

**Memorandum of Agreement between the City of Boston Mayor's Office of  
Emergency Management and the City of Somerville**

This agreement, made as of this 1st day of July, 2021, by and between the City of Boston Mayor's Office of Emergency Management (hereinafter "Boston OEM"), acting by and through its Director, and the City of Somerville, acting by and through its Mayor, referred hereinafter collectively as "the Parties", witness,

Whereas, the Metro Boston Homeland Security Region (MBHSR) was created under the Urban Areas Security Initiative (UASI) of the Department of Homeland Security and administered by the Commonwealth of Massachusetts, Executive Office of Public Safety and Security; and

Whereas, the City of Boston, in accordance with the Department of Homeland Security UASI Program Requirements, is designated as the Fiduciary Agent of the MBHSR, and with this designation assumes the responsibility for the coordination of UASI funds for the MBHSR; and

Whereas, the City of Somerville was selected, together with City of Boston, the Town of Brookline, the City of Cambridge, the City of Chelsea, the City of Everett, the City of Quincy, the City of Revere, and the Town of Winthrop to comprise the MBHSR;

Now, therefore, the Parties hereto mutually agree as follows:

**I. Scope of Services**

The Boston OEM and the City of Somerville will participate and work cooperatively within the MBHSR structure to implement the MBHSR Strategy (Attachment A) and increase regional capacity to prevent, protect against, respond to, and recover from major emergencies.

**II. Term of Agreement**

This agreement shall remain in effect from July 1, 2021 and will expire concurrently with the expiration of UASI FFY20, which ends June 30, 2023. Upon availability of additional funds or the expiration of this agreement subject to funding availability, whichever occurs first, both parties agree to execute an amendment pursuant to Section VI of this agreement to memorialize obligations as to the additional funds and/or as to new obligations that may occur in relation thereto.

**III. Funding**

Funding will be limited to Two Million Dollars (\$2,000,000). Amendments to Funding, to be made in accordance with Section VI of this Memorandum, will be made through amendment of this Memorandum.

The City of Somerville will take an active role in the annual Funding Allocation process, and all subsequent meetings on the allocation and reallocation of funds. In conjunction with this, the City of Somerville will name an individual to be the Jurisdictional Point of Contact (JPOC) to work with the Boston OEM financial staff.

The City of Somerville will take an active role in the annual strategy and program reviews, and all subsequent meetings on the direction of Homeland Security initiatives.

Grant Funding Pass Thru Information:

**Urban Area Security Initiative (UASI) - CFDA 97.067**

	<i>Pass Thru Executive Office of Public Safety &amp; Security Contract #</i>	<i>Period of Availability</i>
UASI FFY18	BOSTONFFY18UASIXXXXX	1/1/2019 – 12/31/2021
UASI FFY19	BOSTONFFY19UASIXXXXX	1/1/2020 – 6/30/2022
UASI FFY20	BOSTONFFY20UASIXXXXX	1/1/2021 – 6/30/2023

**IV. Fiscal Administration**

**A. Reimbursement of Costs**

1. The following costs related to the MOA are eligible for reimbursement as long as they have obtained pre-approval from OEM and reimbursement requests are submitted within 30 days of payroll run, receipt of goods or completion of activity or event:

- a) Overtime or Back-fill costs for Federal Emergency Management Agency (FEMA) approved trainings or exercises.
- b) Costs related to meetings, exercises or trainings.
- c) Procurement of FEMA approved equipment ONLY when procurement through OEM methods has been deemed unacceptable.
- d) Costs deemed necessary by OEM to help the MBHSR to prevent, protect against, respond to, and recover from major emergencies

2. Reimbursement requests should have sufficient supporting documentation submitted to the appropriate OEM Regional Planner for

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**Appendix A**

**Commonwealth of Massachusetts Executive Office of Public Safety and Security  
(EOPSS) Grant Guidance and Policies**

CBRNE Vehicle and Watercraft Procurement Guidance  
Catering Costs Guidance  
Dept of Fire Services PPE Strategy  
Developing Project Justifications  
DHS Authorized Equipment List (AEL)  
Disposal and Sale of Equipment Guidance  
Environmental Planning & Historical Preservation Screening Form  
EOPSS Match Guidance  
Federal Homeland Security Funded Training & Exercise Guidance  
FP 108-023-1 Environmental Planning and Historic Preservation (EHP) Policy Guidance,  
August 2013  
FP 108-024-4 Environmental Planning and historic Preservation (EHP) Policy Guidance,  
December 2013  
GPD Maintenance Policy FP 205-402-125  
Grantee Environmental Planning & Historical Preservation Picture Documentation  
Instructions  
Information Bulletin #336 - Maintenance Costs  
Inventory Tracking Guidance  
Homeland Security Exercise and Evaluation Program (HSEEP) - April 2013  
SAFECOM Guidance  
Security Camera Guidance  
Subrecipient Reimbursement Request Form  
Subrecipient Reimbursement Request Instructions  
Travel Expenses Guidance

All documents cited above can be found and are maintained by EOPSS at  
<http://www.mass.gov/eopss/funding-and-training/homeland-sec/grants/hs-grant-guidance-and-policies.html>

Urban Area Security Initiative (UASI) CFDA 97.067  
Somerville, City of - DUNS# 07-6621572