

First Parish In Framingham
Unitarian Universalist
24 Vernon Street
Framingham, MA 01701

Phone: 508-872-3111
Fax: 508-879-5780



April 20, 2021

Gina Papagiorgakis
Director of Research
Office of Grants and Research
10 Park Plaza, Suite 3720-A
Boston, MA 02116

Dear Miss Papagiorgakis,

Enclosed is the application information for the SFY 21 Commonwealth Nonprofit Security Grant Program from First Parish in Framingham. First Parish in Framingham is a Unitarian Universalist liberal religious community located in Framingham, MA. We are devoted to welcoming all who seek a religious home free of creeds and guided by love, reason and conscience.

In order to maintain a safe place for individuals who may be at-risk, be it from being a member of a minority group to having no health insurance to meet medical needs, we seek to expand our safety and security on the parish campus. Funding from the CNSGP would provide us with the critical support we need in order to both avert and respond to emergencies in our parish community.

The ability to avert and respond to these emergencies is important because our campus is home to many community-based activities. Some of the notable activities include acting as the meeting place for both OUT MetroWest for the last six years and the MetroWest Free Medical Program. We also work with other groups such as the Girl Scouts, Toastmasters, and Heritage Chorale. We are also home to an independent organization, the Framingham Centre Nursery School. Providing a safe and welcoming environment for people in need of community, healthcare, or a sense of belonging is an important aspect of our work, and we act as a visible symbol of liberal values for the community.

We appreciate the opportunity the CNSGP provides, and if there are any questions, please contact Sara Morrison Neil at 508-872-3111. We would be happy to provide any additional information or assistance required.

Sincerely,

Sara Morrison Neil
Church Administrator & Membership Coordinator
First Parish in Framingham UU
508-872-3111

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research
SFY 21 Commonwealth Nonprofit Security Grant Program

Attachment A Application

Section I. Applicant Information

Name of Nonprofit Organization: First Parish in Framingham Unitarian Universalist

Funding Requested: \$ 5,159.12

Name of Chief Executive Officer/Executive Director (First and Last Name): _____

Chief Executive Officer/Executive Director Phone: _____

Email Address: _____

Nonprofit Organization Mailing Address:

Street: 24 Vernon Street **City:** Framingham **Zip Code:** 01701

Phone: 508-872-3111 **Fax:** 508-879-5780

Grant Contact Name: Sara Morrison Neil **Title:** Church Administrator & Membership Coordinator
(Note: The person designated as the *Grant Contact* shall serve as the project's point person and be responsible for receiving and responding to OGRs project related requests)

Grant Contact Mailing Address:

Same as Above

Street: _____ **City:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

E-mail: _____

Fiscal Point of Contact for Grant: Name: _____ **Title:** _____

Fiscal Contact Mailing Address:

Same as Above

Street: _____ **City:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Project Summary: Four sentences (250 characters *maximum*), summarizing the type of equipment to be purchased.

1. Walkie talkies for communication between all three buildings.
2. Devices to secure interior doors in all three buildings
3. Pushbutton locks for Parish House and Meeting House exterior doors.
4. Additional lighting in Meeting House parking lot.

Prior STATE (CNSGP) or FEDERAL (NSGP) Nonprofit Security Grant Funding:

Has your organization received STATE or FEDERAL nonprofit security grant funding previously?

If yes - please provide the year you were awarded the funds, the amount, and a brief description of the award:

No, First Parish has not received federal or state funding previously.

Please note that priority will be given to applicants who have not been previously awarded either through CNSGP or any other federal nonprofit grant from OGR.

**THIS SIGNATURE PAGE MUST BE SIGNED AND MAILED WITH YOUR HARD COPY APPLICATION AND
SCANNED WHEN SUBMITTING YOUR ELECTRONIC VERSION**

Signature Page

*The following must be completed and signed by an Organization Representative on behalf of the nonprofit organization submitting this application. Remember to also complete **Attachment C** (Signatory Authorized Listing Form).*

Organization Representative

As the Representative for this nonprofit organization, I am requesting funds for the Commonwealth Nonprofit Security Grant Program from the Office of Grants and Research. I have reviewed and approve the content contained in this application being submitted for consideration of funding.

