

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



**State Fiscal Year 2024  
Commonwealth Nonprofit Security Personnel  
Grant Program**

**REVISED – Application Deadline Extended to 10/20/23**

**Maura T. Healy  
Governor**

**Kimberley L. Driscoll  
Lieutenant Governor**

**Terrence M. Reidy  
Secretary**

**Kevin J. Stanton  
Executive Director**

**SFY24 Commonwealth Nonprofit Security Personnel Grant Program**  
**Notice of Availability of Grant Funds**  
**Office of Grants and Research**

**September 13, 2023**

**Introduction**

The Office of Grants and Research (OGR), a state agency that is part of the Executive Office of Public Safety and Security (EOPSS), will make available **\$300,000** in funding **nonprofit 501 (c) (3) organizations** to competitively solicit one-time grant funding to assist with the cost of security personnel. **Eligible nonprofit organizations** include Faith-based/Spiritual/Religious, Educational, Medical/Health Care service providers, human services, and the like that have demonstrated to be at high risk for terrorist attacks or hate crimes. Participating nonprofits shall contribute matching funds equal to \$1 for every \$1 contributed by the Commonwealth. This Availability of Grant Funds (AGF) will provide all the information needed to submit an application for consideration under the **SFY24 Commonwealth Nonprofit Security Personnel Grant Program (CNSPGP)**. Priority will be given to applicants demonstrating the greatest need **AND** proposing cost-effective solutions to hiring security personnel. Priority will also be given to nonprofit applicants who have **NOT** received a previous federal or state nonprofit award from OGR and/or have experienced threats and/or incidents of terrorism or hate crimes known or believed to be related to their nonprofit organization's purposes, missions, or services.

**Applicant Eligibility**

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

Only one **(1)** application per nonprofit can be submitted for consideration of funding. Submitting more than one application will disqualify an applicant from this competitive process.

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

*Note: The Internal Revenue Service (IRS) does not require certain organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c) (3) of the IRC. Such organizations are automatically exempt if they meet the requirements of section 501(c) (3). These organizations are not required to provide evidence that they are nonprofit organizations (as described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such code). These organizations are not required to provide recognition of exemption. For organizations that the IRS requires to apply for and receive a recognition of exemption under 501(c)(3), the state may or may not require recognition of exemption, as long as the method chosen is applied consistently.*

**Massachusetts State Legislation**

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

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

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

### Important Highlights

AGF POSTED	September 13, 2023
Application Assistance Webinar (Optional)	September 20, 2023, 11:00 a.m. <a href="#">Registration link</a> After registering, you will receive a confirmation email containing information about joining the webinar.
<b>Application Due Date - EXTENDED</b>	<b>4:00 p.m. October 20, 2023</b>
Award Notification ( <i>anticipated</i> )	November 2023
Performance Period ( <i>anticipated</i> )	December 2023 – June 30, 2024

### Purpose

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

Our nonprofit organizations face extraordinary new challenges working to develop safe and secure environments. This Administration understands it is imperative that the Commonwealth continue to help these organizations with resources to further safeguard and protect them from acts of violence. Although it is impossible to prevent or stop every potential incident, we can do more to minimize acts of violence by providing the financial resources needed to better secure a nonprofit's premise(s) and building(s) and improve our response if such incidents occur.

For the purpose of this competitive grant opportunity, funding will be prioritized for proposals demonstrating greatest need and cost-effective solutions to address their building safety and security shortfalls with the goal of enhancing the safety of all. Applicants should thoroughly provide supporting information showing their high risk for a terrorist attack or hate crime, including any previous instances where an attack or crime took place.

### Funding Allocation and Maximum Award Amounts

Due to high demand and in order to fund as many recipients as possible throughout the Commonwealth, **maximum award amounts** will be capped at **\$40,000**.

Funding decisions will be based on the factors including the number of applications received and applicant's ability to prove need. To the extent possible, OGR endeavors to disburse funds among nonprofits of varied size and type. OGR will assemble a peer review panel to assist with disseminating funds in a fair and consistent manner.

## **Allowable Costs**

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

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

Costs for security provided by on-duty law enforcement personnel are not allowable funding expenses under this program.

## **Fund Disbursement**

Funds will be on a cost reimbursement basis. Details about the disbursement process will be addressed in greater detail after award notifications are made. OGR reserves the right to amend this process if necessary.

## **Grantee Requirements**

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

### *1. Grants Management*

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation, including the match.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- All costs paid with grant funds must be direct and specific to the execution of the funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour workday or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.
- Grant Recipients must contribute an actual dollar for dollar match (\$1 matched by the non-profit for every \$1 funded by the grant). In kind services are not allowed in place of \$1 for \$1 match.

### *2. Procurement*

- Subrecipients choosing to further subgrant all or any part of the amount of the award to an implementing agency or an independent contractor shall enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. This written contract or MOU shall include the provisions of the OGR standard subgrant conditions. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR once an award is made.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and nonprofit entities and Operational Services Division (OSD) Purchasing Guide for state agencies.

### 3. *Other Requirements*

- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.

### 4. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient to report alleged Fraud, Waste, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with statutes, related laws and regulations, appropriate guidelines, or purposes of the grant. Reports may be made to the Offices of the Massachusetts Inspector General or State Auditor.

#### Office of the State Auditor

Massachusetts State House, Room 230

Boston, MA 02133

617-727-2075

[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)

#### Office of the Inspector General

John W. McCormack State Office Bldg.

