

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research**



Notice of Availability of Grant Funds

**Student, Teachers, and Officers Preventing
(STOP) School Violence Program**

**PLEASE NOTE THAT THIS AGF WAS UPDATED ON
DECEMBER 20, 2022, TO CLARIFY ELIGIBILITY
GUIDELINES**

**Charles Baker
Governor**

**Karyn Polito
Lieutenant Governor**

**Terrence M. Reidy
Secretary**

**Kevin Stanton
Executive Director**

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research

STOP Program
Availability of Grant Funds (AGF)

Applications Due: January 13, 2023; 4:00 p.m.

I. Overview

The Office of Grants and Research (OGR) will make available approximately **\$675,000.00** in federal funding from the Bureau of Justice Assistance to support Massachusetts school districts and charter schools in their effort to prevent and/or reduce school violence. Specifically, these funds will be utilized to address the development and operation of school threat assessment and crisis intervention teams.

The federal STOP School Violence Act of 2018 provides funding to support a grant program for the development and operation of school threat assessment and crisis intervention teams that includes coordination with law enforcement agencies and school personnel. This Availability of Grant Funds (AGF) is designed to improve school security by providing students and teachers with the tools they need to recognize, respond quickly to, and prevent acts of violence. This AGF is intended to assist local school districts with reviewing and updating their school threat assessment plans as well as providing funds to support training for the development of local crisis intervention teams. In addition, this AGF may also support specialized training for school officials in intervening and responding to individuals with mental health issues that may impact school safety.

School threat assessments not only includes threat assessments for individuals, but may also include security surveys, crime prevention through environmental design (CPTED) training and implementation.

A. Applicant Eligibility

Only **Massachusetts K-12 Public School Districts, including vocational schools and educational collaboratives, OR Charter Schools** are eligible to apply. However, all applicants must submit a letter signed by their local Police Chief stating that he/she was consulted and provided a copy of the proposal being submitted to OGR for consideration of funding.

Only one **(1)** application per school district and one **(1)** application per charter school is permitted for consideration of funding.

B. Purpose

This grant opportunity is a competitive solicitation for school personnel, first responders and community stakeholders to work collaboratively in preventing and reducing school violence. The purpose of this funding is to improve school security by providing students, teachers, and other relevant stakeholders with the tools they need to recognize, respond quickly to, and prevent acts of violence. Funding will be used to develop threat assessment and crisis intervention teams designed to identify threats before they materialize, including those that originate from individuals with mental health issues; and for the training of students, school personnel, and local first responders so that they can partner in preventing violent events from happening.

C. Key Dates

AGF Released	December 16, 2022
Application Assistance Webinar (optional)	Wednesday, January 4 th at 2:00 p.m. https://attendee.gotowebinar.com/register/4070419961646891097 <i>After registering, you will receive a confirmation email containing information about joining the webinar.</i>
Applications Due	4:00pm, Friday, January 13, 2023
Award Announcements (anticipated)	January/February 2023
Performance Period (anticipated)	February 1, 2023 – September 30, 2023

Application Requirements

Under this solicitation, applicants should outline in their proposals a strategic and comprehensive process to achieve the objectives and deliverables of their application type described below:

A. Purpose:

Applications specifically for the development and operation of school threat assessment and crisis intervention teams. Under the school threat assessment area this not only includes threat assessments for individuals, but may also include security surveys, crime prevention through environmental design (CPTED) training and implementation and target hardening assessments with the intention of limiting access to school property to prevent acts of school violence. For the crisis intervention teams, these should include coordination with law enforcement, school officials, and other disciplines from the community.

Objective:

This application will demonstrate a plan to increase school safety by 1) conducting school threat assessments; and/or 2) developing crisis intervention teams designed to identify school violence risks and implementing strategies to mitigate those risks.

Deliverables:

- A plan to develop and conduct individual and school threat assessments in target schools as identified in the application.
- Completed school threat assessments for each identified school.
- The establishment of crisis intervention teams that use evidence-based strategies and are based on cooperative partnerships with local professional organizations, public safety agencies, and health and human services disciplines, with the intention to reduce school violence in the designated area.
- Report certain data elements identified from completed individual threat assessments using a template that will be provided to selected applicants. This data will be part of a regular reporting requirement. It will contain data elements for each person in which a threat assessment was completed. At minimum data elements will include demographic information (gender, race, ethnicity), grade level, assessment elements of self-harm and/or harm to others, event that led up to the assessment, and any interventions or dispositions.
- Development of policies and procedures that can be used by school personnel to identify students at risk of violent behavior, development of surveys, training guides, etc.

