



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY**



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

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**Federal Fiscal Year 2017
U.S. DHS/FEMA State Homeland Security Program-Citizen Corps Program
Massachusetts Emergency Management Agency
Notice of Funding Opportunity**

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Funding Availability

Through this **competitive** Notice of Funding Opportunity (NOFO), the Massachusetts Emergency Management Agency (MEMA) will be accepting applications for grant funds from **Massachusetts Community Emergency Response Teams (CERT) and Volunteers in Police Service (VIPS) organizations who have a primary responsibility of providing support at the community (municipal or regional) level.** CERT and VIPS organizations who have a primary responsibility for serving institutions, non-profit organizations, or corporations are not eligible under this NOFO.

Via this competitive grant process, MEMA plans to make available a total of \$150,000.

Funding for this NOFO comes from the FFY 2017 State Homeland Security Grant Program (SHSGP) award to MEMA (Federal Award ID# EMW-2017-SS-00030; Total Federal Award Amount \$22,898,000; Federal Period of Performance; 09/01/2017 – 08/31/20; CFDA # 97.067).

MEMA has developed a population-based formula which provides the maximum funding amount an organization may request. Please refer to Appendix E: Funding Population Tiers and Eligible Award Amounts on pgs. 18-20 for details.

Overview and Purpose of the Funds That Will be Awarded Under This Grant Program

This grant program will provide SHSGP funds to assist local and regional CERT and VIPS organizations prepare for threats and hazards and obtain the resources and capabilities required to support the [National Preparedness Goal's](#) Mission Areas and Core Capabilities.

The SHSGP Funds may be used to support local and/or regional activities in the following cost categories: Planning; Organizational; Equipment; Training; and Exercises. Appendix A on pgs. 5-8 defines these cost categories and provides guidance on allowable activities and key information that should be reviewed when developing project narratives and budgets.

A goal of these funds is to enhance CERT/VIPS organizations and their delivery of services. Accordingly, applicants should pay particular attention to the Proposal Summary, Proposal Benefit, and Investment Priorities sections of the Application Template.

MEMA's overarching priority for these funds is to allow CERT and VIPS programs to develop new capabilities, or significantly enhance existing capabilities that will directly expand the organization's ability to deliver core emergency management and disaster preparedness services and support to its community. Funds will not be awarded under this grant program if their primary purpose is to sustain existing capabilities.

Submission Process and Application Deadline

Completed applications - **using the Application Template found on pgs 27-32** - must be **submitted no later than March 2, 2018**. Applications submitted after this date will not be accepted.

Completed applications must be emailed to your MEMA Regional Office (see email address below):

- MEMA Region I: MEMARegion1Grants@state.ma.us
- MEMA Region II: MEMARegion2Grants@state.ma.us
- MEMA Region III: MEMARegions3and4Grants@state.ma.us
- MEMA Region IV: MEMARegions3and4Grants@state.ma.us

The email addresses above are to be used for application submittal only.

Once you have submitted your application to the email address above, you should receive an automatic confirmation receipt. If you do not receive an automatic confirmation, please contact the Regional Office directly to confirm receipt of the application.

Contractor Authorized Signatory Listing (CASL) and Sub-recipient Pre-Award Risk Assessment Questionnaire (SPARQ) Submission Process

As required by the Office of the State Comptroller, a signed, original 'CASL' must be submitted concurrently with your completed application. The individual(s) who signs the related contract and reimbursement request must be listed on this CASL.

The CASL form is included as Appendix G, and directions on how to complete the CASL is included as Appendix H.

The SPARQ form must be completed by the prospective sub-recipient (for most CERT and VIPS organization, this will be the municipality your organization is affiliated with), and is included as Appendix I.

Please mail signed originals of the CASL and SPARQ (do not send these via email) to your MEMA Regional office (see address below). These forms must be postmarked no later than 3/2/18 (the application deadline).

- MEMA Region I: P.O. Box 116 Tewksbury, MA 01876
- MEMA Region II: P.O. Box 54, Bridgewater, MA 02324
- MEMA Regions III & IV: 1002 Suffield Street, Agawam, MA 01001

Certification of Compliance with Federal Procurement Standards

All applicants must complete the Certification of Compliance with Federal Procurement Standards, which is attached as Appendix J. This form must be completed by the person who manages and/or conducts procurement for the applicant as a whole (i.e., for Municipal CERT and VIPS programs, this form must be completed and signed by the person who manages and/or conducts procurement on behalf of the municipality). **Please mail the signed, original Certification (do not send these via email) to your MEMA Regional office (see address above).** This form must be postmarked no later than 3/2/18 (the application deadline).

Anticipated Timeline

To assist communities with overall planning, the following timeline identifies the key steps and dates:

DATE	TASK
On or about 1/12/18	The 2017 SHSP-CCP NOFO will be posted on MEMA's website
See the <u>Grant Application Briefing</u> section below for dates	Grant Application Briefings will be held; dates and locations are listed below
3/2/18	Completed Application Templates are due to MEMA (applications with ICIP forms (as applicable) must be e-mailed to the appropriate MEMA Regional office; signed, original CASL, SPARQ, and Procurement Certification forms must be mailed to the MEMA Regional Office and postmarked no later than 3/2/18
April 2018	MEMA will review and score all applications
On or about 5/1/18	<u>Anticipated</u> contract start date for approved applications (the actual start date may be before or after this date)
4/30/19	2017 SHSP-CCP contract end date

Grant Application Briefings

MEMA will conduct grant application briefings to address any questions applicants may have.

