

**Federal Fiscal Year 2023  
Department of Homeland Security / Federal Emergency Management Agency  
Homeland Security Grant Program**

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**Massachusetts Emergency Management Agency  
Citizen Corps Program - Notice of Funding Opportunity**

**Overview and Purpose**

This subgrant program will provide HSGP funds to assist local and regional Community Emergency Response Teams (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.

**Funding Availability**

Funding for this Notice of Funding opportunity (NOFO) comes from the FFY 2023 State Homeland Security Grant Program (HSGP) award to MEMA, thru a subgrant from the Massachusetts Office of Grants and Research (OGR), Department of Homeland Security Division. Assist Listing Number: 97.067. Total award, \$250,000.

MEMA is passing through a total of \$200,000 to continue providing direct support to the Statewide Massachusetts Citizens Corp Program (CCP) through a competitive reimbursement-based sub-grant application program for local Community Emergency Response Teams (CERTs) to fulfill the following preidentified gap: ***Enhancing Community Preparedness and Resilience***

**Competitive Grant Process**

This is a competitive subgrant process; therefore, it will be imperative for applicants to clearly outline the need for their proposed project and identify the capability gap(s) that will be filled, and the existing capability that will be sustained or enhanced. Additionally, the applicant must clearly explain how the project will reduce gaps and 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.

MEMA will be accepting applications for subgrant 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 organization. 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.

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

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

- Local / Regional Mass Care Capabilities/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.

### **Cost Sharing and Match**

The HSGP program does not have a cost sharing or match requirement.

### **Unique Entity Identifier and System for Award Management (SAM)**

Unique entity identifier and System for Award Management (SAM) - Required. This paragraph must state clearly that 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 by the application due date.

### **FEMA CCP Website Registration**

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>

### **Reimbursement-Based Grant**

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.

### **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:

1. the annual median household income is 65 percent or less of the statewide annual median household income
2. minorities make up 40 percent or more of the population
3. 25 percent or more of households identify as speaking English less than "very well"
4. 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.

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](#).

### **Applicant 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.

DATE	TIME	Webinar	Phone In	Code
4/2/2024	2:00pm	<a href="#">Join the meeting now</a>	857.327.9245	879 337 699#
4/4/2024	9:00am	<a href="#">Join the meeting now</a>	857.327.9245	236 221 25#
4/4/2024	3:00pm	<a href="#">Join the meeting now</a>	857.327.9245	579 346 157#
4/5/2024	10:00am	<a href="#">Join the meeting now</a>	857.327.9245	459 082 259#
4/5/2024	1:00pm	<a href="#">Join the meeting now</a>	857.327.9245	631 467 916#

### **Submission Process and Application Deadline**

Completed applications, using MEMA's CCP Application must be submitted, via email, no later than April 30, 2024. Applications submitted after this date will not be reviewed or scored. Completed applications must be emailed to your MEMA's Emergency Management Grants Unit at [EM.Grants@mass.gov](mailto:EM.Grants@mass.gov). Once you have submitted your application to the email address above, you will receive an acknowledgement confirming receipt.

### **Application Evaluation Criteria**

Below is a chart that shows 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. Remember to provide clear narrative statements in your application that defines who, what, when, where, why and how.

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

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

### **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. 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 consist of MEMA staff and members from communities with no ties to any of the communities that submitted applications/proposals. The Review Team

will submit their application score sheets to MEMA, Emergency Management Grants Unit for compiling and applicant notification.

### **Project Guidance**

This Notice of Funding Opportunity does not provide complete details on the Homeland Security Grant Program (HSPG) 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 HSGP which may be found on FEMA's website:

<https://www.fema.gov/grants/preparedness/homeland-security>

FEMA's Authorized Equipment List: <https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>.

For items not covered elsewhere on the AEL, you can use [21GN-00-CCEQ - Equipment, Citizen Corps](#).

### **Procurement**

All subrecipient spending under this grant must comply with federal procurement standards described in 2 CFR 200. Sub-recipients must expend funds under their official, documented procurement procedures which reflect applicable federal, state, local, and tribal laws and regulations.

### **Interoperable Communications Investment Proposal (ICIP)**

All projects that include an interoperable communications component (such as the purchase or modification of public safety radios). If your project 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.

### **FEMA EHP Requirements and MEMA EHP Guidance**

All federal grant funding must comply with federal Environmental Planning and Historic Preservation (EHP) laws, executive orders, and regulations. If your proposal requires completion of an EHP Form, you will not be required to submit it with your application. 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.

### **Anticipated Timeline**

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

<b>Activity / Task</b>	<b>Date</b>
The 2023 CCP NOFO released and posted on MEMA's website	4/1/2024
Completed Application Templates and full SAM.gov registration must be e-mailed to <a href="mailto:EM.Grants@mass.gov">EM.Grants@mass.gov</a>	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

Questions and assistance with applying for this grant should be directed to the EM Grants Unit at [EM.grants@mass.gov](mailto:EM.grants@mass.gov) or contact your MEMA Local Coordinator.