Senator Charles E. Shannon, Jr. Community Safety Initiative (LARP)

Bidders Conference

Executive Office of Public Safety and Security, Office of Grants & Research

October 4, 2016

EOPSS Staff

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Key Dates

AGF Posted:	September 20, 2016
Bidder's Conference Webinar:	October 4, 2016
Letter of Intent due:	October 6, 2015
Proposals due:	October 20, 2016 (4:00 pm)
Award announcements anticipated:	On or about December 2, 2016

LARP Responsibilities

- Providing strategic, analytic, and research support
- Assist in identifying outputs and outcomes that can be tied to Shannon CSI resources
- Continue with the research, development and implementation:
  - Individual Risk Assessment
  - Community Risk Assessment
- Assist with program and fiscal reporting

Legislative Requirements

- One-time grants
  - Will not annualize in fiscal year 2018
- Administrative costs
  - May not exceed 4% of the grant award

Funding Overview

- $450,000 in grant funds are available for the Shannon CSI LARP
  - Competitive grant program
    - Full
    - Partial
    - No funding
  - Maximum award of $50,000
- Applicants will apply for 12 months of funding.
- One LARP application per CSI Site
- Anticipated funding cycle: January 1, 2017 and end December 31, 2017

Requirements Checklist

- **Cover Page** *(Attachment A)*
  - ***Program Manager***
    - Name and contact info must be that of the individual acting as the LARP even is individual is the contractor
    - This person will be the primary point of contact for all day-to-day communications
  - Submit electronically as a fillable PDF to eoppshannon@state.ma.us
  - Signed, hard copy in the application package

Requirements Checklist (continued)

- **Program Narrative (*Attachment B)***
  - Applicant Qualifications and Experience
  - Shannon LARP funded personnel resume(s) or job descriptions
  - Statement of Partnership
  - Memorandum of Understanding
  - Program Strategy
    - Action Research
    - Shannon CSI LARP and Site Collaboration Efforts
      - Gang Definition
      - Gang Problem Statement
    - Risk Assessments
      - Community Risk Assessments
      - Individual Risk Assessments
    - GoogleDocs and other reporting technical assistance

Community Assessments

- *If a community risk assessment has been implemented:*
  - Provide a copy of assessment
  - If 5 years has past since last assessment
    - Is a follow up assessment planned
    - What recommendations from the initial assessment have been adopted
- *If a community risk assessment has not been implemented within the last five years:*
  - *How is LARP* strategizing, researching, or commencing with the development of a community risk assessment
  - Expectation is that LARPs will work to complete assessment by September 1, 2017
  - Provide timeline for completion in 2017

Individual Risk Assessments

- How will the applicant assist the site and partners to:
  - Determine the appropriateness of the tool for their program(s)?
  - Implement the risk assessment tool
  - Train appropriate staff
- How will the applicant coordinate with Statewide Research Partner in any research tasks related to the selection and implementation of the individual risk assessment tool

Budget

- **Budget Excel Workbook** *(Attachment C)* and **Budget Narrative** *(Attachment D)*
  - No funds may be expended for:
    - Food or beverages
    - Out-of-state conference fees
    - Out-of-state travel
    - Out-of-state lodging without prior written approval from OGR

Allowable Budget Categories

Personnel	• Full or part-time regular salaried employees working on the grant.
Fringe	• fringe related costs are allowable but must be listed under the "Other" category as other personnel costs. • fringe related costs are allowable and can be listed under the "Fringe" cost category. • Employer Fringe benefits requested to be paid by this grant can be based on either: 1) actual known municipality paid costs for each benefit category, or 2) an established formula applied to the base salary numbers shown above broken out by the benefit category. Fringe benefits are for the personnel listed in budget category A and only for the percentage of time devoted to the project. Employer paid payroll taxes may also be included as a separate cost.
Contract/Consultants	• Consultant or contractor fees. • The maximum rate for consultants is $650 for an eight hour day or $81.25 per hour (excluding travel and subsistence costs). Any request for compensation over $650 per day requires prior written approval by EOPSS. • Contracts – a competitive process based on the municipality's procurement policy should be followed when procuring contracted services • Contract salary, fringe benefit, travel, and other costs should follow instructions within direct salary, fringe benefit, travel and other costs.
Local Travel	• Travel directly related to the purpose of the grant. • In-state travel costs associated with the grant shall include mileage rates not in excess of $0.45 per mile, as well as the actual costs of tolls and parking.
Equipment	• Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Supplies	• General supplies required for project or office (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.)
Other	• Items (e.g., rent costs, telephone costs, reproduction costs, training material costs) • Direct and/or support service costs relevant to the proposed project that cannot be listed within the personnel, fringe, consultants/contracts, travel and/or supplies cost category can be included in the "Other" cost category. Direct and/or support service costs may not exceed a rate of 27.5%. Please be sure to itemize each cost type and detail as to how the amount budgeted was calculated. • any fringe related costs may be listed in the "Other Category" as other personnel costs.

Additional Requirements

- **Contract Authorized Signatory Listing** *(Attachment E)*
- **Memorandum of Understanding (MOU) with Subcontractors** *(Attachment F)*
- **Additional Material** *(Optional-Attachment G)*

Proposal Review Process

- Grant compliance history
- Relevancy of applicant qualifications and experience
- Quality of action research
- Justification of the partnership and collaboration
- Consistency between proposed strategy and budget

Questions

- **Email questions:**
  - eopsshannon@state.ma.us through **October 7, 2016.**
- **Answers:**
  - Posted to www.mass.gov/safety/shannon no later than **October 11, 2016**