For example:

- Trainings and materials to build understanding of threat assessment models
- Training in early warning signs/violence prevention (e.g. suicide prevention train the trainer)
- Threat assessment tools
- Training in crisis prevention strategies

Additional Resources

[Enhancing School Safety Using a Threat Assessment Model | CISA](#)

[Threat Assessment and Management Teams \(dhs.gov\)](#)

Evidence-Based/Promising Programs

The Office of Justice Programs (OJP) and OGR strongly emphasize the use of data and evidence in policy making and program development in criminal justice. OJP and OGR are committed to:

- Improving the quantity and quality of programs and strategies that are evidence-based;
- Integrating evidence into program, practice, and policy decisions; and
- Improving the translation of evidence into practice.

Evidence-based is defined as those programs and practices whose effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which one would consider a program or practice to be evidence-based or promising.

C. Application Priorities:

- (1) include a detailed explanation of--
 - (A) the intended uses of funds provided under the grant; and
 - (B) how the activities funded under the grant will meet the purpose of this AGF.
- (2) be accompanied by an assurance that the application was prepared after consultation with individuals not limited to law enforcement officers (such as school violence researchers, licensed mental health professionals, social workers, teachers, principals, and other school personnel) to ensure that the improvements to be funded under the grant are
 - (A) consistent with a comprehensive approach to preventing school violence; and
 - (B) individualized to the needs of each school at which those improvements are to be made;
- (3) include an assurance that the applicant shall maintain and report such data, records, and information (programmatic and financial) as OGR may reasonably require;
- (4) include a certification, made in a form acceptable to the BJA Director that
 - (A) the programs to be funded by the grant meet all the requirements of this AGF
 - (B) all the information contained in the application is correct; and
 - (C) the applicant will comply with all provisions of this AGF and all other applicable State and Federal laws.

D. Maximum Award Amount

A K-12 Public School District may solicit up to \$60,000 and a Charter School may solicit up to \$25,000 in federal grant funds.

E. Project Duration

Applicants must have their program completed by **September 30, 2023**. Funds will be use or lose. No extensions will be permitted. The anticipated funding cycle for projects will be **February, 2023 and end September 2023**.

F. Funding Disbursement

This is a cost reimbursement grant. Reimbursement requests must be submitted to OGR on a quarterly basis. Details about the reimbursement process will be provided upon award notification.

II. Subrecipient Requirements

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

1. *Grants Management*

- Federal grant applicants who are registered with the System for Award Management (SAM) are assigned a Unique Entity Identifier (UEI) that phased out the nine-character Data Universal Numbering System (DUNS) Number on April 4, 2022. The UEI is assigned by and viewable within SAM, but Grants.gov users can also find it listed under their organization profile. (Grants.gov retrieves the UEI from SAM). To view your organization's UEI, follow the instructions at www.fsd.gov
- Sub-recipients of federal funds must maintain current registration in the SAM database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients. Information about registration procedures may be accessed at www.sam.gov. IMPORTANT: You must contact the federal government directly, through the websites provided, for a SAM registration. Please do not contact OGR; OGR cannot facilitate these federal requirements for your agency.
- Units of local government and nonprofit sub-recipients that expend \$750,000 or more in a year in federal award funds shall have a single or program-specific audit conducted for that year, in accordance with federal financial assistance audit requirements. This federal reporting requirement is referenced in the 2 CFR §200.501 subpart F. To learn more about this requirement: [Title 2 Part 200 Subpart f - Code of Federal Regulations \(ecfr.io\)](https://www.ecfr.io/title-2/part-200/subpart-f).
- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports (including match) with all required back-up documentation is required.
- Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. DOJ is required. Data must be reported quarterly.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews, is required.
- Grant funds are subject to federal accounting and audit requirements, including the prohibitions on co-mingling funds. Organizations that receive STOP funding along with other federal funds must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of the program each year and is expected to be accessible upon the request of OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- 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.
- Expenses paid with grant funds must be direct and specific to the implementation of the STOP funded program.
- No grant funds may be spent for construction, office furniture, or other like purchases.
- In-state travel costs associated with the STOP funds shall include mileage rates not in excess of \$0.62 per mile, actual tolls, or actual parking. No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR.
- No grant funds may be expended for food or beverages.

