

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

**SFY17 Massachusetts Municipal Public Safety Staffing  
Police and Fire**

**Availability of Grant Funds**

**Legislation-15990026 - Municipal Regionalization and Efficiencies Incentive Reserve**

Pursuant to funds appropriated in Chapter 46 of the Acts of 2016, the Executive Office of Public Safety and Security (EOPSS) is pleased to announce the availability of grant funds (AGF) for municipalities meeting the criteria as detailed in the appropriation language below.

...provided further, that \$3,350,000 shall be transferred to the executive office of public safety and security for a competitive grant program for public safety and emergency staffing to be administered by that executive office; and provided further, that the grants shall be awarded to communities that: (a) have populations of at least 60,000; and (b) demonstrate that their police or fire departments had an operating budget per capita of less than \$200 in 2010; provided further, that grant funds under this item shall only be provided to communities who submitted qualifying applications that were approved by the executive office of public safety and security in fiscal year 2016

**Purpose**

The intent of this grant program is to assist eligible municipalities to maintain public safety and emergency response services by helping to address police and/or fire department staffing shortfalls.

**Key Dates**

Application Posted: **Wednesday, October 5, 2016**  
 Bidders' Conference Call: **Wednesday, October 12, 2016, 11AM**  
 Application Deadline: **Friday, October 28, 2016, 4PM**  
 Anticipated Award Announcements: **Friday, November 18, 2016**  
 Anticipated Grant Period: **January 1, 2017 – December 31, 2017**

**Applicant Eligibility**

Pursuant to the language in the appropriation, the ten communities below are eligible to apply for funds.

Massachusetts Department of Revenue Division of Local Services Municipal Databank/Local Aid Section				
Municipality- DOR Code	Census 2012 Population	Census 2010 Population	FY 2010 Police Department Expenditure <sup>1</sup>	Per Capita Expenditure
LOWELL-160	108,522	106,519	\$19,414,966	\$182.27
BROCKTON-44	94,094	93,810	\$17,370,071	\$185.16
LYNN-163	91,253	90,329	\$16,732,413	\$185.24
FALL RIVER-95	88,945	88,857	\$15,252,488	\$171.65
NEWTON-207	86,307	85,146	\$14,071,461	\$165.26
LAWRENCE-149	77,326	76,377	\$12,792,247	\$167.49
SOMERVILLE-274	77,104	75,754	\$12,500,233	\$165.01
FRAMINGHAM-100	69,882	68,318	\$10,471,060	\$153.27
HAVERHILL-128	61,797	60,879	\$8,604,135	\$141.33
MALDEN-165	60,374	59,561	\$8,618,741	\$144.70

<sup>1</sup> Source: Division of Local Services Communities at a Glance Summary Reports, Schedule A-Actual Revenues and Expenditures (p. 3)

### **Applicant Eligibility (*continued*)**

The SFY2017 language associated with this appropriation dictates these funds are for both *public safety and emergency staffing* thus allowing for municipalities to utilize funds for **police** and/or **fire** needs.

The Mayor for each city will determine whether applications for funding will be submitted for police and/or fire.

### **Funding Purposes**

Funding may be requested for the following purposes:

- To restore laid off sworn police officers and/or firefighters;
- To retain police officers/firefighters that would otherwise be laid off during the current fiscal year if not for this funding;
- To restore police/fire staffing levels due to attrition and other reasons;
- To restore or retain civilian employees working at the police and/or fire department; and/or
- For overtime necessary to provide adequate shift coverage and/or to maintain staffing levels.

### **How to Apply/Application Requirements**

#### **1. Participate in Bidders' Conference Call.**

Interested applicants should participate in a Bidders Conference Call scheduled for **Wednesday, October 12, 2016 at 11AM**. The conference call number is **1 (218) 632-3958, passcode 3720#**.

Additional details regarding the Bidders' Conference Call will be posted on the website at:

[\(http://www.mass.gov/eopss/funding-and-training/law-enforce/grants/\)](http://www.mass.gov/eopss/funding-and-training/law-enforce/grants/).

**Click on – 2017 Massachusetts Municipal Public Safety Staffing Grant**

#### **2. Complete Attachment A (for Police) and/or Attachment B (for Fire).**

Please complete all sections of the grant application-Attachment A and/or Attachment B and submit electronically via email as an unsigned PDF to: [eopssmunistaffing@state.ma.us](mailto:eopssmunistaffing@state.ma.us). Note that this is *in addition* to mailing a signed original application (Attachment A and/or B) and the required supporting attachments (C – E) to the Office of Grants and Research (OGR).

**Note:** An application will be invalid and will not be processed unless the **Authorized Official/Mayor** for the municipality submitting the proposal has **signed and dated** p. 8 of the application (Attachment A and/or B), in **blue ink**.

- If a municipality chooses to request funding for both police *and* fire, two separate applications (Attachments A *and* B) must be completed as instructed.
- If a municipality chooses to request funding for only one department (police *or* fire), the appropriate application (Attachment A *or* B) must be completed and submitted as instructed.