Nonprofit Organization (printed): _____

Name of Nonprofit Representative (printed): _____

Signature of Nonprofit Representative: _____ Date: _____

*(This must be signed in **blue ink**, mailed with your application and scanned)*

Section II. Narrative

1. Needs Assessment (2 page limit)

Use the space provided to 1) Provide a description of the nonprofit organization identified to benefit from this application, 2) Describe in detail the current organization's unmet safety and security needs, 3) The sources or methods used for assessing the problem should also be described, 4) Further explain why such safety and security needs stated have not been previously met to justify grant funds are needed. Please refer to AGF for more details.

1) Provide a description of the nonprofit organization identified to benefit from this application

First Parish/Unitarian Universalist of Framingham, founded in 1701, is a diverse congregation of approximately 290 members, with a humanist, liberal religious tradition, welcoming to all who seek a religious home free of creeds and guided by love, reason and conscience. This religious tradition includes Unitarian Universalist, Buddhist, Christian, Hindu, Humanist, Jewish, Muslim, Pagan, atheist and agnostic, believers in God, and more.

There is historic significance in the campus' location as this property was once part of Framingham photographer Wallace Nutting's estate. The Meeting house itself is 94 years old. The church campus consists of the following structures: the current Meeting House, built in 1926; the Parish House, built in 1959; and the adjacent property at 110 Edgell Road, built in 1817.

Our buildings are utilized by community organizations for numerous community programs and religious exploration:

- OUT MetroWest
- Heritage Chorale
- Toastmasters
- Girl Scouts
- MetroWest Free Medical Program
- Framingham Centre Nursery School
- And more!

As part of its religious and activist tradition, First Parish has been on the forefront of Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) inclusion for more than 40 years, and the congregation includes people of all sexual orientations and gender identities. First Parish has been the meeting location of OUT MetroWest for the past six years and has hosted Parents, Families and Friends of Lesbians and Gays (PFLAG) meetings for decades. First Parish has been the site of gatherings and meetings concerning LGBTQ issues and proudly waves its Rainbow flag.

First Parish is also a location for the MetroWest Free Medical Program, offering a Women's Health Program and the Vision Program several times each month. This is a cooperative effort with Temple Beth El of Sudbury and provides those without medical insurance free medical services, such as physical exams, no- or low-cost prescriptions for medications, referrals to specialists & lab/radiology tests, information on social services and insurance, Spanish and Portuguese interpretation, and assistance with health insurance enrollment. In support of this program and our surrounding communities, First Parish also has an English as a Second Language (ESL) program held at 110 Edgell Road offering at least 4 classes each week for about 10 years so far.

The Framingham Centre Nursery School, an independent organization originally established in 1960 by First Parish members, is located on the lower level of the Parish House. The nursery school serves the MetroWest region by caring for over 80 preschoolers with a 10-member faculty that is accredited by NAEYC.

2) Describe in detail the current organization's unmet safety and security needs

Because of First Parish's location, aging infrastructure, and high visibility as an advocate for liberal, religious, and personal freedoms which have been threatened in recent years, the church has realized that it may become a target for extremists and other risks. FP, like many other religious institutions, has an "open door" policy and has not locked its buildings during religious services. However, due to safety concerns, the church has spent more time focusing on security.

Unitarian Universalist churches like FP have suffered from intense violence in the past. For example, on July 27, 2008, there was a mass shooting at the Knoxville Unitarian Universalist Church, in Tennessee by an unemployed truck driver who had a manifesto that stated his hatred of liberals, Democrats, African Americans and homosexuals. The shooter opened fire on members of the congregation during a church youth performance, killing two people and wounding six others.