- No consultant or trainer may be paid more than \$650 for an eight-hour workday or \$81.25/hour without 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.

2. *Procurement*

- Sub-recipients choosing to further subgrant all or any part of the amount of the STOP award to an implementing agency or an independent contractor shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. 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 for the sub-recipient grant folder 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. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.
- Nonprofit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to nonprofit agencies or units of local government.

3. *Other Requirements*

- All sub-recipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by OGR prior to contracting.
- In accordance with civil rights laws and regulations, sub-recipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age, or disability in any program or activity funded in whole or in part by federal financial assistance. In addition, sub-recipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEOP). Additional civil rights compliance and reporting requirements will be addressed with sub-recipients upon award of the grant.
 - Sub-recipients will be required to complete a Certification of Compliance with Regulations form, responding to either Section A- Declaration Claiming Complete Exemption from the EEOP Requirement, Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and certifying that an EEOP is on File for Review or Section C-Declaration Claiming EEOP Submission Requirement. Some sub-recipients may be required to submit their EEOP or EEOP Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient's Certification, EEOP, or EEOP Short Form will need to be submitted to OCR in accordance with 28 CFR 42.301-308. Details will be provided prior to contracting.

- The Anti-Lobbying Act of 18 U.S. Code §1913 prohibits the use of federal funds for “grassroots” campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or of a state or local legislature or an official of any government in support of or in opposition to a legislative, policy, or appropriations matter. It applies to activities both before and after the introduction of legislation.
- In addition to the requirements set forth above, sub-recipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal 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 sub-recipient 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 federal statutes, related laws and regulations, appropriate guidelines, or purposes of the grant. Reports may be made to the Inspector General for the U.S. Department of Justice and/or to the Offices of the Massachusetts Inspector General or State Auditor.

- U.S. Department of Justice
Office of the Inspector General Field Office
1 Battery Park Plaza, 29th Floor
New York, NY 10004
212-824-3650
<http://www.usdoj.gov/oig/>
- Office of the Inspector General
John W. McCormack State Office
Building One Ashburton Place,
Room 1311
Boston, MA 02108
800-322-1323
MA_OIG@maoig.net
- Office of the State Auditor
Massachusetts State House,
Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

III. Application Template Instructions

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

*The Application Template must be completed as outlined in this section. Applications submitted without a signature from the School District **Superintendent or Executive Director of the Charter School applying** will be considered invalid and may not be reviewed for funding.*

Section 1: Applicant Template Information, Program Summary & Signatures (10 points)

Applicant's Contact and Fiscal Information

- Indicate applicant name, address, signatory, and grant point of contact.
- Indicate the exact amount of grant funds being requested.

Program Summary

- Provide a brief summary of the issue, program design, program implementation, and plan for data collection. (250-500 characters)

Section 2: Narrative Template

The application narrative template is comprised of three sections: Needs Assessment (25 points), Project Description (30 points), and Implementation Plan/Timeline (15 points).

Needs Assessment

Applicants will be asked to provide metrics and current/planned efforts.

Helpful Hint: *This is expected to be a very competitive process. The peer reviewers will prioritize funding for applicants that clearly justify the need for all items being requested.*

Project Description

Applicants will be asked to thoroughly describe the goods/services to be purchased and their implementation plan.

Implementation Plan, Timeline and Person Responsible

Applicants will be asked to discuss their management and implementation plan for the proposed project.

Section 3: Budget Narrative Summary and Budget Excel Worksheet (20 points)

Budget Narrative

The **Budget Narrative Summary** (template) should outline the budget requested and itemize the purchases as described in this application. All proposed budgets should be complete, cost effective, and allowable.

Budget Excel Worksheet

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**) that presents a complete itemization of all proposed costs. Please be sure to complete both Excel tabs – the Summary tab and Details tab – and submit with your application response.

Budget Narrative (included in Application Template) and **Budget Excel Worksheet**

Applicants may submit a **budget** for *up to* 8-months of funding. Applicants must also complete a Budget Excel Worksheet (refer to **Attachment B**). Please be sure to complete both the summary roll-up sheet and worksheet when submitting your application response/package.

