

State and Local Cybersecurity Grant Program

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research



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Reporting

Q: Will we get separate expenditure workbooks for federal and state awards?

A: Yes, there will be two expenditure workbooks provided – one for federal funds and one for the state funds. Both workbooks will be required when submitting Quarterly Reports even if there are \$0 of spending.

Q: Can you share a link to the online reporting form?

A: For municipalities and local units of government, the online reporting form can be found [here](#). For State Agencies, the online reporting form can be found [here](#). Please note that all subrecipients will receive an email from the Program Coordinator that includes the links to the online reporting form as well as the expenditure workbooks.

Q: If our award date was after 9/30 is there still a report due today?

*A: As of 10/24/2024, we are awaiting guidance from FEMA and all activities for this grant program are on hold. This includes spending and/or projects. **There are no quarterly reports due at this time.***

Q: Is there a grace period for the first quarterly report which was described as being due today?

*A: As of 10/24/2024, we are awaiting guidance from FEMA and all activities for this grant program are on hold. This includes spending and/or projects. **There are no quarterly reports due at this time.***

Q: What if we have received executed contract, but no information about reporting yet?

*A: As of 10/24/2024, we are awaiting guidance from FEMA and all activities for this grant program are on hold. This includes spending and/or projects. **There are no quarterly reports due at this time.***

Q: Is there a report due today?

*A: As of 10/24/2024, we are awaiting guidance from FEMA and all activities for this grant program are on hold. This includes spending and/or projects. **There are no quarterly reports due at this time.***

Q: If we haven't begun activity to spend just yet and the first quarter ended today, should we fill out a zero-dollar report and workbook for federal and state?

A: As of 10/24/2024, we are awaiting guidance from FEMA and all activities for this grant program are on hold. This includes spending and/or projects. **There are no quarterly reports due at this time.**

Q: Have we received the forms for reporting yet since the first quarter is due today?

A: All subrecipients will receive an email from the Program Coordinator that includes the links to the online reporting form as well as the expenditure workbooks.

Spending/Timelines

Q: We have modified the implementation of MFA from what was initially proposed in our application. Must we submit an updated budget and project description? We will not exceed the allocated grant amount.

A: Please reach out directly to Sarah Cook, Program Coordinator for this grant program to discuss any changes or adjustments to your budget or scope of work. You can reach out via email at sarah.e.cook@mass.gov or call (781) 535-0095.

Q: We have received the contract. Can we start spending the funds?

A: As of 10/24/2024, we are awaiting guidance from FEMA and all activities for this grant program are on hold. This includes spending and/or projects.

Q: Has FEMA confirmed we can begin to spend?

A: As of 10/24/2024, we are awaiting guidance from FEMA and all activities for this grant program are on hold. This includes spending and/or projects. **There are no quarterly reports due at this time.**

Q: Can we re-allocate monies within the categories of our grant?

A: Please reach out directly to Sarah Cook, Program Coordinator for this grant program to discuss any changes or adjustments to your budget or scope of work. You can reach out via email at sarah.e.cook@mass.gov or call (781) 535-0095.

Q: If we have a signed contract in place, are we allowed to spend money?

A: As of 10/24/2024, we are awaiting guidance from FEMA and all activities for this grant program are on hold. This includes spending and/or projects.

Q: When can we expect to be notified about the grant approval?

A: As of 10/24/2024, we are awaiting guidance from FEMA and all activities for this grant program are on hold. This includes spending and/or projects. Once we receive the necessary guidance from FEMA, we will advise subrecipients that they may begin spending.

Q: Do you have an idea of when FEMA will authorize the spending? We are such a small town I don't want to start spending funds unless we are sure about reimbursement.

A: Currently, we do not have an updated timeline. We will follow-up with subrecipients as soon as we have any additional details.

Q: Earlier in the presentation it was mentioned that we need to wait for a signed contract AND notice to proceed when funds are available or something like that. I received the contract back so am I still waiting for something else before I can begin the project?

A: As of 10/24/2024, we are awaiting guidance from FEMA and all activities for this grant program are on hold. This includes spending and/or projects. Once we receive the necessary guidance from FEMA, we will advise subrecipients that they may begin spending.

Q: When do you anticipate the funds being able to spend?

A: Currently, we do not have an updated timeline. We will follow-up with subrecipients as soon as we have any additional details.

Q: I'm concerned about being able to complete all of the work within the time period originally committed to.

A: Please reach out directly to Sarah Cook, Program Coordinator for this grant program to discuss any questions or issues regarding this grant and your specific projects or scope of work. You can reach out via email at sarah.e.cook@mass.gov or call (781) 535-0095.

Webinar Materials

Q: Will we be getting these slides? I didn't get all those dates.

A: Yes! Attendees will be provided a copy of the PowerPoint deck, the FAQ's, and a recording of the webinar via email.

Match

Q: Can you please confirm that the matching requirement is NOT for municipalities vs state agencies?

A: Our friends at EOTSS have secured the matching funds needed for the Commonwealth to meet the required match component for this program. As the State Administering Agency for this award, OGR will be managing these state match dollars. Therefore, each subrecipient will be receiving additional funds so that your project can meet the federally mandated match requirement without having to dig into your own pocketbook.

Q: How will we be notified about the State matching funds?

A: All subrecipients will receive an email from the Program Coordinator containing details regarding the match amount, along with a form that must be completed and signed.

Q: What percentage is the state match?

A: The matching percentage is based on the fiscal year from which the funding is allocated. The Program Coordinator will send an email with details regarding the match amount and percentage.

Q: Is the match amount in addition to the award amount?

A: Yes, the match amount is in addition to the award amount. The Program Coordinator will send an email with details regarding the match amount.

Reimbursements

Q: Since this is reimbursement, do we expend agency funds for the work and then receive grant funds back? How long will reimbursement take?

A: Yes, since this is a reimbursement grant, you will expend agency funds and submit invoices to OGR for reimbursement. The timeline for processing reimbursements is 45 days after it is received by OGR's fiscal team.

Q: I don't remember reading anything about a reimbursement grant so not sure how municipalities are able to pay the upfront cost and wait for reimbursement?

A: As outlined in the Notice of Availability of Grant Funds, this is a cost reimbursement grant. Reimbursement requests must be submitted to OGR on a quarterly basis.

Procurement

Q: If we have worked with a cybersecurity company which is on the State Contract list, is it recommended that we seek bids from other companies rather than use that consultant without seeking other quotes for this new work?

A: We would advise that you follow normal procurement procedures per your municipality or agency.

Q: Our sense was that a 30B compliant RFP is required for professional services. Is that correct?

A: We would advise that you follow normal procurement procedures per your municipality or agency.

Grant Requirements

Q: I've been on the NCSR website and I can't figure out what to do. Can we get more specific guidance?

A: Please reach out directly to Sarah Cook, Program Coordinator for this grant program to discuss any questions or issues encountered while fulfilling grant requirements. You can reach out via email at sarah.e.cook@mass.gov or call (781) 535-0095.