#### **3. Complete and Submit Attachment C (Excel Budget Spreadsheets)**

- Each application (Attachment A and B) must be accompanied by a completed Attachment C (Excel Budget Spreadsheets). Please complete the summary and detail for all proposed costs. The worksheet labeled "Budget Summary" will automatically be updated as the proposed costs are added to the second worksheet, labeled "Detailed Budget." Instructions are provided on the Detailed Budget worksheet. Applications that combine budgets for both police and fire will not be accepted.

Allowable Budget Cost Categories	Definitions and Required Documentation for Proposal
<i>Personnel</i>	<ul style="list-style-type: none"> <li>▪ Full- or part-time regular salaried employees working on the grant.</li> </ul>
<i>Fringe</i>	<ul style="list-style-type: none"> <li>▪ Based on federally negotiated rate agreement <i>or</i> established formula by sub-recipient's accountant, comptroller or human resource unit. Costs are limited to the employer's share of life insurance, health insurance, social security, pension, unemployment and workers compensation costs.</li> <li>▪ Include copy of approved or audited rate with the application.</li> <li>▪ If applicant does not have a federally approved or audited rate, actual known costs <i>must be itemized</i> by type and include rate computations in this section of the budget forms.</li> </ul>
<i>Overtime</i>	<ul style="list-style-type: none"> <li>▪ Allowable for sworn uniform personnel working on the grant.</li> </ul>
<i>Other</i>	<p>Costs listed in this category may include direct costs relevant to the proposed project and/or organization that cannot be listed within the aforementioned cost categories. Costs in this category may include:</p> <ul style="list-style-type: none"> <li>▪ <i>Direct</i> costs associated with new hires such as phone, uniforms, etc.</li> <li>▪ <i>Support</i> costs such as recruitment expenses for new hires, training, etc.</li> <li>▪ <i>Supplies</i> for new hires (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).</li> </ul>

**4. Complete Attachment D (Budget Narrative) for each application.**

**5. Complete Attachment E (Contractor Authorized Signatory Listing)**

**6. Applicants must submit the additional information below.**

- If fringe costs are proposed, please attach a copy of the federally approved rate agreement, or a copy of the audited rate prepared by the applicant's fiscal contact, comptroller, or HR.

Questions pertaining to this grant opportunity and application (both police and fire) process should be submitted electronically via email to: [eopssmunistaffing@state.ma.us](mailto:eopssmunistaffing@state.ma.us). EOPSS/OGR staff will respond to all inquiries.

**Grant Review Process**

EOPSS intends to carry out a fair and transparent competitive process for reviewing all applications. This process will be facilitated by the OGR and approved by the EOPSS.

**Notification of Awards**

Awards will be approved by the EOPSS. It is anticipated that award announcements will be made on or about November 6, 2016 and contingent upon receipt of grant funding from the Executive Office of Administration and Finance.

**Payments**

It is anticipated that payments will be made in two installments throughout the grant cycle. However, sub-recipients will be required to report to EOPSS/OGR on a quarterly basis. Failure to comply with the grant's programmatic and/or reporting requirements will result in delays in the issuance of reimbursements and/or non-payment.

## Post-Award Reporting Requirements

Sub-recipients will be required to strictly comply with all EOPSS/OGR reporting requirements which include but not limited to submitting quarterly financial and programmatic reporting forms, cooperation with desk reviews and/or site visits. Non-compliance with programmatic and/or reporting requirements such as late or delinquent report submission, missing required supporting documentation, and the like may result in the termination of an award. Details regarding grant compliance, forms and reporting requirements will be provided at the time of contracting. Note that all SFY16 funded municipalities must be in compliance with all programmatic and reporting requirements in order to receive a SFY17 grant award.

## Reporting Alleged Waste, Fraud and Abuse

It is the responsibility of the sub-recipient to report alleged Waste, Fraud 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 legislative statutes, related laws and regulations, appropriate guidelines for purposes of the grant. Reports should be made to the Massachusetts Inspector General or State Auditor.

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](mailto: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](mailto:Auditor@SAO.state.ma.us)

## Submission Checklist/Helpful Hints

- **Submit electronically** one *unsigned* PDF version of Attachment A and/or Attachment B to: [eopssmunistaffing@state.ma.us](mailto:eopssmunistaffing@state.ma.us)
- **Mail** one complete original *signed* hard copy of Attachment A and/or Attachment B and one copy. Include the following attachments for each Attachment A and B:
  - Attachment C-Excel Budget Worksheets (Budget Summary and Detail);
  - Attachment D-Budget Narrative (Word document);
  - Attachment E-Contractor Authorized Signatory Listing;
- Please do not use report covers, binders, staples, or folders. Binder clips are acceptable.
- Applications submitted without an original signature on Attachment A or B, p. 8 may not be accepted.
- Applications received by fax will not be accepted.
- Late submissions will not be accepted.

**Applications must be received no later than Monday, October 28, 2016, 4PM.**

Applications should be mailed or delivered to:

**Office of Grants and Research  
Ten Park Plaza, Suite 3720  
Boston, MA 02116  
Attention: Kevin Stanton**

If you have questions regarding this AGF, please email inquiries to: [eopssmunistaffing@state.ma.us](mailto:eopssmunistaffing@state.ma.us) or call Kevin Stanton at 617-725-3363 or Michael Bishop at 617-725-3302.