Attendance at these sessions is optional, but strongly encouraged. It is recommended that program and fiscal points of contact attend these meetings. These briefing sessions will be used to review this NOFO; highlight what is needed to submit a complete application; answer questions on allowable costs and activities; and provide technical assistance. The briefings will be held as follows:

MEMA Region I: February 6, 2018; 10:00am; 365 East Street, Tewksbury, MA

MEMA Region II: February 13, 2018 ; 10:00am & 6:30pm; 12 Rear Administrative Road, Bridgewater, MA

MEMA Region III: February 7, 2018; 6:00pm 1002 Suffield Street, Agawam, MA

MEMA Region IV: February 12, 2018; 6:00 pm Holden Public Safety, 1370 Main Street, Holden, MA

MEMA HQ: February 9, 2018; 10:00am; 400 Worcester Rd, Framingham, MA

Appendix A: Project Guidance

For planning purposes, applicants may use an anticipated contract start date of 5/1/18. The actual start date may be before or after this date. All projects must be completed by 4/30/19.

Applicants who receive SHSGP funds are referred to as sub-recipients. A sub-recipient is a non-Federal entity (typically a municipality that the CERT or VIPS is affiliated with) that receives a sub-award from a pass-through entity (in this instance, MEMA) to carry out part of a Federal program.

This Notice of Funding Opportunity does not provide complete details on the State Homeland Security Grant Program and the activities, equipment and costs that are allowable and unallowable under the Program. Rather, this NOFO provides an overview for sub-recipient planning and administrative purposes. The applicant should become familiar with the Federal guidance for the SHSGP which may be found on FEMA's website here: <https://www.fema.gov/fiscal-year-2017-homeland-security-grant-program>

All costs must be allowable under the FFY 2017 SHSGP Grant and this NOFO. The following 'cost categories' are allowable: Planning; Organizational; Equipment; Trainings; and Exercises.

Planning

Sub-recipients may use SHSGP funds for a range of planning activities including hiring contractors to assess and/or develop emergency management plans. SHSGP funds may also be used towards Backfill/Overtime costs for eligible personnel who conduct emergency management planning activities. (Please note that copies of a formal scope of work and/or contract will be required for reimbursement requests).

Organizational

SHSGP funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. (Please note that copies of a formal scope of work and/or contract will be required for reimbursement requests).

Equipment

All equipment must be allowable under the SHSGP and/or Citizen Corps Program (CCP). FEMA's Allowable Equipment List (AEL): <https://www.fema.gov/authorized-equipment-list> should be used to determine allowability.

If applying for funds to purchase equipment, the grant application must specify whether the equipment will be fixed or portable. If fixed, please identify where the item is to be installed. Items that need installation may require completion of a FEMA EHP Screening Memo.

Training

SHSGP funds may be used for a range of emergency management-related training activities. Allowable training-related costs include back-fill/overtime (BF/OT) for eligible personnel and instructor costs.

A reimbursement request for an overtime expense may not be for more than the actual time spent in the training or exercise unless additional overtime is required by the applicable collective bargaining agreement (CBA). When applicable, this should be stated in the Reimbursement Request form.

CBA information (or similar documentation) related to backfill/overtime reimbursement requests must be maintained by the sub-recipient, but does not need to be submitted to MEMA with the reimbursement request.

Exercises

SHSGP funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with HSEEP. An AAR must be submitted with the reimbursement request.

Allowable exercise-related costs include:

- Costs of Designing, Developing, Conducting and Evaluating an Exercise
- Hiring of Full or Part-Time Staff or Contractors/Consultants
- Overtime and Backfill for eligible personnel
- Supplies

Management and Administrative

These are activities that are specifically associated with the management and administration of the grant funds (e.g., development of reimbursement requests, and development of close-out reports). **These costs may not exceed 5% of your award amount.** Back-up documentation (see MEMA's Reimbursement Request Policy) is required to provide reimbursement of M&A costs.

Service Costs (e.g., Reverse 911)

MEMA can only reimburse for costs incurred during the sub-recipient's contract period. A sub-recipient's contract period may not necessarily align with a sub-recipient's intended service period. In MEMA grant applications, we provide an anticipated contract start date and an identified contract end date. The anticipated start date is provided for planning purposes; the actual start date may be after this date. The identified contract end date would not change.

Clothing

While clothing (e.g., t-shirts, caps, etc) for CERT and VIPS members is an allowable cost, **applicants may only use up to 25% of their requested grant award towards such items.** This restriction does NOT extend to personal protective equipment for members (e.g., hi-visibility jackets).

Travel Costs

Please refer to MEMA's Travel Expenses Reimbursement Guidance.

Maintenance Costs

Please refer to FEMA's Informational Bulletin #336 Maintenance Costs and FEMA's May 2013 policy Maintenance Contracts and Warranty Coverage funded by Preparedness Grants for information on what is allowable.

Food and Catering Costs

Please refer to the MEMA Catering Costs Guidance and FEMA's Concerns Regarding Catering Costs memorandum for information on what is allowable.

Personal Identifiers

Sub-recipients should review documents that are submitted to MEMA to ensure all personal identifiers (e.g., residential street address, Social Security Number, etc.) are removed or redacted.

Interoperable Communications Investment Proposal (ICIP) Form Requirement

Any application that includes an interoperable communications component (such as the purchase or modification of radios) must include a completed ICIP Form (see pgs 9-12 of this NOFO).

Radio Price Quotes

For proposed radio purchases, a vendor price quote (that includes the radio's make and model) must be included with your ICIP.