In addition, FP's sponsorship of programs and meetings of the LGBTQ community makes it a potential target of extreme acts of violence. According to a Nov. 12, 2019 NBC News Story on the FBI's latest Hate Crime Statistic report, more than 1,300 – or nearly 19 percent – of the 7,120 hate crime incidents reported in 2018 - stemmed from anti-LGBTQ bias.

First Parish has had small incidents over the years including:

- Theft of the rainbow flag
- An envelope with white powder sent to the office
- An after-hours break-in of the Parish House
- A break-in at the Meeting House

In looking to keep our campus a safe place for local community members and congregants alike, First Parish has identified the following unmet safety and security needs:

1. Security for meeting spaces during gatherings and events.
2. Readily available communication between the three buildings.
3. Ability to lockdown safely and securely if required.
4. Illumination of outdoor parking area at night.

3) The sources or methods used for assessing the problem should also be described

The church has established a Safety & Security Task Force which is responsible for identifying and gathering information on FP's safety and security needs. In addition to input from FP's experienced and knowledgeable Maintenance Council, FP is using the Church Mutual Insurance Self-Inspection Safety Checklist for Worship Centers and Related Facilities, a resource provided by the Unitarian Universalist Association (UUA). FP's Maintenance Council and the Safety and Security Task Force will evaluate improvements made to the facility based on the ongoing needs assessment.

4) Further explain why such safety and security needs stated have not been previously met to justify grant funds are needed

First Parish's tight budget necessitates seeking funding to upgrade the basic safety and security of its campus. FP has a small congregation with a limited annual budget of around \$370,000. The source of this budget is from annual pledges from current members of which there are only 167 giving units. Additional funding comes from Sunday collections, annual fundraising events, and facility rentals. The largest part of the church's budget is spent on staff (2 full-time staff and 4 part-time staff), and on the maintenance of its building and grounds. Although the church has been running a balanced budget over the past five years and has implemented some door monitoring systems and extensive outdoor lighting, the budget is extremely tight with very little room for additional expenses, such as the additional costs of upgrading its security. Because of this budget situation, the church has even delayed the replacement of the furnaces to heat the church sanctuary over the past twenty years, waiting for a time when additional funding becomes available. The church has had to address emergency maintenance costs of the past few years, further limiting funds.

Section II. Narrative, Continued

2. Project Description (2 page limit)

Describe the equipment and technology to be purchased or upgraded. Include the purpose for purchasing said equipment/goods, where such goods will be utilized and stored, whether installation will be needed, required upkeep or maintenance(if any), training or technical assistance needs, applicable procurement rules (please cite rule if required to secure a vendor) or name of vendor or contractor (if already identified, include reason for selection), expected benefits/outcomes for the nonprofit organization and/or community and any other info that may be helpful to justify the funding request. Please refer to the AGF for more details.

2 Simplex Push Button Door Locks

We want to install two main doors with Simplex Push Button Door Locks in order to establish and maintain security over the doors for the Meeting House and Parish Hall. These will need to be installed by a locksmith, so we will ask H. Perron Locksmiths, whom we have a long-standing professional relationship with, to install the locks. These locks will provide security and safety to our campus by preventing loss and minimizing external threats without making the buildings inaccessible for our members, guests, and staff. Procurement is allowed by the Church Administrator.

8 Walkie Talkies

Walkie talkies will allow communication between all three buildings as needed. These will be used primarily on Sunday mornings by church staff, church volunteers, and teachers or advisors at 110 Edgell Road. In addition, we will give one to the Director of the Nursery School, located on the bottom floor of Parish House during the week. If there were any kind of emergency, the walkie talkies will be used to let the people in other buildings know what is occurring and whether they need to evacuate, shelter in place, or take any other action. Procurement is allowed by the Church Administrator.

14 Bully Break Temporary Door Lock Devices

In case of an active shooter, the temporary door lock devices can be easily implemented to keep the doors from opening. No pre-installation is required, and the devices will be stored in each room on or near the door – clearly labelled and easy to access. Staff and volunteers will be instructed how to use in case of emergency. First Parish will supply the devices to rooms in all three buildings and monitor the continued availability of these devices in each room. Procurement is allowed by the Church Administrator.