Allowable Use of Funds (*doesn't represent all allowable uses of funds*)

- Consultant costs needed for subject matter expertise (conduct assessment, develop a plan, training for staff, etc.)
- Educational materials (costs associated with developing, purchasing, or copying materials needed for dissemination)
- Tools or supplies needed for program implementation
- Renting of space to conduct training

Unallowable Use of Funds

Funds may not be used for the following:

- Food or beverages for programming, trainings, conferences, or staff meetings
- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Construction, office furniture, or other like purchases
- Vehicles, luxury items or real estate

Allowable Cost Categories

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel Costs	Full or part-time regular salaried employees working on the grant. Overtime is also permitted.
Fringe Benefit Costs	<p>Eligible costs include the employer <u>share</u> of the following:</p> <ul style="list-style-type: none"> • Life insurance • Health insurance • Social security costs • Pension costs • Unemployment insurance costs • Workers compensation insurance <p>Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization (rate computations must be included).</p> <p>Include copy of approved rate agreement in the application response.</p>
Indirect Costs	<p>Costs can only be shown here if the applicant has a federally approved indirect cost rate. Applicants that do not currently have a negotiated (including provisional) indirect rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). If the applicant's accounting system permits, costs may be allocated to the applicable direct cost category in the budget including the category "other" if the costs being identified do not fit into one of the specific direct cost categories.</p> <p>Include copy of rate agreement in the application response.</p>
Consultant/Contract	<p>Consultant or contractor fees.</p> <p>The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour (excluding travel and subsistence costs). If procuring services via a contract (such as procuring an organization to provide training, consultant) rates don't apply but costs should be reasonable.</p>
Equipment Costs	EQUIPMENT IS NOT ALLOWED UNDER THIS OPPORTUNITY
Travel Costs	<p>Travel directly related to the purpose of the grant.</p> <p>In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.62 per mile, as well as the actual costs of tolls and parking.</p> <p>No grant funds may be spent for out of state conference fees, out of state travel, or out of state lodging without prior written approval from OGR.</p>
Other/Supply Costs	Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).

IV. Submission and Review of Application

A. Application Deadline

Please email all required Application documents as listed below no later than **4:00pm, Friday, January 13, 2023**, to benjamin.podsiadlo@mass.gov. Include the grant name and applicant name in the subject line.

B. Application Checklist

- ☐ **Attachment A:** Application Template as a fillable PDF (digitally signed), if applicant prefers to sign with a “wet signature,” please scan just the signature page and send as a separate attachment. This must be signed and dated by the Chief Executive Officer of the Municipality (Mayor, City Manager, or Town Administrator) and School Superintendent or Charter School Executive Director.
- ☐ **Attachment B:** Budget Excel Workbook
- ☐ **Applicant Information Form**
- ☐ **OGR Risk Assessment Form**
- ☐ **Letter from local Police Chief**

C. Application Questions

Please submit all questions regarding this AGF via email to benjamin.podsiadlo@mass.gov. Questions received on or before December 30, 2022 will be posted with responses for public viewing at: <https://www.mass.gov/homeland-security-initiatives>.

D. Review Process

This is a competitive grant and will be subject to a peer review process. All applications will be reviewed, discussed, and scored numerically by three peer reviewers. It is the intent of OGR to distribute funding equitably and across geographically diverse regions. All applications will be reviewed and scored by three peer reviewers. Please refer to the program Application (Attachment A) for a description of how scoring points are distributed.

E. Notification of Awards

Funding decisions are at the discretion of the Executive Director of OGR and Secretary of Public Safety and Security. Awards may provide applicants with full or partial funding based on reviewers' recommendation, availability of funds, and to ensure equitable distribution of funds throughout the Commonwealth. It is anticipated that this program's awards will be announced in January/February 2023.

Note: In an effort to assist as many communities as possible, all applicants are encouraged to submit reasonable and cost-effective requests. OGR retains the right to partially fund departments in an effort to award additional school districts and charter schools throughout the Commonwealth that reviewers recommend for funding.

Please refer to our [OGR Signature Policy](#) for accepted forms of signatures.

Adobe Reader version 9.5 or higher is necessary to open, complete, and save the Application Template as a PDF. Adobe may be downloaded at <http://get.adobe.com>.