FEMA Environmental Planning and Historic Preservation (EHP) Form Requirement

Please refer to Appendix D, pgs. 15-17 of this NOFO for details on projects that require submission of an EHP Form and guidance on how to complete this form.

If your application includes work that requires submission of an EHP Form, the completed Form should be submitted with your Application Template. If an EHP Form is required, MEMA will not provide a finalized contract until the form has been submitted to MEMA and it has received FEMA approval.

Unmanned Aircraft Systems (Drones)

MEMA will not accept applications under this NOFO for grant funds to purchase or operate Unmanned Aircraft Systems.

Procurement

All sub-recipient spending under this grant must comply with federal procurement standards described in 2 CFR 200.317 through 200.326. Sub-recipients must expend funds under their official, documented procurement procedures which reflect applicable federal, state, local, and tribal laws and regulations.

All applicants must complete and submit with the application the Certification of Compliance with Federal Procurement Standards, which is attached as Appendix J. If an organization does not have a procurement policy, MEMA will not provide a contract. If a procurement policy is inadequate, MEMA will not provide a contract until appropriate revisions have been made to assure all expenditures will be made in compliance with federal, state, and local procurement requirements.

Unallowable Costs/Activities:

- Weapons and ammunition
- Hiring of first responders (except as allowed under Organizational Costs)
- Supplanting
- Dual Compensation

Appendix B: Interoperable Communications Investment Proposal (ICIP)

If your project has an interoperable communications component, please complete and submit with the Application the following form on pgs. 10-12. **For radio purchases, a vendor price quote (that includes the radio's make and model) must be submitted with your application.**

ICIP Overview

Interoperable communications projects improve the sharing of electronic information (voice, data, images, video), via radio, internet, microwave, computers, fiber optics. Interoperable Communications projects may include the purchase or modifications of radios, transmission towers and other communications related equipment. Interoperability projects may also include efforts related to communications training and exercises, education and outreach, programming radios, development of Standard Operating Procedures.

When completing the ICIP form, applicants should provide a clear description of the 'Interoperability Problem'. **As an example:**

Problem: Although Mutual Aid Agreements are in place between the applicant and its four neighboring towns for public safety support during emergencies, the towns have no common radio frequencies or Standard Operating Procedures so, radio communications cannot occur amongst the disparate radios during an emergency.

Background Information / Investment Description: It was learned during a multiple alarm chemical fire that responders from the five mutual aid towns were unable to communicate directly with each other effectively. Subsequently, a consultant was hired to develop an interoperable communications plan that assessed the communications gaps and recommended solutions. This project seeks to implement the plan by replacing 30 incompatible portable radios, reprogramming all remaining (220 portable and 15 fixed) radios, conducting 3 training classes for the use of the equipment and the Standard Operating Procedures and conducting 1 table top exercise that will include all 5 towns that are included in the Mutual Aid Agreements.

Interoperable Communications Investment Proposal

Please complete all sections except for the shaded areas.

Shaded areas will be completed by the SIEC and the Statewide Interoperability Coordinator (SWIC).

Date Received by the SWIC:		Control #		Proposed Federal Funding Source:		Proposed Federal Funding Amount: \$	
Committee Referred to:			Committee Chairperson:				
Investment Name:		Applicant Organization:			Applicant Signature:		
Investment Summary							
Statewide Communications Plan (SCIP) Goals addressed by this investment (please circle all that apply)				<input type="radio"/> Governance <input type="radio"/> SOP <input type="radio"/> Technology		<input type="radio"/> Training & Exercise <input type="radio"/> Usage	
Project Start Date:		Project End Date:		Is an Environmental & Historic Preservation (EHP) review required for this project?			
Applicant Contact Name:		Phone:		Email:		Address:	
Review Status					SIEC Member Signature		Date
Assigned to Committee							
Estimated Review Date							
Committee Recommendation to the Executive Management Committee		Approval	Denial	Amend			
Executive Management Committee Recommendation		Approval	Denial	Amend			
SIEC Recommendation		Approval	Denial	Amend			
Applicant notified of Recommendation							
Communications Interoperability Problem Description-							
Background Information / Detailed Investment Description-							
Expected Outcomes- Describe the communications interoperability gaps that will be addressed							

SCIP Goal- Identify each SCIP goal (see Appendix C below) that this investment will support and describe how that support will be accomplished.	Goal	Describe support	
	Governance		
	SOP		
	Technology		
	Training & Exercise		
	Usage		
Ownership- Identify the proposed owners of all assets procured with this investment (add additional lines as needed)	Organization		Asset Description
Usage Plan- Describe the usage plan for the equipment / project			
Disciplines- <ul style="list-style-type: none"> Identify each responder discipline that will enhance its communications interoperability from this investment Describe the interoperability enhancement 	Discipline	Enhancement	
Please use the following abbreviations to represent the corresponding discipline:	LE - Law Enforcement; EMS - Emergency Medical Services; EMA - Emergency Management Agency; FS - Fire Service; HZ – HAZMAT; PW - Public Works; PH - Public Health; GA – Governmental Administrative; PSC - Public Safety Communications; HC - Health Care; O-Other		

