

FFY 2023 HSGP-CCP

Homeland Security Grant Program - Citizen Corp Program

MEMA, EM Grants Unit
CERT Subgrant

Overview and Purpose



This grant program will utilize FFY 2023 Homeland Security Grant Program (HSGP) funds to assist local and regional CERT organizations in preparing for threats and hazards and obtaining the resources and capabilities required to support the National Preparedness Goal's Mission Areas and Core Capabilities.

MEMA will be accepting applications for grant funds from Massachusetts Community Emergency Response Team (CERT) organizations who have a primary responsibility of providing direct services at the community (municipal or regional) level.

MEMA will only accept one (1) application per CERT organizations.

Funding / Cost Sharing and Match

Massachusetts Emergency Management Agency (MEMA) has allocated a total of \$200,000 to be awards on a competitive basis to fulfill the following preidentified gap: Enhancing Community Preparedness and Resilience.

The HSGP program does not have a cost-share requirement.

Funding is capped at **\$5,000** per community.

- Regional CERTs are eligible to apply for \$5,000 per community

If you have three (3) communities within your Regional CERT you are eligible to request a total of \$15,000



Eligibility

Funds may only be used to support CERT activities in the following statewide priority areas:

- Local / Regional Mass Care Capabilities and Sheltering
- Local / Regional CPOD, S &R, Rehab Capabilities
- CERT Member Safety gear
- Training and Exercises for CERT Members
- Community Outreach / Public Education
- Protection of soft targets / crowded places
- Election security

Funds will not be awarded under this grant program if their primary purpose is to sustain existing capabilities that do not also support or build emergency management and disaster preparedness services and capabilities.

Eligibility cont.



To be eligible to received CCP funding, applicants must register on FEMA's CCP website and manage their program information: <https://community.fema.gov/Register>.

A list of currently registered CERTs can be found here:
<https://community.fema.gov/PreparednessCommunity/s/cert-find-a-program>

System for Award Management (SAM)

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

- Be registered in SAM before submitting its application;
- Provide a valid unique entity identifier (UEI #) in its application; and
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application

MEMA will not make a federal award to an applicant unless the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements at the time applications are due, MEMA will not review or score applications that have not provided proof of current SAM.gov registration.



Reimbursement-Based Subgrant

This is a reimbursement-based grant which means the community/tribe must spend their money then submit a request for reimbursement from MEMA. To be eligible for reimbursement, proper documentation must be submitted with the EM Grants Unit's Reimbursement Request Form. All purchases must comply with [2 CFR 200.318](#) procurement laws and equipment must be tagged, maintained and inventoried.

Not Eligible or Allowable



- Associations that are not direct service providers, and CERT organizations who have a primary responsibility for serving institutions, non-profit organizations, or corporations are not eligible to apply under this NOFO.
- Projects with a primary purpose to sustain existing capabilities that DO NOT also support or build emergency management and disaster preparedness services and capabilities within the community(ies).

Competitive Grant Process

This is a competitive grant process; therefore, it will be imperative for applicants to clearly define:

- need for their proposed project
- capability gap(s) that will be filled, and/or
- existing capability that will be sustained or enhanced.

Additionally, the applicant must clearly explain:

- how the project will reduce gaps
- How the project will enhance the specific Mission Areas and Core Capabilities of the National Preparedness Goal.

Proposed projects should be based on an identified gap, and not at the prompting of a vendor that may potentially benefit from the awarding of a grant.

Application Evaluation Criteria - Activities

This chart reflects how applications will be reviewed and the maximum scores allowed per activity.

Please remember that reviewers only score what has been presented in the application.

Applicants are encouraged to include as many activities as possible.

Activities	Max points
• Training and Exercises for CERT Members	10
• Mass Care Capabilities/Sheltering	8
• CPOD, S & R, Rehab	8
• CERT Member Safety gear	8
• Community Outreach/Public Education	6
• Enhancing the protection of soft target/crowded places	6
• Enhancing election security	4

APPLICATION – Project Description



What do you want to do?

- Training and Exercise for CERT members
- Mass Care Capabilities/Sheltering
- CPOD, S&R, Rehab
- CERT member safety gear
- Community preparedness, Resilience and Public Education
- Enhancing the protection of soft target/crowded places
- Enhancing election security

Project Description (cont.)