One Ashburton Pl, Room 1311

Boston, MA 02108

1 800-322-1323

[MA\\_OIG@maoig.net](mailto:MA_OIG@maoig.net)

### **Application Template 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 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-Attachment A**

**The first page of 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 **Attachment A** is composed of four sections: Needs Assessment (includes background, history, and risk), 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 to benefit from this application. Include size, location, number of members, etc.
- Is the building or site an historical site or significant institution within the community that may render the site as a target of a terrorist attack or hate crime? If so, explain why.
- Describe in detail the nonprofit organization's current unmet safety and security needs. Include relevant statistical and/or anecdotal evidence whenever possible, such as related incidents associated with acts of hate or terrorist organizations (threats, incidents, graffiti and other vandalism, surrounding community issues, etc.). Include incidents that involved a law enforcement response, property destruction and associated insurance claims, and the like. Also include and describe any incidents that happened to another organization within close proximity to your location.
- Describe the 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 the identified safety and security needs have not been previously met to justify that grant funds are needed. For example, financial hardship, lack of institutional approval, etc.
- Please describe the organization's previous or existing roles in responding to or recovering from a hate crime or terrorist incident or state/federally declared emergency.
- 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 exists on behalf of the entity requesting the award.

### Project Description (2-page limit)

Applicants must thoroughly describe within **Attachment A** the services to be purchased and benefit of such. The following should be addressed when completing this section:

- Clearly describe the proposed security personnel project to be implemented if funded. Include the purpose, how the services will be used, the hourly/daily rate, the number of personnel, and anticipated number of hours/days the personnel will work over the course of the period of performance.
- Do not assume that the reviewer knows or understands the benefit to enhancing building security and improving climate.
- Describe any emergency response plan (if not done so already) that your organization has in place or has been developing and how these funds assist.
- Discuss how such personnel directly correlate to and address the needs raised in the needs assessment.

- Cite any procurement rules/regulations required in order to contract services. If known, include information on the vendor that will be utilized and/or describe the process to select vendor/contractor. All services must be completed by June 30, 2024.
- 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 to identify potential threats and create or enhance a safe and supportive climate, in order to reduce instances of violence.
- If awarded, describe how you will assess if 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), a timeline with key activities and milestones, and identification of key partnerships or stakeholders who will play a role in the implementation of this award.

Complete the Application Template Grid provided in **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;
- Anticipated date for receipt of services; and
- Individual responsible for conducting/overseeing the stated task/activity.

### **Budget Narrative Summary and Budget Excel Worksheet**

The **Budget Narrative Summary** (located within **Attachment A**) should outline the budget requested and itemize the purchase of services as described in this application. **Applicants** may submit a **budget** for *up to* seven (7) months of funding. All services requested must be procured and received within a seventh-month project period in order to be considered for funding.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both Excel tabs – the Summary sheet and Detail worksheet – and upload with your application. Attachment B must be submitted as an Excel document. Please do not convert attachment to a PDF or other format.

### **Allowable Budget Cost Categories for CNSPGP Applicants**

- Contract/Consultant (Security Personnel)

Definitions of each budget cost category are provided.

<b>Allowable Budget Cost Categories</b>	<b>Definitions and Documentation Requirements</b>
Consultants/ Contract Costs	Consultant or Contractor fees associated with security personnel services. For example, a consultant might be hired by the department to install the technology or train the staff on how to use it. The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by OGR. This rate is the exception not the rule.



## Submission Process and Deadline

Please review the following instructions carefully 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:*

***<https://www.mass.gov/info-details/commonwealth-nonprofit-security-personnel-grant-program>***

Under no circumstances will late submittals or facsimiles be accepted.

### Step 1: Electronic Submission

#### [Online Application Form](#)

Submit your [online application form](#) no later than **Friday, October 20, 2023 at 4:00 p.m.**

The online application must be completed and submitted with the following required attachments uploaded:

- Attachment B: Budget Excel Workbook (in Excel format, not PDF) uploaded to online application form.

Submission of the online form alone will not be accepted as an application submission. All applicants are required to also 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 the PDF attachments of the online submission. 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)
- Letter of Support from local Police Chief

Online Applications must be submitted no later than **4:00 p.m. on Friday, October 20, 2023** and hard copy of application and documents must be postmarked on or before this date and mailed to:

Office of Grants and Research  
35 Braintree Hill Office Park, Suite 302  
Braintree, MA 02184  
Attention: Vicky Mboka-Boyer  
[Vicky.mboka-boyer@mass.gov](mailto:Vicky.mboka-boyer@mass.gov)

## Review Process and Scoring

This is a competitive grant and will be subject to a peer review process consisting of two internal and one external reviewer being assigned to each submission. Applications will be reviewed and scored based on the following criteria:



- Clear and adequate responses in Section I: **Application Template 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 benefits of security personnel to the nonprofit and community seeking funding **(25 points)**;
- An **implementation plan and timeline** that is feasible and ensures all services will be received and paid for within the anticipated grant period **(15 points)**; and
- A detailed, reasonable, and complete **budget (25 points)**.

### Notification of Awards

All funding decisions are at the discretion of the Governor, Secretary of Public Safety and Security and Executive Director of OGR. It is anticipated that the CNSPGP Nonprofit awards will be announced in **November, 2023**.

*OGR reserves the right to award additional proposals recommended for funding by the peer reviewers if additional funds become available after the initial awards are made.*

### Proposal Check List

#### Application Elements and Required Attachments:

- ☐ Submitted [Online Application](#) (**Attachment A**) *(Please notify OGR immediately if applicant is unable to utilize the online application)*
- ☐ Budget Excel Worksheet (**Attachment B**) (both the **Summary and Detail Sheets** must be uploaded to the online application and a printed hard copy mailed).
- ☐ Letter of support from local Police Chief
- ☐ Hard Copy application signed and dated by the Senior Organization Official submitted via mail.

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