<p>Multi-Jurisdictional Interoperability-</p> <p>All investments must provide interoperability between two or more jurisdictions.</p> <p>Identify each jurisdiction that will achieve interoperability from this investment.</p>	
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		Appendix C: SCIP Goals
G1		Establish Governance
	G1.A	Recommend Executive Orders/Statutory/Regulatory Action (Complete)
	G1.B	Formalize Charter
	G1.C	Develop Office of the Coordinator
G2		Funding Governance
	G2.A	Develop Intake and Scoring mechanism
	G2.B	Allocate PSIC Grant Funding
	G2.C	Allocate Funds from Existing Grant Programs
	G2.D	Develop Strategy for Sustained Funding for each Project
	G2.E	Research and Apply for New Grant/Other Sources of Funds
G3		Project Governance
	G3.A	Develop Detailed Project Plans
	G3.B	Develop Detailed Project Cost Estimates
	G3.C	Maintain Project Budgets
	G3.D	Provide Quality Process Assurance
	G3.E	Adopt Standard Architecture
#		SCIP Goals
S1		Channel Planning
	S1.A	Collect and Verify Existing Channel Plans
	S1.B	Determine Channel Planning Gaps
	S1.C	Define and Standardize Channel Plan Template
S2		SOP Development
	S2.A	Collect and Verify Existing SOP's
	S2.B	Develop SOP Protocol Template
	S2.C	Create and Distribute the Tactical Channel Plan
	S2.D	Create SOPs for all Interoperability Channels in the Tactical Channel Plan
#		SCIP Goals
T1		Assess Technology
	T1.A	Develop NIMS-based Communication Requirements
	T1.B	Technology Assessment
T2		Infrastructure Technology
	T2.A	Develop Detailed Infrastructure Requirements
	T2.B	Develop Detailed Network Requirements
	T2.C	Perform 700-800 MHz Infrastructure Preparation
	T2.D	Develop 700-800 MHz RFPs
T3		Equipment Technology
	T3.A	Procure, Integrate, Deploy, and Verify Equipment
	T3.B	Provide Mobile or Portable Radios to Fill Interoperability Gaps
	T3.C	Procurement, Integration, and Test
T4		Information Sharing/Statewide Backbone
	T4.A	Develop Massachusetts Public Safety Enterprise Architecture
	T4.B	Capture Information-sharing Requirements
	T4.C	Develop Backbone Requirements
	T4.D	Plan/Integrate the Statewide Backbone

	T4.E	Develop an Implementation Plan
T5		Consolidation
	T5.A	Consolidated Dispatch Implementation Plan
	T5.B	Support for Ongoing Command Consolidation Implementation
	T5.C	Support for Ongoing Command Consolidation
T6		Innovation
	T6.A	Develop an innovation life cycle/pipe line and process
	T6.B	Develop innovative technologies
	T6.C	Execute Innovation Project
	T6.D	Develop Innovation White Paper
#		SCIP Goals
E1		Training
	E1.A	Develop Interoperability Training Template
	E1.B	COML, COM Tech, COM Coordinator training
	E1.C	SOP/Tactical Channel Plan Training
E1		Exercise
	E2.A	Implement HSEEP Process with Interoperability Planning
	E2.B	Integrate COML, COM Tech, COM Coordinator into Exercise & Evaluation
	E2.C	SOP/Tactical Channel Plan
	E2.D	Develop Interoperability Exercise Requirement
#		SCIP Goals
U1		Planned Events
	U1.A	
	U1.B	
U2		Localized Emergency Incidents
	U2.A	
	U2.B	
U3		Regional Incident Management
	U3.A	
	U3.B	
U4		Daily Usage
	U4.A	
	U4.B	

Appendix D: FEMA EHP Requirements and MEMA EHP Guidance

FEMA has a formal EHP review process which is done through submission of a completed EHP Screening Form. The following activities do NOT require submission of a FEMA EHP Screening Form:

- Planning;
- Personnel;
- Management and Administration;
- Classroom-Based Training;
- Seminars, Workshops, Table-Top, and Functional Exercises; and
- **With the exception of sonar/radar devices**, mobile and portable equipment (no installation)

The following activities DO require submission of a FEMA EHP Screening Form. These activities include:

- Physical Security Enhancements;
- Mobile equipment that involves radar/sonar technology;
- Installation of Generators;
- Field Training and Field Exercises;
- Modifications to or Renovations/Altering of Facilities;
- Construction;
- Communication Towers; Antenna Collocations; and
- Any Project that Directly or Indirectly Involves Ground-Disturbing Activity.

FEMA's EHP Screening Memo may be found on FEMA's website at (this form may be used for all FEMA grants): <https://www.fema.gov/media-library/assets/documents/90195>

To complete the FEMA EHP Screening Memo, you may use this document as a checklist to ensure all required information is provided.

- 1. Include as much detail as necessary to ensure someone not personally familiar with the project is able to conduct an EHP review.**
- 2. The FEMA EHP Screening Memo must be submitted - to MEMA - electronically in the 'fillable pdf' version. Per FEMA, no other versions (including scanned copies) will be accepted.**

3. In Section A ('Project Information') of the EHP form, respond to the following fields only (MEMA will complete the rest of the form):
 - a. Sub-Grantee;
 - b. Sub-Grantee POC;
 - c. Sub-Grantee email;
 - d. Estimated Cost of Project;
 - e. Project Title;
 - f. Project Location; and
 - g. Project Description.
4. A Project Description is required. This can be brief, but must be clear and comprehensive. FEMA needs to know:
 - a. what is being done, to include items to be installed **and** their size dimensions;
 - b. where it will be done (this must include the street address; related longitude and latitude; specific install location(s) as applicable); and
 - c. how it will be done, to include description and dimensions of anticipated disturbance to building structure and/or ground as applicable.
 - d. For sonar/radar devices, provide the frequency (in kHz) of the sonar. At a minimum, confirm/specify if the frequency is less than 200 kHz or more than 200 kHz.
 - e. For sonar/radar devices, provided the environment in which the item will be used (e.g., fresh water pond)
5. Provide **vendor specifications sheet(s)** and/or **vendor product brochures** for the item(s) to be procured/installed.
6. Digital, color photographs **must** accompany the EHP Screening Memo. In general, we need photos of:
 - a. the **specific** install site(s);
 - b. Ground-level photos of the specific project site;
 - c. If a building 45 years old or older is involved, ground-level photos of all four sides of the building exterior must be submitted. **This is needed regardless of whether exterior work is being done;**

