

CNSGP Frequently Asked Questions

1. Application Submission

➤ **Mail or email completed documents by 12:00pm on Monday, March 1, 2021:**

- One (1) signed original Application (Attachment A)
- One (1) Budget Excel Worksheet (Attachment B)
- One (1) signed original Authorized Signatory Listing Form (Attachment C)
- Any attachment if needed

➤ **Mail:**

Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720A
Boston, MA 02116
Attn: Gina Papagiorgakis

➤ **Email: gina.papagiorgakis1@mass.gov by 4:00pm on Friday, March 12, 2021**

2. I am looking into this opportunity on behalf of an organization that is based in Boston but has locations in Dedham, Randolph, and Canton (all with security needs). Given the geographical restrictions that preclude organizations in Boston from applying, may I ask if our organization could still apply on behalf of one of our other locations?

Yes you can apply on behalf of your organizations that are located outside Metro-Boston but separately for each facility and using their individual addresses.

3. We may not have all the information required for make, model, and quantity of equipment to be purchased as well as location of where equipment will be by the application deadline:

OGR understands the challenge of the timeframe for this application process; as a result, we recommend that applicants provide as much equipment information they can and a detailed description of how the investment will improve security at your location.

4. I have a question regarding the Contractor Authorized Signatory Listing. Is this something that contractors have to sign or is it something that the non-profit organizations have to sign?

For the purpose of this document, the Contractor is the Nonprofit Organization applying for a grant. The Contractor (Nonprofit Organization) must provide a listing of individuals who are authorized as legal representatives of the organization who can sign contracts and other legally binding documents related to the contract on the organization's behalf. The organization's President, CEO, CFO, Legal Counsel or authorized officer of the organization, certifies the names of the individuals listed are authorized to sign contracts and other legally binding documents with the Commonwealth of Massachusetts on behalf of the organization. The second page must be notarized.

5. Can you provide clarification of Exterior Door and Door Locks (with single secure entry points)? I'm not sure what single secure entry points mean. Would we be eligible to apply for 4 doors with locks?

Yes, you can purchase four doors with locks as long as they provide security. The description of the doors in the notice is just an example.

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6. We undertook increased security measures over the summer and have all of our receipts and invoices from this work. Can we still apply for the grant to cover these expenses?

The SFY 2021 CNSGP grant award cannot be used to pay for any prior expenses. Your grant period of performance begins the day you have a signed contract with the Office of Grants and Research (OGR)/EOPSS and must be completed by the contract end date.

7. Can you please clarify the boundaries of the Metro-Boston Homeland Security Region?

Cities not eligible to apply for the CNSGP are the following: Boston, Brookline, Cambridge, Chelsea, Everett, Quincy, Revere, Somerville and Winthrop.

8. Would the grant cover the cost of a security guard?

No, the cost of a security guard is not an allowable cost under the CNSGP.

9. Can you tell us how much the average grant award is so that we can plan on how we would make up the difference if we were fortunate enough to receive a grant?

The maximum award amount under the Commonwealth Nonprofit Security Grant Program is \$30,000.

10. In the "Availability of Grant Funds" it noted that "major construction" is not allowed to be covered by the grant. We would want to build our emergency exit which would involve making a door at the back of the building. Would what I have described above be outside the scope of what the grant covers?

The project described would be considered major renovation and beyond the scope of this grant so it would not be allowed.

11. The application states that "Applicants should use a competitive process for procurements compliant with the organization's own procurement policy. Sole Source Contracts are not allowed." As a smaller organization, we do not have an official competitive procurement process, although for larger projects we do look at various options for getting the best pricing and insuring quality services. My question is how do we meet this requirement, and how do we substantiate that we have followed this requirement?

The Commonwealth of Mass. Office of Inspector General provides the guidance below for recommended procurement practices:

<https://www.mass.gov/doc/the-chapter-30b-manual-procuring-supplies-services-and-real-property-legal-requirements/download>

12. Are attachments allowed for the application, for example, a map of our building to help clarify our plans and justifications for grant funding?

Yes, attachments are allowed.

13. Is there a required font, size, and line spacing for the narratives?

There are no requirements for font, size and line spacing for the narratives.

14. It was noted on the application that organizations in the metro Boston region are not eligible. Could you please explain the reason behind this eligibility criteria? Is funding available under a different program?

The Metro Boston region falls under the Department of Homeland Security (DHS) Urban Area Security Initiative (UASI); as a result nonprofit organizations located in the Metro Boston region are eligible for the

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DHS funded Nonprofit Security Grant Program (NSGP). The NSGP is expected to be released in March and will be announced on the EOPSS/OGR website.

15. On the Excel summary and detail pages, what are consultants and contracts?

A consultant is an individual/company that will evaluate needs and provide expert advice on what needs to be done. The contractor, on the other hand, delivers the service (e.g. installation of equipment, equipment purchases, etc.).

16. Are costs for conducting security/active shooter training allowable?

No, training costs are not eligible under SFY2021 CNSGP. Funds for training are only permissible if the training is directly related to the operation of equipment being purchased.