35 Braintree Hill Office Park, Suite 302
Braintree, MA 02184
Attention: Vicky Mboka-Boyer
</div>

<u>Review Process and Scoring</u>

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

- Clear and adequate responses in Section I: Application Information (**10 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 program narrative that clearly describes the items to be purchased, types of items requested, and benefits to the nonprofit and community seeking funding (**25 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**); and
- A detailed, reasonable, and complete budget (**25 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 awards will be announced in April, 2024.

OGR reserves the right to award additional proposals recommended for funding by the peer reviewers if more funds become available after the initial awards are made. Also if the OGR doesn't receive enough quality applications to recommend for funding and funds remain after awards are made, the OGR may release another competitive opportunity to solicit more proposals to utilize any unused funds.

Proposal Check List

Application Elements and Required Attachments: https://www.mass.gov/info-details/massachusetts-nonprofit-security-grant-program

☐ Register for a Unique Entity Identifier (UEI) *(if applicable on SAM.gov)*

☐ Submitted Online Application (**Attachment A**) - *Please notify OGR immediately if applicant is unable to utilize the online application.*

☐ Hard Copy application signed and dated by the Senior Organization Official submitted via mail.

☐ Budget Excel Worksheet (**Attachment B**) with both **Summary and Detail Sheets** completed must be uploaded to the online application and a printed hard copy mailed.

If you have any questions regarding this application, please email: Vicky.mboka-boyer@mass.gov