- d. Aerial photo of the project site. **This is needed regardless of whether exterior work is being done;**
 - e. Photos must adequately depict install site(s). Photos should be edited to include arrows and/or text to show install site(s);
 - f. Photos must adequately correspond to the Project Description section and be titled to identify location(s).
- 7. Complete Section B (1-7) of the form as applicable.
 - 8. Complete Section C (1-7) of the form as applicable.
 - 9. Communication tower projects (see Section C, #6) may need FCC registration. See the FCC website for additional information: <https://www.fcc.gov/general/wireless-telecommunications-bureau-systems-data-and-reports>
 - 10. Section D ('Project Details') of the form **must** be completed as applicable.
 - 11. Work done at or near a historical site may need separate and prior approval from the MA Historical Commission (MHC), which is done via a MHC Project Notification Form. Additional information may be found on the MHC website here: <http://www.sec.state.ma.us/mhc/mhcform/formidx.htm>

Appendix E: Funding Population Tiers and Eligible Award Amounts

To determine your organization's funding tier and maximum funding request:

- Single-city/town organizations can identify their population number based upon estimated 2016 U.S. Census data found on Massachusetts Secretary of State's website here:
<http://www.sec.state.ma.us/census2020/index.htm>
- Regional organizations may use the estimated 2016 U.S. Census data found on the Massachusetts Secretary of State's website:
<http://www.sec.state.ma.us/census2020/index.htm> for the communities that comprise their CERT/VIPS

Tier	Population	Maximum Funding Request
1	0 – 14,999	\$2,500.00
2	15,000 – 39,999	\$3,500.00
3	40,000 and Above	\$5,000.00

Population: 0 - 999				
Alford	Hancock	Monterey	Plainfield	Warwick
Aquinnah	Hawley	Montgomery	Rowe	Washington
Chilmark	Heath	Mt Washington	Sandisfield	Wendell
Cummington	Leyden	New Ashford	Savoy	Windsor
Florida	Middlefield	New Salem	Tolland	
Gosnold	Monroe	Peru	Tyringham	
Population: 1,000 - 7,999				
Ashburnham	Conway	Hatfield	Oakham	Stockbridge
Ashby	Dalton	Hinsdale	Orange	Stow
Ashfield	Deerfield	Holland	Orleans	Sunderland
Avon	Devens	Hopedale	Otis	Tisbury
Barre	Dighton	Hubbardston	Paxton	Topsfield
Becket	Dover	Huntington	Pelham	Truro
Berkley	Dunstable	Lanesborough	Petersham	Upton
Berlin	East Brookfield	Lee	Phillipston	Wales
Bernardston	Eastham	Lenox	Plympton	Wampanoag Tribe of Aquinnah
Blandford	Edgartown	Leverett	Princeton	Wampanoag Tribe of Mashpee
Bolton	Egremont	Lincoln	Provincetown	Warren
Boxborough	Erving	Manchester-by-the- Sea	Richmond	Wellfleet
Boylston	Essex	Marion	Rochester	Wenham
Brimfield	Gill	Mattapoisett	Rockport	West Boylston
Brookfield	Goshen	Mendon	Rowley	West Bridgewater
Buckland	Granby	Merrimac	Royalston	West Brookfield
Carlisle	Granville	Millville	Russell	West Newbury
Charlemont	Great Barrington	Nahant	Sheffield	West Stockbridge
Chatham	Groveland	New Braintree	Shelburne	West Tisbury
Cheshire	Hadley	New Marlborough	Sherborn	Westhampton
Chester	Halifax	Newbury	Shirley	Westminster
Chesterfield	Hamilton	North Brookfield	Shutesbury	Whately
Clarksburg	Hampden	Northfield	Southampton	Williamsburg
Colrain	Hardwick	Oak Bluffs	Sterling	Williamstown
	Harvard			Worthington
Population: 8,000 - 9,999				
Adams	Cohasset	Littleton	Plainville	Sutton
Ayer	Douglas	Middleton	Rutland	Templeton
Blackstone	Freetown	Millis	Salisbury	Townsend
Boxford	Georgetown	Monson	Southwick	Ware
Brewster	Lancaster	Montague	Sturbridge	
Population: 10,000 -14,999				
Acushnet	Groton	Leicester	North Adams	Swampscott
Athol	Hanover	Lunenburg	Norwell	Tyngsborough
Bedford	Hanson	Lynnfield	Oxford	Uxbridge
Belchertown	Harwich	Mashpee	Palmer	Wayland
Carver	Holbrook	Maynard	Pepperell	Weston
Charlton	Holliston	Medfield	Raynham	Whitman
Clinton	Hull	Medway	Rehoboth	Wilbraham
Dennis	Ipswich	Millbury	Seekonk	Winchendon
Dudley	Kingston	Nantucket	Southborough	Wrentham
East Bridgewater	Lakeville	Norfolk	Spencer	