8 Nightlock® Door Jambs

Nightlock® Door Jamb devices will allow people to secure outward facing doors if threatened by attack. No pre-installation is required, and the devices will be stored in each room on or near the door – clearly labelled and easy to access. Staff and volunteers will be instructed how to use them in case of emergency. First Parish would monitor the continued availability of these devices in each room. Procurement is allowed by the Church Administrator.

Motion Sensing LED light.

The LED light will be installed on the back of the Meeting House, providing light over the basement stairwell and parking lot. It would be installed by Giombetti Electric, the company we regularly use for electrical installation and monitoring of alarm systems. In addition to providing light over the stairwell and deterring another break-in, it will supplement the light for the parking lot, making the parking lot safer to access. This equipment would be maintained by First Parish through semi-annual inspections, replacing the LED bulb as needed. Procurement is allowed by the Church Administrator.

3. Implementation Plan, Timeline and Person Responsible

Complete the template grid provided by identifying the necessary steps to be implemented over the project period for proposed equipment purchases.

List of Major Tasks/ Activities	Anticipated Date for Receipt of Goods/Services	Staff Responsible
Purchase of Walkie Talkies, Nightlock® devices, and Bully Break Door Lock devices through Amazon.com	March 3, 2022	Sara Morrison Neil, Church Administrator
Place order for Motion Sensing LED light pack with Giombetti Electric	March 30, 2022	Sara Morrison Neil, Church Administrator
Purchase of Simplex Door Locks through H. Perron Locksmiths	April 15, 2022	Sara Morrison Neil, Church Administrator
Installation of motion-sensing LED Light pack by Giombetti Electric	April 1, 2022	Sara Morrison Neil, Church Administrator
Installation of Simplex Door locks by H. Perron Locksmiths	June 1, 2022	Sara Morrison Neil, Church Administrator

Section III. Budget Narrative Summary (1 page limit)

Summarize the goods and costs being requested and itemized in Attachment B (Excel Worksheet) in order for reviewers to clearly understand all expenses needed.

Need	Item Description	Unit Cost	Installation	Total Cost
Additional security is needed at the Parish House main doors and office doors, especially during Sunday morning services.	2 Simplex Door Locks , programmable with key override – <i>Simplex LP1020</i> ; one for Meeting House and one for Parish House	\$467.26 each	\$600	\$1,534.52
Communication between all three buildings is needed in the event of any type of emergency on the campus grounds, 24/7.	8 Walkie Talkies - Motorola Talkabout® T200 Rechargeable Two-Way Radios, Gray ; two for each of the three buildings, one for the central office, and one for the nursery	2 Pack \$49.00 each.	N/A	\$196.00
In the event of a lock down, additional measures are needed to secure several interior doors in all three buildings.	14 Bully Break Temporary Lock Clip for Doors Devices BALD BB516 ; for lock down of restroom areas in Meeting House, Parish House and 110 Edgell Rd.	\$150.00 each	N/A	\$2,100.00
In the event of a lock down, additional measures are needed to secure several exterior doors in all three buildings.	8 Nightlock® Lockdown 2 for outward facing doors in Parish House.	\$69.95 each	N/A	\$559.60
Motion Sensing lighting in parking lot areas at the rear of the Meeting House, next to 110 Edgell Road	Motion-activated light RAB 26W LED Wall Pack ; for exterior of the back of the Meeting House	\$319	\$450	\$769.00
			Total	\$5,159.12

Proposal Check List

Hard Copy and Electronic Application Elements and Required Attachments:

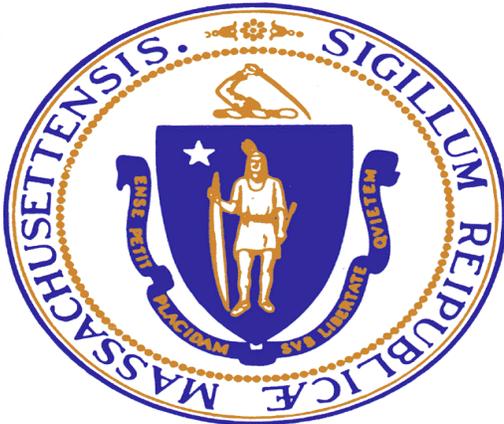
- Please use Binder or Paper Clips, *no staples allowed*.
- Completed Application (Attachment A) signed and dated by the Organization Representative of the Nonprofit Organization in Blue Ink.
- Budget Excel Worksheet (Attachment B) (both the Roll Up and Detail sheets must be included in your application packet).
- Authorized Signatory Listing Form (Attachment C) in **Blue Ink**.

Electronic submissions must be submitted to Gina Papagiorgakis at gina.papagiorgakis1@mass.gov **no later than 4:00pm on Friday, March 12, 2021**. Hard copies should be mailed and postmarked **no later than Friday, March 12, 2021** to:

The Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720-A
Boston, MA 02116-3933
Attention: Gina Papagiorgakis

If you have any questions regarding this application, please email: gina.papagiorgakis1@mass.gov

Attachment B-Budget Worksheets



COMMONWEALTH NONPROFIT SECURITY GRANT PROGRAM

Cost Categories	State Share	Total
Consultant Costs	1,050.00	1,050.00
Contract Costs	-	-
Equipment/Technology Costs	4,109.12	4,109.12
Other Related Costs	-	-
Total	5,159.12	5,159.12

Name of Applicant Organization	First Parish in Framingham Unitarian Universalist
--------------------------------	---

**Executive Office of Public Safety and Security
Office of Grants and Research
Budget Worksheet
COMMONWEALTH NONPROFIT SECURITY GRANT PROGRAM**

Budget Breakdown

Consultants—For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day/ \$81.25 per hour), and estimated time on the project. Consultant fees in excess of \$650/day require additional justification and prior approval.

Name of Consultant	Rate	Number of Hours/Days	Brief Description of Service	Cost	State Share
Giombetti Electric	75.00	6.00	Install 1 LED light pack	450.00	450.00
H. Perron Locksmiths	75.00	8.00	Install 2 pushbutton door locks	600.00	600.00
				-	-
				-	-
				-	-
			Total:	1,050.00	1,050.00

Contracts—Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants should use a competitive process for procurements compliant with the organization's own procurement policy. Sole Source Contracts are not allowed.

Item	Cost	Description of Services	Cost	State Share
			-	-
			-	-
			-	-
		Total:	-	-

Equipment and Technology Costs—Provide the name and a description of the item to be purchased. Please provide the cost of the equipment per unit.

Equipment/Technology	Rate	Quantity	Description of Item	Cost	State Share
Simplex LP1020	467.26	2.00	Pushcode door lock	934.52	934.52
Rab 26 watt LED wallpack	319.00	1.00	Exterior light, activated by motion	319.00	319.00
Motorola Walkie Talkies	49.00	4.00	2-pack rechargeable 2-way radios	196.00	196.00
Bully Brake Temporary Door lock	150.00	14.00	Temporary door lock devices	2,100.00	2,100.00
Nightlock® Lockdown 2	69.95	8.00	Door jamb devices for outward opening door	559.60	559.60
				-	-
			Total:	4,109.12	4,109.12

Other Related Costs-Any other costs not listed in previous budget categories. Additional direct costs with a specific purpose and specific amounts associated with this program. Provide a description of the item and the purpose.

Item	Rate	Quantity	Describe purpose	Cost	State Share
				-	-
				-	-
				-	-
				-	-
				-	-
				-	-
			Total:	-	-
GRAND TOTAL				5,159.12	5,159.12

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM



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
Sara Morrison Neil	Church Administrator & Membership Coordinator

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 can not 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.