If YES... describe your project in detail

- Who is doing it
- What are you doing
- When will this happen
- Where will it take place
- Why are doing it
- How will you accomplish it

HINT – Tie what ever it is that you want/need into as many of the categories as possible (this could give you more points) 😊


Application Example:

Say your project is to purchase CERT member safety gear:

- **Training and Exercise for CERT members** – *these jackets will be given to members once they have completed their training and will be used during exercises and events.*
- **Mass Care Capabilities/Sheltering** – *our members will wear their jackets during sheltering operations and shelter exercises. The jacket will help quickly identify our members in case shelter clients need assistance or have questions.*
- **CPOD, S&R, Rehab** – *our members will wear their jackets to better protect them in low lighted areas, such as wooden areas during search and rescue missions as well as other areas where there might limited lighting.*
- **CERT Member Safety Gear** – *we will purchase twenty high-vis jackets for our CERT members to be used/worn during exercises, training, and actual incidents and missions. These jackets will help our members stand out in a crowd so they can easily be identified to assist and answer questions. Having this type of safety gear will better protect our member, and our members safety is our #1 priority.*
- **Community Preparedness, Resilience and Public Education** – *these jackets will allow our members to stand out in a crowd and hopefully make others wonder what CERT is. This will be an easy way to explain what our CERT does and how others can get involved.*

QUESTIONS?





Application Evaluation Criteria – Additional Points

Additional Points	Max points
EJ Population/Community	10
Collaboration with other CERTs on training, exercises, or event	2
Youth program integration	2

Environmental Justice Populations in Massachusetts (EJ Communities)

In Massachusetts, an environmental justice population is a neighborhood where one or more of the following criteria are true:

- the annual median household income is 65 percent or less of the statewide annual median household income
- minorities make up 40 percent or more of the population
- 25 percent or more of households identify as speaking English less than "very well"
- minorities make up 25 percent or more of the population and the annual median household income of the municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income.

The Executive Office of Energy and Environmental Affairs (EEA) uses data from the 2019 American Community Survey to identify environmental justice population areas in Massachusetts. Policy makers and state agencies can then use this information to communicate more effectively with communities affected by their work.

EJ Communities (cont.)

Additional points will be awarded to those applications that demonstrate community-wide benefit and identify the proportion of the population that will be impacted. The application must also describe how the project was selected and designed to maximize positive impacts and minimize negative impacts to any disadvantaged populations.

- What quantity (e.g., percent) of the population will directly benefit from the project?
- Who are the disadvantaged groups that will benefit from the project?
- Does the applicant provide clear examples of how the project will increase resiliency for the EJ population?

For information regarding your community, view the [Massachusetts 2020 Environmental Justice Population map](#).

What's it going to cost?



BUDGET INFORMATION				
Description of Each Proposed Expenditure	AEL #	Fixed/Portable	Quantity	Total Costs
TOTAL				

Application Review and Score Process

Because this is a competitive application process:

- MEMA will not be able to ask follow-up questions or request further details from those communities that submitted proposals.
- MEMA's Emergency Management Grants Unit will conduct the initial review of the applications to determine and confirm that items/activities contained with the application/proposals are eligible, allowable, and reasonable.
- If application includes items that are not allowable, those items and expenses will be removed before being scored.
- Applications that do not meet these requirements will not be submitted to the Review Team for scoring.

All applications that were deemed eligible, allowable, and reasonable will be submitted to a Review Team.

- Review Team members will review, and score as outlined below.
- The Review Team will not include anyone that assisted with the development of applications. Review team will include MEMA staff and could include staff from other state agency grant such as Homeland Security, Fire Services, etc.
- The Review Team will submit their application score sheets to MEMA's EM Grants Unit for compiling and applicant notification.

Timeline



Activity / Task	NLT Date
The 2023 HSGP-CCP NOFO released and posted on MEMA's website	4/1/2024
Completed Application and full SAM.gov registration must be e-mailed to EM.Grants@mass.gov	5/17/2024
Eligible applications will be reviewed and scored by Review Team	5/31/2024
Anticipated contract period of performance (<i>the actual start date is the date MEMA finalized your contract and you have received a Notice to proceed email from the EM Grants Unit</i>)	7/1/2024
23HSGP-CCP contract end date	6/30/2025

Additional Requirements my apply

- **Environmental Planning and Historical Preservation (EHP)**
 - If your project is selected for funding, you will be notified, and at the point you will need to complete and submit FEMA EHP Screening Form.
- **Interoperable Communication Investment Proposal (ICIP)**
 - If your proposal is selected for funding, you will be notified, and at that point you will be required to submit a completed ICIP Form with Conditions signed. Radio Price Quotes, for radio proposals must be submitted with the ICIP. This quote must include:
 - Whether the model(s) has an Advanced Encryption Standard (AES) or non-standard encryption. Radios with non-standard encryption must either have this removed or add standard encryption;
 - Identify the radio make and model, which must be P25 compliant.



Will all applications submitted be scored?

Applications submitted after the due date will not be considered for funding.

Applications submitted without SAM.gov registration will not be considered for funding.

Applications that contain unallowable items will be adjusted before going to the Review Team.

If all items in the application are unallowable the application will not be considered for funding.

Questions

Reach out to the EM Grants Unit or Local Coordinator for assistance