Population: 15,000 - 19,999				
Abington	Duxbury	Holden	Northbridge	Southbridge
Amesbury	East Longmeadow	Hopkinton	Norton	Sudbury
Ashland	Easthampton	Hudson	Pembroke	Swansea
Auburn	Fairhaven	Longmeadow	Rockland	Webster
Bellingham	Foxborough	Newburyport	Scituate	Westborough
Bourne	Grafton	North Reading	Sharon	Westport
Concord	Greenfield	Northborough	Somerset	Westwood
			South Hadley	Winthrop
Population: 20,000 - 24,999				
Acton	Easton	Ludlow	Middleborough	Westford
Belmont	Gardner	Mansfield	Sandwich	Wilmington
Canton	Hingham	Marblehead	Stoneham	Winchester
			Wareham	Yarmouth
Population: 25,000 - 29,999				
Agawam	Dedham	Milford	Northampton	Stoughton
Bridgewater	Gloucester	Milton	Norwood	Wakefield
Burlington	Marshfield	North Andover	Reading	Walpole
Danvers	Melrose	North Attleboro	Saugus	Wellesley
				West Springfield
Population: 30,000 - 34,999				
Dartmouth	Falmouth	Lexington	Randolph	Watertown
Dracut	Franklin	Needham	Tewksbury	
Population: 35,000 - 39,999				
Amherst	Braintree	Chelsea	Natick	Woburn
Andover	Chelmsford	Marlborough	Shrewsbury	
Population: 40,000 - 49,999				
Arlington	Beverly	Fitchburg	Methuen	Salem
Attleborough	Billerica	Holyoke	Pittsfield	Westfield
Barnstable	Everett	Leominster		
Population: 50,000 - 59,999				
Brookline	Medford	Plymouth	Taunton	Weymouth
Chicopee	Peabody	Revere		
Population: 60,000 - 99,999				
Brockton	Framingham	Lawrence	Malden	Quincy
Fall River	Haverhill	Lynn	New Bedford	Somerville
			Newton	Waltham
Population: 100,000 - 149,999				
Cambridge	Lowell			
Population: 150,000 - 619,999				
Boston	Springfield	Worcester		

Appendix F: Grant Forms and Policies

The following documents may be found on MEMA's website at: <https://www.mass.gov/learn-about-memas-emergency-management-grant-programs>

Policies and Guidance:

- Reimbursement Request Policy
- Close-Out Policy
- Equipment Inventory Tracking Policy
- Disposal, Sale, and Trade-In of Equipment Policy
- Travel Expenses Guidance

Forms:

- Reimbursement Request, Match, and Close-Out Form
- Equipment Inventory Tracking Spreadsheet

Appendix G

COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME:

CONTRACTOR VENDOR/CUSTOMER CODE:

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature

Date:

Title:

Telephone:

Fax:

Email:

[Listing cannot be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department

Appendix H: Directions on How to Complete the 'CASL' Document

The individual(s) who will submit this application; sign the contract and related documents, and sign the reimbursement request must be authorized by the entity receiving the award to do so.

The Contractor Authorized Signatory List (CASL) document is the form used for this authorization.

This form must be completed by MEMA sub-recipients (the "Contractor") in order to process your application.

The Contractor (i.e., the entity receiving this grant - Municipality, Tribe, etc) must provide a listing of individual(s) who are authorized as legal representatives of the Contractor who can submit applications and sign contracts and other legally binding documents related to the contract on the Contractor's behalf.

The person(s) submitting the application and signing the contract and reimbursement request documents must be listed in the table on page 1 of the CASL.

The individual who authorizes the above-referenced person(s) must be either a Mayor, Town Manager, President, CEO, CFO, Corporate Clerk, or Legal Counsel for the entity receiving the contract. This authorizing individual would provide their: signature, date, and requested contact information on page 1 of the CASL

The authorizing individual – unless they are the Mayor, Town Manager, President, CEO, CFO, Corporate Clerk, or Legal Counsel - cannot authorize himself/herself to sign the contract.

Appendix I: MEMA Subrecipient Pre-Award Risk Assessment Questionnaire

Subrecipient (Applicant) Name: _____

(Includes all departments, divisions, or units within the Municipality or Not-for-Profit receiving federal grant funds)

Per 2 CFR 200.331 section (b), MEMA is required to “evaluate each subrecipient’s risk of non-compliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.” Please provide the information requested below with your application.

MEMA grant program and fiscal staff will review past performance of subrecipient and information below to determine the extent to which, if any, monitoring or other measures may be taken to support subrecipient compliance.

(1): Has Subrecipient been the direct recipient or a subrecipient of MEMA-issued federal funds within the last two fiscal years:

Yes ☐ No ☐

(if no, please complete corresponding section on next page)

(2): Was Subrecipient required (OMB A-133 or 2 CFR 200 Subpart F) to have an audit of Federal Funds performed in the two most recently closed fiscal years?

Yes ☐ No ☐

Does Subrecipient have any findings or questioned costs related to MEMA federal grants administration in the last two most recently closed fiscal year Audits?

Yes ☐ No ☐

(if yes, please complete corresponding section on next page)

(3): Has Subrecipient employed new personnel or implemented new or substantially changed systems related to Federal Grant Management in the last calendar year?

Yes ☐ No ☐

(if yes, please complete corresponding section on next page)

(4): Has Subrecipient been monitored by any Federal Agency as a direct recipient of Federal Funding in the last two fiscal years.

Yes ☐ No ☐

(if yes, please complete corresponding section on next page)

(5): Does subrecipient conduct federally funded activities under an approved Internal Control Plan that meets federal guidelines and provides for sound financial management of grant activities, including:

- Detection and Prevention of Fraud, Waste, and Abuse;
- Accounting system identification of the receipt and expenditure of program funds separately for each grant/contract;
- Distribution records maintained for an employee when his/her effort are used as a direct cost or match;
- Procurements conducted in compliance with federal procurement requirements.

Yes ☐ No ☐

(if there are internal control plan concerns, please complete corresponding section on next page)

(1): If you have not received a grant from MEMA in the last two years, please indicate last grant received from MEMA:

Federal Award Name	Purpose	Amount	Start Date	End Date
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(2): Please list below (or attach) the results of any A-133 or Subpart F audits for the last two fiscal years of subrecipient:

Grant Audited	Finding Date	Finding Description
----------------------	---------------------	----------------------------

MEMA will send a letter to subrecipient seeking additional details on the above finding(s), requesting subrecipient response and Corrective Action Plan, and setting a schedule for MEMA to issue a Management Decision.

(3): Please describe any new systems or staffing that may impact federal grant award administration:

(4): Please describe (or attach) the results of federal monitoring received within the last two fiscal years:

(5): Please describe any Internal Control-related concerns:

My signature below indicates that I have reviewed the relevant accounting, internal control, and program staffing and management systems of my organization, that the above information is complete and correct, and that all efforts to minimize the risk of noncompliance have and will be taken by my organization.

Signature _____ **Date** _____

Printed Name _____ **Title** _____

Appendix J: Certification of Compliance with Federal Procurement Standards

All sub-recipient spending under the FFY 2017 SHSP-CCP grant program must comply with the federal procurement standards described in 2 CFR 200.317 through 200.326¹. Sub-recipients must expend funds under their official, documented procurement procedures which comply with applicable federal, state, local, and tribal laws and regulations. **Non-compliance with the applicable procurement regulations can result in unallowable costs and no reimbursement.**

If an applicant does not have documented procurement procedures, MEMA will not provide a contract. If an applicant's procurement procedures are inadequate, MEMA will not provide a contract until appropriate revisions have been made to assure all expenditures will be made in compliance with the applicable federal, state, local, and tribal procurement requirements.

MEMA is requiring that all FFY 2017 SHSP-CCP applicants provide response to the questions below and submit this form with the completed Application Template. **These questions must be responded to by the person who manages and/or conducts procurement for the applicant as a whole (i.e., for Municipal CERT and VIPS programs, this form must be completed and signed by the person who manages and/or conducts procurement on behalf of the municipality).**

1. Procurement(s) conducted under the above-referenced grant program will comply with my organization's procurement procedures which are documented and reflect current procurement practices (*applicant should state Yes or No*)
2. My organization's procurement procedures comply with the federal procurement standards found at 2 CFR 200.317 through 200.326 (*applicant should state Yes or No*)

Name of person completing this form _____

Title _____

Signature _____

Email _____

Telephone _____

Applicant Organization Name _____

¹ These regulations may be found in their entirety on the U.S. GPO's website here:
<https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html>

Application Template

1. Entity submitting this Application

Type of Entity (CERT or VIPS): _____

Entity Name: _____

Point of Contact: _____

POC Telephone: _____

POC Email: _____

Organization DUNS Number (required): _____

Fiscal Point of Contact (if different than above)

Name: _____

Address: _____

Telephone: _____

Email: _____

For Regional entities, please identify the communities that your organization has primary responsibility for serving: _____

2. **Proposal Summary** (up to 20 points)

Using the format below, please provide a clear and comprehensive summary of your proposal that includes responses to all the items (a-d) below. **(1 page maximum)**

- a) Provide detail on how the requested funds will be used;
- b) Identify the gap and/or capability you are seeking to address or build;
- c) Please identify below one (or more) of the 32 FEMA Core Capabilities that your project supports. Additional information about FEMA's Core Capabilities may be found on their website here: <https://www.fema.gov/core-capabilities>

Planning		Housing	
Cybersecurity		Forensics & Attribution	
Mass Care Services		Community Resilience	
Infrastructure Systems		Critical Transportation	
Situational Assessment		Economic Recovery	
Operational Coordination		Interdiction & Disruption	
Fire Management and Suppression		Risk Management for Protection Programs & Activities	
Fatality Management Services		Health & Social Services	
Operational Communications		Natural & Cultural Resources	
Screening, Search & Detection		Physical Protective Measures	
Threats & Hazard Identification		Supply Chain Integrity & Security	
On-Scene Security, Protection & Law Enforcement		Intelligence & Information Sharing	
Public Information & Warning		Long-Term Vulnerability Reduction	
Mass Search & Rescue Operations		Access Control & Identity Verification	
Logistic & Supply Chain Management		Risk & Disaster Resilience Assessment	
Environmental Response/Health & Safety		Public Health, Healthcare, Emergency Medical Services	

d) Please identify below one (or more) of the six Massachusetts State Homeland Security Strategy (SHSS) Goals that your project supports.

Engage Stakeholders to Maintain, Enhance, Formalize, and Integrate the Various Components of the Homeland Security System into a Structure that Identifies and Guides Implementation of Homeland Security Strategy.	
Increase the ability to effectively provide prompt and accurate public information and alerts.	
Protect the Commonwealth from Intentional Acts of Violence and Terrorism.	
Enhance Resilience across the Commonwealth by Preparing for & Mitigating Against Acts of Terrorism, and Natural, Technological, & Intentional Hazards.	
Increase Capacity across the Commonwealth to Effectively Respond to Acts of Terrorism, and Natural, Technological, & Intentional Hazards.	
Enhance Capacity across the Commonwealth to Recover from Acts of Terrorism, and Natural, Technological, & Intentional Hazards.	

3. **Proposal Benefit** (up to 45 points)

MEMA's overarching priority for these funds is to support development of new CERT and VIPS capabilities or to significantly enhance existing capabilities of CERT and VIPS programs. MEMA will not award funds to sustain existing capabilities. Please explain below how the grant funds, if awarded, will create new capabilities (please describe the capabilities in detail) or significantly enhance existing capabilities. Please also explain how these new or enhanced capabilities will directly benefit your CERT/VIPS organization and the community you serve. **(1/2 page maximum)**

4. **Planned Activities** (up to 10 points)

Briefly describe your CERT/VIPS planned training, exercise, and planning activities for the next 12 months **and either** how your grant proposal will support these planned activities, **or** how these planned activities will support your grant proposal. The summary should include the planned training, exercise and planning activities that your organization will undertake even if you do not receive grant funds (i.e., how will your organization sustain its programs if you are not successful in receiving competitive funding from MEMA). **(1/2 page maximum)**

5. Investment Priorities (up to 15 points)

Please identify **and** describe if, and how your proposal creates or enhances one **(or more)** of the following capabilities. **(1/2 page maximum)**

- **Local and/or Regional Mass Care Capabilities** : this would include proposals to purchase emergency shelter or mass care equipment; engage in mass care planning; conduct or attend related training programs; develop shelter support teams or capabilities; and conduct related exercises.
- **CERT/VIPS Member Safety**: this would include proposals to purchase member equipment or conduct/attend trainings.
- **Trainings and Exercises for CERT/VIPS Members**: this would include proposals to conduct/attend trainings or conduct/participate in exercises.
- **Deployment/Coordination of CERT/VIPS Members**: this would include proposals to purchase equipment; conduct planning; and conduct exercises.
- **Operational Communications**: this would include proposals to purchase equipment; conduct planning; attend related training; and conduct related exercises.
- **Community Preparedness, Resilience and Public Education**: this would include proposals to purchase training and preparedness materials, training aids or equipment; develop, implement and offer preparedness programs or materials; engage in planning; conduct or attend trainings; and conduct related exercises.

6. **Activity Report** (up to 5 points)

Please provide a summary of your organization's activities for the last 12 months:

- Total number of active² members in your organization as of the date this grant application is filed: _____

- Total number of training courses offered by your organization to its members **and** the number of your organization's members who attended these training courses:

- Total number of exercises your organization participated in:

- Total number of pre-planned (e.g., Town Day, etc.) community events your organization supported **and** the number of your organization's members who participated in these events:

- Total number of emergency incidents/disasters that your organization supported **and** the total number of your organization's members who supported these incidents/disasters:

- **If your organization had no activity for the last 12 months, please provide a brief explanation why:**

7. **Funding**

Excluding funds received from MEMA, has your organization received any funding in the last 12 months? If yes, please list the source(s) **and** amounts:

² Active members are defined as members who have participated in at least two organization activities or events (e.g., training, exercise, deployment, etc.) during the last 12 months

8. Budget Detail (up to 5 points)

MEMA has developed a population-based formula which identifies the maximum funding amount an organization may request. Please refer to Appendix E: Funding Population Tiers for additional information.

Funding Population Tier Number: _____

Amount of SHSGP CCP funding REQUESTED: \$_____

The Budget **must** align with your Proposal Summary and equal your requested funding amount, and it may not exceed your population-based maximum award amount. All projects must be completed by April 30, 2019.

8a. Complete this budget table to identify costs from 5/1/18 – 6/30/18

Description of Each Proposed Expenditure	AEL # (as applicable)	For Equipment, Fixed or Portable	Quantity	Unit Cost	Total Cost

8b. If needed, complete this budget table to identify costs from 7/01/18 – 4/30/19

Description of Each Proposed Expenditure	AEL # (as applicable)	For equipment, Fixed or Portable	Quantity	Unit Cost	Total Cost

Application Submission Checklist

All applicants must submit the following:

- Completed Application Template: this must be emailed to your respective MEMA Region by 3/2/18 (see pg 3 for the email address)
- Signed, original CASL: this must be mailed to your respective Region with a postmark date no later than 3/2/18 (see pg 3 for the mailing address)
- Signed, original SPARQ: this must be mailed to your respective Region with a postmark date no later than 3/2/18 (see pg 3 for the mailing address)
- Signed, original Certification of Compliance with Federal Procurement Standards: this must be mailed to your respective Region with a postmark date no later than 3/2/18 (see pg 3 for the mailing address)

As applicable, applicants may need to submit:

- ICIP: If your project has an interoperable communications component, an ICIP must be submitted with your application template.
- Vendor radio quote: For radio purchases, a vendor price quote (that includes the radio's make and model) must be submitted with your application.

Application Evaluation Criteria

Proposal Summary (up to twenty (20) points): points will be awarded on the extent to which the applicant provides a clear and detailed summary of the required elements. All costs must be allowable under the SHSGP.

Proposal Benefit (up to forty-five (45) points): points will be awarded on the extent to which the applicant identifies the capabilities to be developed or enhanced and how the activities, if funded, will directly benefit the organization and its delivery of services, and the community it serves.

Planned Activities (up to ten (10) points): points will be awarded on the level of planned activities and the extent to which the grant proposal supports the planned activities.

Investment Priorities (up to fifteen (15) points): points will be awarded on the extent to which the grant proposal develops or enhances one or more of the required capabilities.

Activity Report (up to five (5) points): points will be awarded on the level of activity conducted and documented by your organization.

Budget Detail (up to five (5) points): points will be awarded on the extent to which the budget aligns with the Proposal Summary and represents allowable and reasonable costs.